

Legal Memo Writing

To: Partners and Associates

From: Elizabeth Johnson, Managing Partner

Date: February 5, 2025

Subject: Compliance with New Data Protection Regulations

Dear Colleagues,

As you may be aware, new data protection regulations will come into effect on April 1, 2025. These regulations impose stricter requirements on how we collect, store, and process client data. Compliance with these new rules is not only crucial for legal reasons but also to maintain the trust that our clients place in us.

Overview of New Regulations:

The regulations extend the rights of individuals to control how their personal information is used. They also increase the penalties for non-compliance, including significant fines and potential reputational damage.

Key Requirements:

- Consent:** Explicit consent must be obtained before any personal data is collected. This consent must be clear and distinguishable from other terms and easy for our clients to withdraw.
- Right to Access:** Individuals will have the right to access their personal data and obtain information about how it is being processed in a clear and understandable way.
- Data Portability:** Individuals have the right to receive their personal data in a structured format and transfer it to another data controller.

4. **Data Protection Impact Assessments (DPIAs):** These are required for high-risk data processing activities. DPIAs help identify and minimize data protection risks.

Action Required:

- **Review of Current Practices:** Each department must review how client data is currently handled and identify any changes needed to comply with the new regulations.
- **Training:** All staff will be required to undergo training on the new regulations. This training will be provided in March and is mandatory for all who handle client data.
- **Compliance Audits:** Regular audits will be conducted to ensure ongoing compliance. These will be overseen by our in-house legal compliance team.

Consequences of Non-Compliance:

Failure to comply with the new regulations can result in penalties of up to 4% of annual global turnover or €20 million, whichever is greater. Non-compliance could also damage our firm's reputation and erode client trust.

Conclusion:

Our commitment to compliance with these data protection standards is essential. I trust that each of you will take the necessary steps to familiarize yourself with the new requirements and adjust your workflows accordingly. Compliance is not just a legal requirement; it is a key component of our ethical obligations to our clients.

Please attend the scheduled training sessions and consult with our legal compliance team if you have any specific questions or concerns about your responsibilities under the new regulations.

Thank you for your attention to this critical matter and for your continued dedication to maintaining the highest standards of legal practice.

Attachments: Summary of New Data Protection Regulations, Training Session Schedule, DPIA Guidelines