

RESOURCE

What Happens in Month 1

Your outsourced DPO onboarding, demystified

Week 1: Discovery and setup

- Kick-off call: business, data flows, priorities, timeline
- DPO appointment formalized, supervisory authority notified (where applicable)
- Access to systems, documentation, team contacts

Week 2: Audit and assessment

- Focused privacy audit: data collected, where it goes, legal basis
- Vendor and sub-processor inventory
- Gap analysis and priority roadmap

Weeks 3 to 4: Core documentation

Exact deliverables depend on scope and existing maturity. Typical outputs:

- Privacy policy, RoPA, DPA template, sub-processor list
- Breach response plan, data subject request process
- Urgent DPIAs initiated if needed

What we need from you

3 to 5 hours of your team's time in Month 1, mostly in Week 1. After that, we drive the process and come to you with decisions, not homework.

End of Month 1

- Named DPO in place, core documentation ready
- Clear roadmap for months 2 to 6
- Able to respond to enterprise vendor assessments
- Breach response process in place

Month 2 onwards

Your dedicated senior DPO is fully embedded: ongoing vendor questionnaires, DPA reviews, product privacy reviews, regulatory monitoring, enterprise deal support, and anything privacy-related.

Ready to talk? Book a free scoping call: engagecompliance.co/contact

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