Record of Processing Activities (ROPA)

Information on data categories can be found here   Transferring Data outside the EEA is restricted. More information can be found here.

This should match

1. Data Item	2. Personal Data Category	3. Data Subject. (e.g. Who's information is it? e.g. Citizen, Employee, OT etc.)	4. Data Format (Drop Down List)	5. Is the Information Being Transferred Into or Out of the Organisation? (Drop Down List)	6. Where is the Data Received from (In) or Transferred to (Out)?	7. Is the Data Transferred Outside of the EEA? (Drop Down List)	8. [Only if Yes for 7] Detail measures taken to protect Data	9. How is the Data Transferred into or out of the Organisation?	10. Description of why the data is being processed.	11. Lawful Basis for Processing (Article 6 Provision)	12. Is the Data Special Category? (Drop Down List)	13. Legal Basis for Processing Special Category (Article 9) or Criminal Records Data (DPA 2018)	14. Link to/Location of Consent Form (only if consent is the legal basis for sharing)	15. What Procedure(s) Has Been Put in Place to Ensure Data Security?	16. How Long is the Data Retained For?	17. Date of Last Review of Processing Activity	17. Date of Last Change to Legal Basis for Processing	18. Who is responsible for the data item [Information Asset Owner]?	19. Has a Data Protection Impact Assessment been completed?	20. Is this an active or inactive process? (mark as inactive if the data process is no longer happening)
Payroll data	Financial	Employee	Digital	Out	Payrol processor	No	N/A	E-Mail	Required to run payroll	Legitimate Interests	No	N/A	N/A	password protected document				Finance Manager	No	Active
Child data	Personal	Citizen	Digital	Out	Schools	No	N/A		Informs school of incoming child	Legitimate Interests	No	N/A	N/A					EY Manager	No	Active
Client data	Personal	Citizen	Digital	Out	VitaMinds	No	N/A		Reporting information for IAPTUS system	Legitimate Interests	No	N/A	N/A					H&SC Manager	No	Active
CCTV data	Personal	Citizen	Digital	Out	Police	No	N/A	Memory stick	Law enforcement	Legal duty	No	N/A	N/A	Encrypted medium				CEO	No	Active