



## REGULATORY COMPLIANCE

# GDPR Tabletop Exercise

## Data Breach Procedure and Data Subject Request

### What Is a Table Top Exercise?

A tabletop exercise (TTX) is an activity in which key personnel assigned (emergency) roles and responsibilities are gathered to recreate, **in a non-threatening environment**, various simulated (emergency) situations under the guidance of a facilitator.

### Why Should You Perform a TTX?

It is general knowledge that, it is not a matter of “if” a data breach or data subject request appears rather than “when” it shall happen.

As many companies have come a long way in the past years with the implementation of their GDPR compliance processes, it is crucial that these are put to the test **in a safe setting**. This way, they can be evaluated in practice and remediated or perfected before they have to be deployed in real life/time.

Two such mandatory GDPR processes are a **data breach procedure and data subject request procedure**. These procedures will be the scope of the two TTXs we offer.

Most companies believe that once such procedures are in place they are “in the clear” and GDPR compliant. However, as most only come to discover the very first time they have to handle a data breach or data subject request, this is rarely the case. And let’s not forget the nerve-wrecking timeframe, as there is a strict GDPR-obligated deadline for handling these situations.

This is why it is of the utmost importance to “check your parachute before jumping out of the airplane” to avoid not only unpleasant surprises, but especially the new penalties connected to GDPR infringements.

So, if you want to be 100% guaranteed that your workflows are optimal and productive, personnel is handling situations in an efficient and effective way, the necessary documentation or guidance is present, etc., we have what you need!

### Practical Details

- Depending on the size of your organization and the complexity of your established procedures, a single TTX may take up to one business day.
- The TTX shall take place at a site of the organization to ensure the necessary systems can be accessed and tested.
- The setup of your procedures determines who needs to be present during the TTX(s). As this is a simulation of how your procedures would run in a real-life event, it is up to your organization to decide which team members need to be involved during which parts of the exercise, or for the entire duration of the TTX(s).

Our service is **UNIQUE** in the data privacy and protection market!

### How Will We Help You?

Under the guidance of one of our GDPR experts, you will run through several simulated, real-life scenarios. Our facilitator will assess the state of your organization and procedures based on your interactions during the exercises, checklists completed beforehand, and, potentially, additional questions. The grading system is designed in such a way as to provide for both a **qualitative** and **quantitative** analyses of your performance AND ensure that no matter who conducts the session(s), **the grading will always be fair and identical.**



“Check your parachute before jumping out of the airplane!”



**About CTG** CTG (NASDAQ: CTG) is a leading provider of digital transformation solutions and services that accelerate clients' project momentum and achievement of their desired IT and business outcomes. We have earned a reputation as a reliable, results-driven partner focused on improved data-driven decision making, meaningful business performance improvements, new and enhanced customer experiences, and continuous innovation. CTG has operations in North America, South America, Western Europe, and India. The Company regularly posts news and other important information online at [www.ctg.com](http://www.ctg.com).



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