

Why This Guide?

Customer expectations, supply-chain pressure, and the revised **Swiss Federal Act on Data Protection (nFADP)** are pushing Swiss SMEs to take compliance seriously. Yet resources are tight, and most tools and consultants are built for large enterprises.

This guide helps you:

- Understand your legal obligations
- Choose the right support level for your business
- Plan your next steps with confidence

What Does the Law Expect?

Key obligations under the Swiss Data Protection Law:

 **Source: Federal Act on Data Protection (nFADP)**

- Inform data subjects transparently (Art. 19)
- Maintain a processing activities register (Art. 12–13)
- Implement technical and organizational measures — TOMs (Art. 8, 22)
- Notify data breaches to the FDPIC without delay (Art. 24)
- Respect individual rights: access, rectification, objection, deletion (Art. 25–27)
- Designate a Swiss representative if your company is based abroad (Art. 14)
- Regulate profiling and assess high-risk processing (Art. 22, 10)
- Provide a clear and accessible privacy policy (Art. 19)
- Document international data transfers (Art. 16)
- Apply “Privacy by Design” and “Privacy by Default” (Art. 7)
- Conduct Data Protection Impact Assessments (DPIAs) for high-risk processing (Art. 22)

The Cost of Doing Nothing

Ignoring data protection isn't just risky, but it's expensive.



Regulatory penalties:

The FDPIC can impose fines of up to CHF 250,000 for intentional non-compliance, and hold individuals accountable.



Lost business:

More clients, especially in B2B and public sectors, now demand formal proof of compliance.



Operational delays:

Without documentation, responding to audits or data subject requests can drain time and resources.



Reputational damage:

A data breach can severely affect trust and SME reputations.

Data protection bundles designed for Swiss SMEs

Service	Audit Flash 360°	Pack Essentiel	Pack Avancé	Pack Expert
Initial compliance check (27 questions)	✓	✓	✓	✓
Summary report (PDF)	✓	-	-	-
Prioritized action plan	✓	-	-	-
Full audit report (nFADP)	-	✓	✓	✓
Data inventory & register	-	3 assets + 3 treatments	5 assets + 5 treatments	Custom scope
International data transfers	-	✓ (3 transfers)	✓ (5 transfers)	Custom
Incident & breach log	-	✓	✓	✓
Online rights request channel	-	✓	✓	✓
Custom privacy policy (43-question base)	-	✓	✓	✓
Data flow mapping (Sankey or tree)	-	-	✓	Custom
Lifecycle files & purge suggestions	-	-	✓	Custom
DPIA (impact assessment for high-risk cases)	-	-	-	✓
Contract registry (subprocessors, transfers)	-	-	-	✓
Compliance file ready for PFPDT audit	-	-	-	✓
External DPO support	-	1 day/quarter	1.5 days/quarter	Flexible

Which bundle fits your SME?

Your profile	Recommended bundle
Not sure where you stand? Start here to get clarity. Perfect for startups or SMEs that want to understand their current compliance level before going further.	✓ Audit Flash 360° Quick, fixed-price compliance snapshot
Growing SME 20–50 employees Handles HR, client, or subcontractor data	✓ Essential Bundle Start structured documentation, policies & registers
Established SME 50–249 employees Sensitive data, external tools like Microsoft 365, HR platforms	✓ Advanced Bundle Includes mapping, lifecycle, and risk awareness
Regulated or high-risk SME Healthcare, legal, finance, SaaS, minors	✓ Expert Bundle Complete documentation, DPIA, contracts & audit-ready

External DPO support (DPO-as-a-Service)

Each bundle includes quarterly support from a keyIT's Data Protection and Compliance Expert — provided through our external DPO service (DPO-as-a-Service). This means you don't need to hire an internal DPO. You get regular help to maintain compliance and be ready for audits or client reviews.

What's included:

- Follow-up on audit recommendations
- Updates to the data processing register and records
- Monitoring of legal and regulatory changes
- Preparation for potential FDPIC audits
- Updates to key compliance documents (privacy policy, register, rights request channel)

Your compliance documentation is managed directly in Dastra - a platform built for SMEs. It centralizes all key records, automates updates, and ensures full traceability for audits and client reviews, with minimal effort on your side.

Benefits for your SME:

- No internal workload for legal monitoring
- Expert help — just when you need it
- Better readiness for audits and client due diligence

How to start your compliance journey

! Schedule your 360° Flash Audit now to assess your level of compliance with the nFADP.

Do you have any questions? **Book a 30-minute call with our expert** to discuss your situation or email us at sales@keyit.ch - we'll get back to you promptly.

Common Objections & Responses

"It's too early to act."

The law is already in effect - better to be proactive than reactive.

"We don't process sensitive data."

All personal data is covered under the nFADP.

"We prefer to handle this internally."

keyIT audits, validates, and structures what you already have.

"It's too expensive."

Start with a low-cost Audit Flash 360°.

"It's not a priority right now."

Inspections have already begun — it's best to be prepared.