

Robert Sheppard

London, United Kingdom

**Legal & Compliance
Barrister**

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Summary

- **Experienced Contract professional**
- **Worked in a number of different industries**
- **Experience of working with both SME and Ftse 50 entities**
- **Carried out the implementation of contract governance programs understanding the risks and mitigating them accordingly**

Merlin Entertainments Group May 2018-Present (Part of the digital transformation team) Data Protection and Compliance Executive (Contractor)

In this role, I carry out the following duties:

- Creating the contractual framework for the GDPR regime
- Design of GDPR Group clauses and negotiation of complex international agreements
- Part of the project management team to bring around regulatory change requirements for the whole of Merlin World Wide
- Leading a team of data protection analysts on a jurisdictional basis
- Working on hi-tech solutions and systems to ensure GDPR compliance
- Working with senior stakeholders to ensure buy in at the very top and helping create a network and culture of privacy by design
- Involved in the creation of a global privacy agreement to allow the transfer of personal data on a group basis
- Getting heavily involved in the data protection framework to ensure continued compliance
- Working on a global scale to provide regulatory change, implementation and compliance for individual jurisdictional requirements
- Particular emphasis on marketing, helping the marketing team establish global strategies in compliance with marketing requirements and looking forward to the new EU Privacy Regulation
- Creation of DPIA template and carrying out DPIA's where necessary
- Creation of data retention schedule and maintenance of the same
- Review of data flows and technological changes required to remain compliant
- Acting as a DPO with regard to general advice including policy, procedure and regulatory positions
- Working closely with industry bodies and privacy forums to help understand and develop a culture of best practice within relevant privacy frameworks

Capita June 2017-May 2018

Data Protection Officer & Executive Legal & Commercial Lead (GDPR) (Contractor) – Included Financial and Insurance Businesses

In this role, I carried out the following duties:

- Lead for implementing global intra-group processing agreement
- Creation of Group wide GDPR clauses to be used with existing and new contracts and the implementation of the same
- Involvement in high complex and high value contractual negotiations
- Part of the project management team to bring around regulatory change requirements in 2 of Capita's major divisions
- Working with the financial and insurance divisions to ensure GDPR compliance is in line with other regulatory requirements

- Acting as a trusted advisor to senior stakeholders
- Partnering with technology leads and new business lead to help imbed privacy by design on any new technological or functional innovations
- Carrying out DPIA's
- Acting as a DPO with regard to general advice including policy, procedure and regulatory positions
- Negotiating GDPR positions on Group wide existing and new contracts

Clifford Chance LLC December 2016-June 2017
Data Protection Officer (Executive Manager)

In this role, I carried out the following duties:

- Reviewing terms and conditions with special reference to privacy clauses
- Lead contact for all company data protection and privacy issues
- Leading a privacy team in over 26 jurisdictions
- Mapping out of all personal data within the company working with individual business units
- Implementation of GDPR methodology, including implementing new requirements and amending existing policies to meet the new requirements
- Central point of contact with data privacy contacts in regional jurisdictions
- Liaising with jurisdictional data protection contacts to ensure the firm is complying with privacy obligations within all the jurisdictions it works in
- Carrying out auditing and impact assessments when either a new client or supplier is on-boarded
- Working with business development and marketing to ensure relevant privacy communication laws are complied with
- Carrying out DPIA's
- Working closely with IT to understand the flow of data within the company's systems
- Keeping abreast of new changes in legislation and legal decisions that may affect the company
- Reviewing all privacy related policies to ensure compliance with applicable laws

GLL (Joint venture between Delancey and the Qatari Investment Authority)
December 2016
In House Counsel, DPO & Commercial Business Manager

June 2015-

I was been brought specifically in this role to put in place a commercial and contractual governance system

In this role I carry out the following duties

- Drafting of all terms and conditions
- Running approval process for all sub-contractors
- Responsible for complete management of sub-contractors once approved
- Running tenders from cradle to grave
- Researching and preparing for new EU Data Regulation due in 2017/18
- Issuing change orders, amendments and variations
- Running numerous contractual projects including contract administrative tasks
- Implementation of complete contractual governance system
- Implementation of data protection policies and procedures
- Compliance with the Anti-Bribery Act 2010 and money laundering regulations
- Training of all staff on data compliance issues and laws
- Review of data protection systems
- Making sure company is fully data compliant with all existing laws
- Running data compliance audits throughout each division of the company
- Writing board papers when necessary answering questions around data activity and compliance
- Ensuring all contractual relationships have the correct data protection and clauses in place

Achievements in this previous position include:

- Transition from new IT infrastructure and consultancy supplier to new supplier including:
 - Assisting the CIO to manage the exit plan and the transitioning of current supplier to new supplier including novation of key suppliers
 - High level of involvement in the tender process from cradle to grave
 - Setting up bespoke MSA for new supplier to ensure correct contractual relationship was

- in place
- Implementation of complete governance systems including contractual, data protection and compliance

Petrofac Engineering Limited
Contracts & Compliance Manager

December 2013 – June 2015

Global provider into the oil and gas industry

In this role I carried out the following duties and help support both onshore and offshore projects:

- Supporting both onshore/offshore projects in all of their contractual requirements
- Supporting Group compliance in compliance and data protection activities and risk management both on a European and global platform
- Ensuring all third party agreements contained anti-bribery clauses and monitoring and auditing supplier adherence to the same
- Working with Group Compliance to ensure the company complied with regional requirements for corruption legislation including Western and Middle East countries
- Contractual and legal lead (including reviewing of contracts) for all contract types passing through the business from master services agreements, consortium agreements to sub contracts specifically including all relevant oil and gas clauses such as indemnities, warranties, defects, limit on liability, indirect losses and force majeure;
- Responsible for managing consultant and sub-contract agreements; including the creation of them for client agreements.
- Responsible for negotiating multi-million pound multi-jurisdictional contracts (including North Africa and Middle East) with oil and gas giants and state owned oil companies;
- Experience of dealing with Middle East entities and clients
- Responsible for the contracts department and managing the contracts team
- Reviewing and understanding of liquidated damages and service levels to make sure that the company is protected from excessive and multiple monetary losses;
- Creation and reviewing with group legal of all bond/guarantees and creation of powers of attorney;
- Part of senior management team and responsible for attending all risk review meetings relating to new opportunities or substantial changes to existing agreements;
- Filling out, on contractual award, risk review documents and highlighting any sub-contractor flow down requirements found within client agreements so that mirror/back to back terms and conditions can be achieved with suppliers;
- Although predominantly dealing with oil and gas type agreements, duties include looking at all contract types including software agreements and leasing agreements;
- Creation of contractual database so that all legal documents are held in a suitable location for protection and easy accessibility;
- Daily contact with both clients and suppliers dealing with various contractual and commercial matters.
- Creating strong relations with key stakeholders to enable the resolution of conflicts and the building of strong relationships; and
- Keeper of all contractual templates and responsible for updating them and creating new bespoke contracts to suit particular requirements.

Achievements in this previous position include:

- Due diligence exercise to reduce wastage in supplier management and unrequired services impacting the companies bottom-line
- Bringing a successful multi-million pound contract to a successful conclusion after both technical and financial issues threatened to terminate the relationship

Capita – FTSE 100 – Energy Division
Commercial Manager & Data Protection Officer
 UK's leading provider in business outsourcing.

January 2012 – December 2013

In this role I carried out the following duties through providing commercial and legal expertise:

- Ensuring the division complied with all data protection laws and implementing any new legislation relating to data protection

- Ensuring the travel support business could properly send money to countries without breaching anti-money laundering regulations
- Ensuring the company had robust anti-bribery clauses in place and that the same obligations were passed onto suppliers
- Helping the business comply with Anti-Bribery legislation
- Training of staff on data protection issues and laws
- Ensuring all necessary contractual mechanisms were in place (e.g. EU model clauses/binding corporate rules) were in place if transferring data outside of the EEA
- Making sure all contractual relationships had necessary data protection clauses in
- Running data protection audits throughout the entire division to ensure compliance
- Drafting of different sets of complexity contractual agreements and legal documentation to meet and exceed business requirements;
- Responsible for managing consultant and sub-contract agreements including the creation of such for client agreements.
- Dealing with a range of value projects starting in the lower ranges right up to multimillion deals;
- Understanding risk ratios within contractual relationships and either expelling them or recommending counter measurers;
- Carrying out major tracts of negotiation with clients to reach mutual concessions that brings equity to agreements and relationships;
- Acting as mediator between different facets of Capita inputs to reach a sensible commercial output;
- Creation of software licensing agreements to give access to Capita intellectual property and gain access to third party intellectual property;
- Participation in Capita third party acquisitions including due diligence and risk management elements;
- Lead commercial role in overseeing Capita's international assistance business that spans multiple jurisdictions and involves numerous legal disciplines;
- Initial point of contact for any legal issues;
- Liaising with Capita board directors and director level client personnel;
- Working with external council over contentious areas of law;
- Daily contact with multiple sector private and public entities;
- Training of non-commercial staff in commercial and legal matters; and
- Given advice on anti-corruption legislation and implementing anti-corruption policy in 3rd party Agreements.

Achievements in this previous position include:

- Completion, from cradle to grave, of IT infrastructure, maintenance and consultancy master framework agreement that was used as a model for the entire Capita Group
- Completion of repatriation businesses anti-money laundering and bribery guidance (that was then replicated on a group wide basis) for being able to pay monies for clients medical care in emergency situations in foreign countries
- Creation and management of contractual and supplier portal to ensure all contractual and legal documents were kept in a single location and were updated accordingly

**Private Consultancy work, UK wide
Commercial and Contractual Consultant**

August 2011- January 2012

Providing Contractual/business development and tender writing services to a host of small and medium sized companies.

In this previous role I had the following responsibilities:

- Drafting and creating bespoke contracts to cater for client's requirements;
- Negotiating contractual clauses;
- Minimising contractual risk and carrying out risk register activities;
- When required, looking after contracts through their complete life cycle;
- Provide a comprehensive business development package including using existing contacts; and
- Completing tender and PQQ's for business opportunities.

Imperial Consultants, London
Commercial Executive

January 2011 – August 2011

Imperial Consultants is the UK's leading academic consultancy provider, connecting external organisations to the knowledge and resources of Imperial College London.

In this previous role I had the following responsibilities:

- Drafting bespoke contracts, issuing standard agreements and other related documents;
- Agreements spanned multiple jurisdictions including America, Malaysia and Hong Kong (including creation of a dual contract in both the Russian and English language);
- Reviewing and negotiating customer's terms and conditions to ensure they were acceptable both legally and commercially;
- Making sure any IPR issues were resolved while protecting University background IPR;
- Managing new and existing projects, ensuring that budget and timescale targets were adhered to;
- Managing any post-contractual matters and follow-up work;
- Working as part of a team for major projects and initiatives, including: EU frameworks, industrial clubs, and consortium agreements;
- Co-ordinating tender submissions, proposals and bids with both academics and clients, including the preparation of project budgets;
- Providing advice and assistance to senior management and team leaders in relation to contractual legal issues and queries;
- Assisting in updating standard contracts to keep up to date with best Practice; and
- Dealing with major players in a range of sectors including the financial, automotive and oil industries.

Achievements in this previous position include:

- Saving money by excluding excessive taxes in international agreements;
- Advising project managers and senior academics on the commercial value of the expertise offered: especially in expert witness cases;
- Through negotiation, increasing the percentage profit on a number of agreements; and
- Establishing key relationships with clients so that more favorable conditions could be agreed

BS Services engineering firm, Andover, Hampshire
Head of Department Risk & Legal

May 2007- October 2010

BS Services carried out expert engineering to a diverse range of clients including the Ministry of Defence, Ftse 100 companies and a host of commercial/industrial/clients.

In this previous role I had the following responsibilities:

- Responsibility for a diverse portfolio of contracts ranging from the thousands into the millions including project management of a number of them;
- Drafting/reviewing MOU's, NDA's, Framework Agreements and any other contractual/legal document as required;
- Carrying out amendments to existing contracts;
- Checking potential contracts for commercial risk and to establish best practice risk mitigation;
- Controlling and monitoring all tender opportunities through their complete life cycle from advertisement through to eventual acceptance;
- Drafting terms and conditions in conjunction with main and third party agreements;
- Gathering, analysing and writing prequalifying questionnaires and tender bids which included complying with OJEC regulations.
- Responsibility for updating the profit and loss account in conjunction with the Managing Director and Finance Director;
- Running weekly meetings covering general office issues as well as specific projects, contracts and tender related issues;
- Creating reports for the finance and managing director covering tender and prequalifying questionnaire activity;
- Liaising with key clients and their legal teams to establish and maintain critical relationships and establish new paths of business and opportunities while also negotiating clauses and terms;
- The monitoring of the contractual database including such elements as deadlines, compliance and up-to-date client information;
- The triangulating of contractual information and requirements to all relevant teams;
- The creating and maintenance of contractual and company Key Performance Indicators; and
- Managing the administrator, project manager, and purchaser.

Achievements in this previous position include:

- Established key working relationships with FTSE 100 companies bringing in new clients and contractual opportunities contributing towards increasing profitability within the company;
- Successfully diversifying the company by taking it into the main stream construction industry and establishing and maintaining key relationships within the sector; and
- Reducing overheads and increasing commercial viability and profitably.

Ministry of Defence Law Commercial Branch**June 2001 - June 2003****Commercial Officer**

Defence Logistics Organisation, Andover

In this previous role I had the following responsibilities:

- Working through the complete life cycle of multimillion pound contracts with companies such as Heckler & Koch and Thales and carrying out negotiation and dispute resolution duties;
- Carrying out duties within a highly pressurised environment which consisted of a triangular demand system of operation: the needs of the project manager, end user, and contractor; and
- Looking after and maintaining contracts which, required keen interpersonal skills and the ability to carry out requests for equipment used in frontline battle zones while using my initiative in establishing and developing core working principles to meet the supply and demand role of the position.

Achievements in this previous position include:

- The streamlining and creation of a database to aid in the process of customer based relations and project management demand;
- Aiding in the negotiation and eventual placement of a diverse and problematic £70 million contract for essential frontline equipment; and
- The establishment of Key Performance Indicator parameters to establish and maintain excellent core principles so that all relationship requirements were exceeded.

Education**January 2016-January 2017**

Northumbria University – Postgraduate certificate in data protection and information governance

July 2016-January 2016

ICA – International diploma in governance risk and compliance

Sep 2008-2010

BPP School of Law - Bar Vocational Law Course – Bar Exam (equivalent of professional master's degree in law)

Sep 2007 -2008

Brunel University graduate diploma in law

Sept 2004 – June 2007Brunel University BA (Hons) History AND English
2.1 (honours)**Sept 2002 – July 2004**

Cricklade

A Levels: English (A) History (B) Law (B)

Interests

- Member of the Inner Temple Mooting Society;
- Past Member of the Brunel Mooting and Law Society;
- Keen participant in table top war gaming including the creation of rule sets;
- Amateur historian with special interest in Alfred the Great and the War of the Roses.