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Gdpr article 30 template



RefId	Specific Articles	ETA	Department	Status	Comments
Data Protection Officer (DPO)	Articles 28-30	May - June 2017	HR	Implemented	Nominates a DPO - Drafts Report, final of Legal Department to DPO, (Data Protection and Accountability)
Training services on personal development and self aid	Article 38	July 2017	HR & IT	Implemented	Security, Confidentiality & Data Privacy Training sessions for all employees & contractors. First Training sessions in July 2017
Data breach procedures	Articles 24,25	July 2017	Legal	Implemented	Data breach response plan Process to notify supervisor without undue delay after becoming aware of personal data breach and document such breach.
Data processing records	Article 30	July - September 2017	IT&C	Implemented	Records of processing activities, including activities of the processing. Description of the categories of data and recipients, any transfers, updates periodically.
Audit and analysis of privacy framework	Articles 28-30	July - October 2017	Legal	In progress	Audit of existing chart and final privacy controls to ensure compliance with GDPR. Review necessary improvements Review & update framework documents Implement processes Review and control.
Responsible policy, consent and withdrawal	Articles 1, 6, 11, 13	September 2017	Legal & Support	In progress	Evaluation of existing consent and procedures in place, and ease of withdrawal Update internal procedures & Privacy Policy to increase transparency.
Review appropriate technical & organizational measures	Article 38	September 2017	Legal	In progress	Assessments to determine to implement appropriate technical and organizational measures to ensure the protection of the rights of the data subjects. Clarify data protection agreements and representations
Data interfaces and export controls	Articles 44-46	September 2017	Legal	In progress	Identify crossborder data flows and review mechanisms in place. Review adequate level of protection and contractual clauses
Data portability	Article 20	September - October 2017	IT&C & Support	In progress	Review data subject's right to portability. Establish their ability to move/transfer personal data easily from one controller to the services of the provider of their own choice
Data protection by design and by default	Articles 25	October 2017	IT&C	In progress	Technical & organizational measures to ensure that, by default, any personal data which are necessary for each specific purpose of processing, have a default mode of processing that ensures the highest level of protection possible.
Security of processing	Article 32	October 2017	IT&C	In progress	Technical & organizational measures to ensure a level of security appropriate to the risks at stake
Carry out data protection impact assessment	Article 35	November 2017	Legal	In progress	Assessment of the impact of processing operations on the protection of personal data with advice of the DPO

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The screenshot shows a Microsoft Excel spreadsheet titled "Introduction to Environmental Engineering". The spreadsheet is organized into two main sections: "INTRODUCTION" (columns D-I) and "PROCESSING ACTIVITIES" (columns J-O). The "INTRODUCTION" section includes columns for "Experiments, the major component of the course", "Experiments, the major component of the course", "Experiments, the major component of the course", "Experiments, the major component of the course", "Experiments, the major component of the course", "Experiments, the major component of the course", and "Experiments, the major component of the course". The "PROCESSING ACTIVITIES" section includes columns for "Experiments, the major component of the course", "Experiments, the major component of the course", "Experiments, the major component of the course", "Experiments, the major component of the course", "Experiments, the major component of the course", "Experiments, the major component of the course", and "Experiments, the major component of the course". The spreadsheet is currently displaying the "INTRODUCTION" section, with the "PROCESSING ACTIVITIES" section visible in the background.

Insurance Lifecycle	Purposes	Legal grounds for processing your personal data	Personal data we might provide	Special category data we might provide	Who might we share your personal data
Quotation / Acceptation	Setting you up as a client Possible fraudulent anti-money laundering checks	Personal data - Performance of our contract with you - Compliance with a legal obligation - Legitimate business interest (ensuring risk acceptability) - Prevention and detection of crime Special category data - In the substantial public interest - Compliance with a legal obligation	- Individual details - Identification details - Financial information - Risk details	- Credit and anti-fraud claims - Current/previous claims - Health data - Criminal conviction data - Other sensitive data	- Credit reference agencies - Credit / debit providers - Banks - Regulators (Lloyd's FOS) - Anti-fraud databases - Risk evaluation databases (e.g. flood and crime risk data) - Other databases - Auditors - Regulators - Insurers - Risk Surveyors - Brokers - Reinsurers - HMRC - Police - Courts
	- Evaluating the risks to be covered - Matching risks to appropriate insurance policy	Personal data - Performance of our contract with you - Legitimate interest (to determine risk profile, appropriate product and premium) Special category data - In the substantial public interest	- Individual details - Identification details - Financial information - Risk details	- Credit and anti-fraud claims - Current/previous claims - Health data - Criminal conviction data - Other sensitive data	- Credit reference agencies - Credit / debit providers - Banks - Regulators (Lloyd's FOS) - Anti-fraud databases - Risk evaluation databases (e.g. flood and crime risk data) - Other databases - Auditors - Regulators - Insurers - Risk Surveyors - Brokers - Reinsurers - HMRC - Police - Courts
	- Payment / refund of premium where the insured / policyholder is an individual	Personal data - Performance of our contract with you - Legitimate interest (to recover debts) Special category data - In the substantial public interest	- Individual details - Identification details - Financial information - Risk details	- Credit and anti-fraud claims - Current/previous claims - Health data - Criminal conviction data - Other sensitive data	- Credit reference agencies - Credit / debit providers - Banks - Regulators (Lloyd's FOS) - Anti-fraud databases - Risk evaluation databases (e.g. flood and crime risk data) - Other databases - Auditors - Regulators - Insurers - Risk Surveyors - Brokers - Reinsurers - HMRC - Police - Courts
Policy administration	- General client care - Communicating with you regarding policy administration and requested changes to the policy	Personal data - Performance of our contract with you - Legitimate interest (to ensure the placing of the policy and claims) Special category data - In the substantial public interest - Compliance with a legal obligation	- Individual details - Identification details - Financial information - Risk details	- Credit and anti-fraud claims - Current/previous claims - Health data - Criminal conviction data - Other sensitive data	- Credit reference agencies - Credit / debit providers - Banks - Regulators (Lloyd's FOS) - Anti-fraud databases - Risk evaluation databases (e.g. flood and crime risk data) - Other databases - Auditors - Regulators - Insurers - Risk Surveyors - Brokers - Reinsurers - HMRC - Police - Courts
	- Managing insurance and reinsurance claims	Personal data - Performance of our contract with you - Legitimate interest (to assist our clients in handling claims) Special category data - In the substantial public interest - Compliance with a legal obligation	- Individual details - Identification details - Financial information - Risk details	- Credit and anti-fraud claims - Current/previous claims - Health data - Criminal conviction data - Other sensitive data	- Credit reference agencies - Credit / debit providers - Banks - Regulators (Lloyd's FOS) - Anti-fraud databases - Risk evaluation databases (e.g. flood and crime risk data) - Other databases - Auditors - Regulators - Insurers - Risk Surveyors - Brokers - Reinsurers - HMRC - Police - Courts - Loss adjusters - Solicitors - Experts - Third parties involved in the claim - Suppliers - Contractors - Medical practitioners
Renewal	- Contacting the insured / policyholder to renew the insurance policy	Personal data - Performance of our contract with you - Legitimate interest (correspond with you in order to facilitate the placing of the policy and claims) Special category data - In the substantial public interest - Compliance with a legal obligation	- Individual details - Identification details - Financial information - Risk details	- Credit and anti-fraud claims - Current/previous claims - Health data - Criminal conviction data - Other sensitive data	- Credit reference agencies - Credit / debit providers - Banks - Regulators (Lloyd's FOS) - Anti-fraud databases - Risk evaluation databases (e.g. flood and crime risk data) - Other databases - Auditors - Regulators - Insurers - Risk Surveyors - Brokers - Reinsurers - HMRC - Police - Courts
	- Evaluating the risks to be covered (if changed) and matching to appropriate insurance policy	Personal data - Performance of our contract with you - Legitimate interest (to determine risk profile, appropriate product and premium) Special category data - In the substantial public interest - Compliance with a legal obligation	- Individual details - Identification details - Financial information - Risk details	- Credit and anti-fraud claims - Current/previous claims - Health data - Criminal conviction data - Other sensitive data	- Credit reference agencies - Credit / debit providers - Banks - Regulators (Lloyd's FOS) - Anti-fraud databases - Risk evaluation databases (e.g. flood and crime risk data) - Other databases - Auditors - Regulators - Insurers - Risk Surveyors - Brokers - Reinsurers - HMRC - Police - Courts
	- Payment of premium where the insured / policyholder is an individual	Personal data - Performance of our contract with you - Legitimate interest (to recover debts) Special category data - In the substantial public interest - Compliance with a legal obligation	- Individual details - Identification details - Financial information - Risk details	- Credit and anti-fraud claims - Current/previous claims - Health data - Criminal conviction data - Other sensitive data	- Credit reference agencies - Credit / debit providers - Banks - Regulators (Lloyd's FOS) - Anti-fraud databases - Risk evaluation databases (e.g. flood and crime risk data) - Other databases - Auditors - Regulators - Insurers - Risk Surveyors - Brokers - Reinsurers - HMRC - Police - Courts
Other	- Complying with our legal or regulatory obligations	Personal data - Legal obligation - In the substantial public interest - Compliance with a legal obligation	- Individual details - Identification details - Policy information - Risk details	- Credit and anti-fraud claims - Current/previous claims - Health data - Criminal conviction data - Other sensitive data	- Intermediary - Insurers - Regulators (Lloyd's FOS) - Anti-fraud databases - Risk evaluation databases (e.g. flood and crime risk data) - Other databases - Auditors - Risk Surveyors - Brokers
	- Transferring books of business, company sales & reorganizations	Personal data - Legitimate interest (to facilitate our business appropriately) Special category data - In the substantial public interest	- Individual details - Identification details - Financial information - Risk details	- Credit and anti-fraud claims - Current/previous claims - Health data - Criminal conviction data - Other sensitive data	- Intermediary - Insurers - Regulators (Lloyd's FOS) - Anti-fraud databases - Risk evaluation databases (e.g. flood and crime risk data) - Other databases - Auditors - Risk Surveyors - Brokers

Sample Data Inventory Spreadsheets

The template below¹ help you do this. Processing here means anything done to personal data such as² collection, recording,³ organization,⁴ structuring,⁵ storage, adaptation,⁶ altering, retrieving, using, spreading, deleting or destroying. You will need to record these processing activities separately. For example, you can process the same items of personal data about a student through: a system of evaluation? A system of management? A communication service for parents? There is no prescribed way to do this. The processing activities you must record depend on the size of your trust if you have fewer than 250 employees, you must document the processing activities that are not occasional (i.e. occur regularly), are likely to result in a risk to the rights and freedoms of individuals. Involving data of "special category"⁷ and with criminal conviction⁸ and criminal deficiencies, however, is a good practice to record all your prosecution activities. You can: organize your registration by type of data, listing each way you can use different types of personal data that you hold, organize your registration by process, listing each type of personal data used in that process, we have organized our template by process because we believe we facilitate the population⁹ and management¹⁰ the record. If you have 250 or more employees, you must document all of your processing activities. Examples If you participate in a unique research¹¹ that requires the collection¹² sending of student data, such as your name and evaluation information¹³ you should only¹⁴ include this activity in your registry if your trust has more than 250 employees. Your personal data processing staff must have access to Article 30 GDPR so they can quickly and Read on to find out how to fill out and keep your RA e-Card record. Template registration of XLS processing activities, 33.0 KB, how it must complete its registration, you must record the information in the section "Article 30 30 of the above spreadsheet to comply with the UK General Data Protection Regulation (GDPR)UK). Once your trust has been approved by the Office for Information Commissioner's (ICO) you may wish to consider whether you need to record the processing activities that are part of your responsibility to monitor compliance with data protection law? Data Processor Template If you act as a data processor for data that you do not control, you will need to keep a separate record of those processing activities. You will need to record the personal data that you process at the trust level separately from the personal data processed by each school within your trust. However, if the trial involves collecting or presenting special category data such as the racial or ethnic origin of the student, you will have to record the activity regardless of the size of the trust. The ICO has a template record for data processors that you can use to do so.¹⁵ Once you have linked your "Processing Records activities to the software, you are ready to start working on this live document and retain the personal data that your company/organization does own/store/process. You must record the different ways in which you process the same personal data if you process the same personal data items in several ways, you must record each of the processing methods. Make sure it stays accurate and up to date. It includes entries of personal data that are routinely processed in schools. Trinity College, Dublin, dutyA power the following: What personal data are processed by the University They are processed How they were obtained The legal (legal) basis for processing Where/how they are stored (including electronic and paper-based forms) Security measures in place to protect data that can access data how long data is retained for all schools and business units should use the data allocation information¹⁶ has been designed to help with the compliance requirements of Article 30 GDPR. You can also easily differentiate if the data type is the same, but it is treated differently (for example, in terms of who is shared or how it is stored). Keep your records continuously your processing log Activities must be a living document, the information in the register columns is useful, and helps support good practices, but it is not necessary to meet the requirements. For example, if one of the categories of data is the personal data of the school's staff and students, for most information¹⁷ you need to complete and submit this template, contact the Data Protection Officer¹⁸ Trinity College. To demonstrate liability, Article 30 GDPR sets out specific requirements for internal records of processing activities. However, it does not require manual or automated. The template does not contain a complete list, so you should add and / or delete entries as needed. You are here, the principle of GDPR responsibility indicates that controllers such as Trinity University must be responsible and able to demonstrate compliance, requirements and principles of the Regulation. Regulation¹⁹.

Dec 09, 2021 - The GDPR (General Data Protection Regulation) outlines six data protection principles that summarise its many requirements. These are an essential resource for those trying to understand how to achieve compliance. Indeed, small organisations, which often lack the resources to appoint data protection experts to guide them through compliance, may find them ... The GDPR Compliance Checklist Achieving GDPR Compliance shouldn't feel like a struggle. This is a basic checklist you can use to harden your GDPR compliance.

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