



S.H.I.E.L.D. Membership Assessment Terms and Conditions.

What is S.H.I.E.L.D.

S.H.I.E.L.D. is a Business Support programme which includes a Voluntary Code of Conduct, created by Transition Law, aimed at SME businesses and designed to promote good data protection practices. S.H.I.E.L.D. membership is free of charge and renewed annually based on evidence of continued compliance.

S.H.I.E.L.D. Assessment

Use of the S.H.I.E.L.D. logo, the member benefits and other advantages are available free of charge to any compliant business. Businesses which believe they are compliant must submit evidence of their compliance for assessment prior to being allocated S.H.I.E.L.D. membership.

A telephone call to assess the necessary documents to be submitted will be provided free of charge

Assessment of documents for S.H.I.E.L.D. is subject to a £100 Administration Fee.

NB: The Administration Fee is waived for businesses submitting paperwork and documentation from a S.H.I.E.L.D. authorised Law firm.

The assessment is subjective, based on the GDPR requirement that compliance must be 'Bespoke' to the business concerned. Consequently, the S.H.I.E.L.D. assessment must consider the individual character of each business. However, the following objective criteria will always be included:

- 1) ICO Registration (where necessary)
- 2) Identification of a responsible individual and correct assessment of duties.
- 3) Bespoke, compliant, written data privacy policy document(s)
- 4) Marketing Policies & Procedures
- 5) Online compliance. (where applicable)
- 6) Staff Training. (where applicable)
- 7) Provision for review and updating.

Post Assessment Actions.

Following successful assessment:

- 1) A unique page will be created on the S.H.I.E.L.D. website and allocated a reference number.
- 2) The business will be issued with the S.H.I.E.L.D. logo to use on their website and emails.
- 3) The successful applicant will be contacted by the S.H.I.E.L.D. Onboarding team to explain the member benefits, such as telephone helpline and compliant marketing advice.

Following an unsuccessful assessment:

- 1) The S.H.I.E.L.D. Onboarding team will contact the applicant.
- 2) If very minor changes are needed for compliance advice may be given, at the discretion of the team.
- 3) If major errors are present the application will be rejected.
- 4) Re submissions will be accepted without further charge subsequent to alterations being made.
- 5) If detailed remedial work is required professional intervention may be advised.