

You want the optimum for your sole proprietorship / company.

If you want to take advantage of premium data protection and process optimization for your sole proprietorship, then you've come to the right place!

You define which of the below mentioned tasks we do for you and which you do yourself.

The tasks **highlighted in blue** are always required for a collaboration.

OUTSOURCING ADVANTAGES

- Privacy expert
- Fast implementation
- Always up to date
- No expenses for further education
- Insured against miscounselling
- multilingual - court rulings and guidance papers in various languages may be used

Offered Services

- **Analysis of target and actual privacy incl. implementation concept**
- Creation / adaption of the privacy policy and corresponding documentation
- Creation / adaption of the imprint
- Texts and settings for a cookie banner, if necessary
- Creation or adaption of a privacy strategy
- Creation of guidelines or, if necessary, adjustments to existing ones
- Creation of an emergency concept
- Guidelines for data protection enquiries
- Support with data subjects access requests / requests of authorities
- Contact person for employees
- Documentation of technical and organisational measures and, if necessary, suggestions for improvement
- Support in the selection of new service providers (ensuring that they are GDPR-compliant) and corresponding documentation
- If required, supporting the adherence of the GDPR requirements (export of goods or services into the European Union)
- Training of employees, i.e.
 - Support in the selection of a training tool
 - Setting up the employees in the training system
 - Monitoring of completion
 - Reminder emails
 - Reporting
- Creation and maintenance of the records of processing
- Support in reporting / documenting any data breaches
- Upon request, annual on-site visit (within Europe)
- Upon request, monthly privacy videos
- Monthly online meetings
- **Designation as external DPO and mention on website**

The prices are calculated according to the individual requirements of the client and start at € 500 per month.

The minimum term is 1 year (thereafter may be terminated with 3 months' notice, to the end of the month). Payment period as agreed.

The fee is invoiced in advance at the beginning of the month prior to the start of the new period and is payable within 14 days to the account indicated.



CORNELIA PERRON

*EXTERNAL DATA PROTECTION OFFICER
/
PRIVACY CONSULTANT*

(ALMOST) EVERYTHING ABOUT ME

Over 20 years of professional experience in the financial services, private banking and asset management sectors as well as in the functions of project management, operational and business risk management, process analysis, data protection, internal controls and compliance officer.

Since March 2018, self-employed Data Protection Consultant and external Data Protection Officer and Compliance Consultant.

CORE COMPETENCIES

- analytical thinking
- quick comprehension
- exact way of working
- pragmatic thinking & implementation
- reliable
- good IT skills
- G mother tongue and E fluent (C2)

CONTACT INFORMATION

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Cornelia Perron Consulting
Process Optimisation & Premium Data Protection

QUALIFICATIONS

- 2018 iapp CIPM
- 2017 iapp CIPP/E, regular training to keep above mentioned certifications current.
- 2016 Cambridge Proficiency Exam, Zurich
- 2003 - 2004 NDK Compliance Management at the Institute for Financial Services in Zug (IFZ), 10 months, Certificate FH in Compliance Management
- 2000 Swiss Society for Organisation, Organiser Basic Certificate
- 1989 - 1992 SEBA School of Economics and Business Administration in Zurich, Business Economist FH (Bachelor of Business Administration)
- 1987 National Futures Association, NCFE Series 03 in Geneva
- 1981 - 1984 Commercial School of the Commercial Association in Zurich,, Commercial Clerk Type R BMS

SUCCESSSES

- Satisfied data protection clients
- Implementation of the Account Universe workflows (large Swiss bank)
- Development of the pre-clearance tool for Markets employees (medium-sized bank)
- Development of Research International regarding Compliance Clearance (medium-sized bank)
- Definition of requirements for securities clearing/ settlement, testing of programming, writing of user manual (Swiss clearing house)
- Definition of the programmes for the introduction of an electronic register of authorized representatives as well as for the automatic creation of basic client documents (medium-sized bank)