RoPA
Case Management

Reduce RoPA effort to a minimum

RoPA requirements

- Organisation's name and contact details, whether it is a controller or a processor (and where applicable, the joint controller, their representative and the DPO).
- The purposes of the processing.
- A description of the categories of individuals and of personal data.
- The categories of recipients of personal data.
- Details of transfers to third countries, including a record of the transfer mechanism safeguards in place.
- Retention schedules.
- A description of the technical and organisational security measures in place.

In addition

- Data processors must maintain records on behalf of all data processed for the controller.

CHALLENGES

Article 30 of The GDPR requires organisations to keep written records of processing activities.

A valid RoPA will be the product of efficient record-keeping procedures and accountability within an organisation, and the continued review and maintenance of these procedures will promote compliance with GDPR standards.

WHY IS ROPA IMPORTANT?

Under the GDPR it is a legal requirement to document your processing activities.

Understanding what information you have, where it is and what you do with it makes it much easier for you to improve your information governance and comply with Data Protection Law.

In the RoPA you must list every single processing, the RoPA describes the exact usage of the data, the technical and organisational measures, that you have in place for the protection of the data, it shows you who is affected by processing, and it also shows you the recipient of a processing and possible data processors are also listed there.

A fundamental risk analysis should also be included in a RoPA.

BENEFITS OF OUR ROPA SOLUTION

Record
Our RoPA Module provides a **fully managed auditable** solution with **controlled access.** Record processing activities in electronic form, add, remove, and amend information easily.

Review
Enable **company-wide creation and review of records,** centrally managed by the DPO/RoPA Manager; i.e. access to pre-selected records can be given to departments allowing them to review and update the records and then reassign them back to the DPO for checking. They may also create new RoPA records which are set at a status of "Submitted" for the DPO to check.

Regulation
Provide a framework for **pre-validated selections** or responses to ensure all regulatory guidelines are followed and the RoPA records are consistent and legal.

Accessible
All RoPA records are stored in a **secure & accessible location** and are readily available for inspection in the event of an audit.

Book a Demo

GOOD PRACTICES FOR ROPA ⌄

The manual creation of RoPA under GDPR compliance requirements or using tools like Excel may be very difficult and time-consuming. An easier way is to use our RoPA module. This powerful online tool reduces the effort to a minimum. You do not need any previous knowledge to achieve a complete RoPA. All functionality is already included, and it offers advanced customization possibilities, so you and your organisation will be able to generate RoPA lists tailored to your specific business needs.

HOW WATERFORD TECHNOLOGIES MEETS DPC GUIDANCE ⌄

1 -Audit of all available personal data

- Customised workflow forms to show the information we can capture and the information that can be recorded.
- Dashboards are customised to your requirements, presenting the most useful information in the most digestible form.

2 -Identification of the role –whether you are a controller or a processor.

- We work with you to ensure that the drop-downs on the customised forms contain valid information for your activities.
- Customised forms for the Controller and the Processor based on their requirements.

3 -Categorization of data

- Our RoPA module breaks down the data that you have on data subjects into categories.
- Full audit on all recordings, views, and changes.
- Central and powerful content search built-in to find and present data quickly and securely.

4 -Constant Updating

- Starting a new processing activity or changing the purpose of a current one, the register can be updated in seconds.
- With multiple user logins, it enables company-wide creation and review of records, centrally managed by the DPO or RoPA Manager. It is important to check if the record is still valid, and up-to-date and if the data is still being processed. The RoPA manager can assign a record to a department or individual for review.
- Each department can also create new RoPA records which are set at a status of "Submitted" for the RoPA manager to check.

5 -Reporting

- The inbuilt report writer allows the creation of any required report, such as , records overdue and record summary.

6 -Security

- Built-in access controls, audit, and encryption.
- All records stored and encrypted securely, readily available for inspection in the event of an audit.

Is your organisation ready to provide an updated Record of Processing Activities (RoPA) to a data protection authority under EU General Data Protection Regulation (GDPR) Article 30?

The Waterford Technologies RoPA module can help automate the discovery of your data collection, usage, and sharing to reduce the resource burden on your organisation in keeping its Article 30 records up to date.

Schedule a call with one of our data privacy experts to get started with the documentation process for RoPA today.

Book a Call