

Quotation for

Saltash Town Council

Dated

21st July 2025

MicroshadeVSM

Part of  Flotek group

The following quotation has been requested by Saltash Town Council for MicroshadeVSM to provide a Data Protection Audit and/or Data Protection Officer services.

The cost of providing a Data Protection audit for Saltash Town Council will be £750 + VAT. The following services would be provided:

- An initial questionnaire to establish the services carried out by the council, identify what personal data is collected and the reason the data is held;
- An onsite Data Protection Audit;
- A review of the existing Data Protection Policy;
- A review of the existing Policy relating to Data Breaches;
- A review of the existing Subject Access Request procedures;
- A review of the Data Protection Impact Assessment procedures;
- A review of the existing Privacy Notice Templates.

The audit will require one day onsite meeting members of staff who will have completed the initial questionnaire, taking notes and understanding what data protection processes are already in place. A full report will then be drafted and submitted to Council with recommendations where appropriate.

The cost of providing Data Protection Officer (DPO) support for Saltash Town Council will be £750 + VAT for annual cover.

The Microshade DPO service includes:

- Act as advisor to the Data Controller, normally the Clerk to the Council;
- Advise on Data Protection policy requirements;
- Liaise with the ICO as the Council's DPO as and when required. This is normally when a serious data breach has occurred;
- Provide advice to the Town Clerk and other officers as required either by email or verbally.

The service will ensure that the Council will be able to meet all the criteria set out by the latest GDPR legislation.

Terms & Condition

- Quotation valid for 60 days.
- Payment due on completion of Audit and development of the action plan.
- Prices are subject to VAT at the standard rate.