

# LOCS PRO

## DIY INSTRUCTIONS

All cards are best printed on 300g card but feel free to experiment.

## EVENT CARDS

Print 3 each of all event cards.

If you have more than 3 players it is recommended that you print more to suit the number playing.

## MONEY CARDS

Print 20 x 1000, 10 x 500 and 10 x 5000

If you have more than 3 players it is recommended that you print more to suit the number playing.

## TIME CARDS

Print 20 x 10 days, 10 x 5 days, 5 x 1 day and 5 x 20 days

If you have more than 3 players it is recommended that you print more to suit the number playing.

## CARD BACKS

The logos for the card backs are provided.

Once the front of the cards are printed, turn the sheet upside down in the printer and print again having aligned the card back logos appropriately.

## NEW SYSTEM

### SCENARIO:

The CEO has said she needs a way to prevent her emails marked PERSONAL from leaving the business.

### IMPACT:

You have consulted with IT and recommend a Data Leakage Protection solution **COST = £5000**

No cost if you already have this solution

## NEW OFFICE OPENING

### SCENARIO:

The CEO has announced that the business is opening a new office outside of the EU within the next 6 months.

### IMPACT: (select whichever applies)

You must ask IT how they will set up the infrastructure to support the new office. You should create a data map of how personal data is intended to flow between offices. Consider drafting either Binding Corporate Rules or Standard contractual clauses. **COST = 20 Days**

If you have draft standard contract clauses the exercise will take less time.

**COST = 15 Days**

You have 6 months to cover the time cost. For every month delayed after that take a -5 risk penalty.

## BUDGET CUT

### SCENARIO:

The CEO has announced that profits are down and all departments must shave 20% from their operating costs.

### IMPACT:

You must return 20% of any budget you currently hold to the deck.

**COST = 20% of Budget**

## SUBJECT ACCESS REQUEST

### SCENARIO:

A client has requested access to all information held on them including invoices, emails and any other documents.

### IMPACT: (select whichever applies)

You must confirm their identity, confirm reception of the request, search for relevant data in electronic and paper files, redact any information that would expose another individuals personal data and present data securely to the requestor. **COST = 20 Days**

If you have purchased an Enterprise Search Tool, the discovery exercise will take less time. **COST = 15 Days**

If you do not have enough days take a -5 Risk Penalty for every month you delay



## NEW CLIENT

### SCENARIO:

The business has won a significant new client. You have been made aware that medical data will need to be processed and the client is insisting on encrypted communications.

**IMPACT:** (select whichever applies)

You must complete a DPIA and Recommend that all removable devices are encrypted and that email encryption software is installed. **COST = £30000**

If you already have removable devices encrypted only email encryption needs to be added. **COST = £10000**

## CLIENT COMPLAINT

### SCENARIO:

A client has complained that the marketing emails they have received are spam and requested that you stop sending them.

**IMPACT:**

You must contact Marketing and inform them that a client has used the 'right to object' to processing and that no further marketing emails should be sent. You should review marketing activities and determine that either consent or legitimate interest is being used as the lawful basis for processing and that all relevant safeguards are in place. **COST = 5 Days**

If you do not have enough days take a -5 Risk Penalty for every month you delay

## DATA BREACH

### SCENARIO:

An employee has informed you that they have left their laptop on a bus.

**IMPACT:** (select whichever applies)

You must Investigate, log the incident and determine whether reportable to the Data Protection Authority and possibly the data subjects. **COST = 10 Days**

If you have purchased Portable Device Encryption, you have deemed this not reportable to the DPA. **COST = 5 Days**

If you do not have enough days take a -5 Risk Penalty for every month you delay.

## ICO REGISTRATION

### SCENARIO:

Your current registration with the ICO needs renewing.

**IMPACT:**

Having checked the criteria detailed on the ICO website you qualify as a 'large organisation'. **COST = £3000**

## SEMINAR

### SCENARIO:

The business will be running a seminar and hope to invite a number of clients and prospects. The Marketing team want to take photographs and a video to be published on the website at a later date.

**IMPACT:** (both apply)

You must carry out a DPIA and recommend that a notice of intent to take photos/film is provided at point of registration and links to a Privacy Notice. **COST = 10 Days**

You need the company that hosts your website to add the new content to the registration page. **COST = £5000**

If you do not have enough days take a -5 Risk Penalty for every month you delay

## NEW SYSTEM

### SCENARIO:

Finance have announced that they will be introducing a new cloud based invoicing system.

**IMPACT:**

You must work with the Finance team to produce a DPIA. You discover that the selected vendor will be located in a country NOT on the EU adequacy list and will have Data Processor status. You must review the supplier contract and ensure that the relevant data protection agreement clauses are in place. **COST = 15 Days**

If you already have either Standard Contract Clauses or a Data Protection Agreement **COST = 10 Days**

If you do not have enough days take a -5 Risk Penalty for every month you delay

## NEW SYSTEM

### SCENARIO:

The IT department has announced they will be introducing a new cloud based Document Management system.

### IMPACT:

You must work with the IT team to Produce a DPIA. You discover that the documents will be stored and backed up to data centres based in the EU. You must design a role based access policy and ensure that the service provider has adequate data protection in place.

**COST = 15 Days**

If you do not have enough days take a -5 Risk Penalty for every month you delay

## TRAINING

Your employee awareness process needs updating to include the latest guidance from the ICO.

**IMPACT:** (both apply)

You must update training materials to reflect process changes within your business, new guidance and recent actions taken by the ICO. **COST = 15 Days**

You decide to supplement the traditional classroom training with an auditable e-learning and test. **COST = £10000**

If you do not have enough days take a -5 Risk Penalty for every month you delay

## NEW SYSTEM

### SCENARIO:

Following a recent SAR discovery, HR inform you that they cannot search for passports and other identity documents that they had previously scanned onto the businesses systems.

### IMPACT:

IT inform you that you need an OCR scanning tool that converts PDF documents to searchable text.

**COST = £15000**

If you do not have enough budget you must cash in another solution to cover the amount.

## SUBJECT ACCESS REQUEST

### SCENARIO:

A client wishes to port their information to another firm and has requested for all information held on them in their file and any relevant emails.

**IMPACT:** (select whichever applies)

You must confirm reception of the request search for relevant data in electronic and paper files, redact any information that would expose another individuals personal data and present data securely to the requestor. **COST = 15 Days**

If you have purchased an Enterprise Search Tool, the discovery exercise will take less time. **COST = 10 Days**

If you do not have enough days take a -5 Risk Penalty for every month you delay.

## DATA BREACH

### SCENARIO:

An employee has informed you that they have emailed the wrong person and a spreadsheet with client personal details was attached.

**IMPACT:** (select whichever applies)

You must Investigate, log the incident and determine whether reportable to the Data Protection Authority and possibly the data subjects. **COST = 10 Days**

If you have purchased Data Leakage Protection, the spreadsheet has been encrypted. You have deemed this not reportable to the DPA. **COST = 5 Days**

If you do not have enough days take a -5 Risk Penalty for every month you delay.



1000

1000

2TWENTY4  
CONSULTING

A blue-bordered card featuring a large blue circle with the number "1000" inside. The 2TWENTY4 CONSULTING logo is positioned at the bottom left, and the number "1000" is repeated at the bottom right.

5000

5000

2TWENTY4  
CONSULTING

A red-bordered card featuring a large red circle with the number "5000" inside. The 2TWENTY4 CONSULTING logo is positioned at the bottom left, and the number "5000" is repeated at the bottom right.

500

500

2TWENTY4  
CONSULTING

A green-bordered card featuring a large green circle with the number "500" inside. The 2TWENTY4 CONSULTING logo is positioned at the bottom left, and the number "500" is repeated at the bottom right.

