



**Law Society
of Ireland**

BUSINESS CONTINUITY PLAN



(For Irish Law Firms)



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This Business Continuity Plan (BCP) has been prepared having regard to the Law Society of Ireland's inspection and regulatory focus areas, including compliance with the Solicitors Acts, Accounts Regulations, professional standards, governance, and risk management expectations.

This Business Continuity Template supports the firm in planning responses to events that may disrupt normal operations, such as IT failures, security incidents, or loss of premises.

It should be completed during the firm's annual continuity planning cycle and revisited after any incident or operational change.

The Managing Partner and the Business Continuity Coordinator hold primary responsibility for its preparation and upkeep.

The template mitigates the risk of service disruption and client impact.

Once completed, it must be communicated to relevant staff and tested through periodic drills.

1. Purpose and Regulatory Context

The purpose of this plan is to ensure that **[Firm Name]** can continue to operate and protect clients in the event of a disruption. It directly supports Law Society of Ireland inspection focus areas relating to:

- Client care and service continuity
- Protection of client monies (Accounts Regulations)
- Governance, supervision, and risk management
- IT systems, data protection, and cybersecurity

2. Governance and Responsibility (Inspection Focus: Firm Management & Supervision)

Overall responsibility for business continuity rests with the Managing Partner / Principal. Clear roles and deputies are designated to demonstrate effective supervision and governance.

Role	Name	Contact Number	Email
Managing Partner / Principal			
Compliance / Risk Partner			
Office Manager			
IT Service Provider			
Reporting Accountant			

3. Critical Business Functions (Inspection Focus: Client Care & Continuity)

The following functions are considered critical and are prioritised during any disruption.

Function	Description	Maximum Downtime
Client Communication	Maintaining contact with clients, counsel, courts	24–48 hours
Client Account	Access to and control of client funds	Same day
Court Compliance	Court filings, hearings, deadlines	Immediate
Case Management	Access to files, diaries, limitation dates	24–48 hours

4. Client Account and Accounts Regulations (Inspection Focus: Client Monies)

The firm recognises that protection of client monies is a core Law Society inspection focus area. In any disruption, priority will be given to maintaining secure access to client account records and authorisations.

Continuity measures include:

- Backup access to banking systems
- Availability of client ledger records
- Dual signatory or alternative authorisation arrangements
- Immediate escalation of any risk to client funds

5. IT Systems, Cybersecurity and Data Protection (Inspection Focus: IT & GDPR)

The firm maintains appropriate IT systems and data protection controls to ensure continuity of services and confidentiality.

This includes:

- Regular data backups
- Secure remote working capability
- Incident response procedures
- Assessment of personal data breaches and notification obligations where required

6. Staff and Key Person Risk (Inspection Focus: Supervision & File Management)

The firm mitigates reliance on individual staff members by maintaining clear supervision structures, up-to-date file notes, and designated deputies.

7. Communication with Clients, Courts, and the Law Society

Clear communication arrangements are in place to ensure transparency and continuity, including where notification to the Law Society is appropriate.

8. Testing, Review and Inspection Readiness (Inspection Focus: Governance)

This plan is reviewed at least annually and after any material incident. Maintenance of this plan supports inspection, readiness, and professional indemnity renewal.

9. Approval

Approved by:
Date:
Next Review Date:



This resource was developed by Outsource in consultation with the Law Society of Ireland.

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