

How to Maintain a Data Processing Contract (QRG)

This Quick Reference Guide covers the following topics:

- 1. Edit & Update your organisations DPC
- 2. Upload a New Version of a document in your organisations DPC
- 3. Delete a document from your organisations DPC
- 4. Mark your DPC as Private (Restrict others from viewing the DPC)
- 5. To terminate a data processing contract

1. Edit & Update your organisations DPC

Dashboard	ISA - Registry	ISA - Management	DPC	Data Sharing	Activity	Organisati	on Profile	User Preferences	Reports				
ISA - Registry >	> Edit Details												
Details DPIA	DPIA Risks/Issues	e-ISA Details e-ISA	A Data Directory	DPCs Organ	isations Non-	Registered Org	anisations	Contacts					Previous Next
Data Processing C	ontracts												
+ Add DPC													
Create Date	DPC Title			Organisation			Туре		From Date	To Date	Status		
20-Nov-2018	2nd Pan Lond	don Training IDPC	1	DROP1 TEST ORG2			Data Proces	sing Contract	01-Nov-2018	No end date	Accepted	Delete	÷
													Previous Next
												Save and stay S	ave and return Cancel

- 1. To amend information in your organisations DPC, select the 'DPC' tab from the navigations bar
- 2. Select the DPC title that you want to edit from the list of existing DPCs that your organisation is hosting

Dashboard	B	6A - Registry	ISA - Management	DPC Dat	ta Sharing Activity	Organisation Prof	le User Preferences	Reports		
DPC > Ec	lit Deta	ls								
Details	Organisati	ons ISAs							Previous	Next
Re	ference	SWL/NOODS/1022	254/DPC 🕦							
1	Title 🚹	2nd Pan London Tra	aining IDPC							
	Туре	Data Processing Co	ontract							٣
Back	kground	Test DPC for training	9							
	Created	20-Nov-2018 10:01								
Val	id From	01/11/2018		То	dd/mm/yyyy		No Expiry Date			
Expiry Noti	ification Date	dd/mm/yyyy		Review Date	31/10/2019	0				
Visible organis	to other ations?	Yes			۲					
	Owner	DROP1 TEST OR	32							
Doc	uments	Number of the second se								
		version	20-Nov-2018	DPC - Copy docx		Contract	Training PDC	Reason	New Version Delete	*
		4	201101-2010	on of Copylabox		Contract	numing POO	lindal version	New Version Delete	Ŧ
									Previous	s Next
									Save and stay Save and return	Cancel

- 3. Amend the fields as necessary
- 4. Once you have finished amending the fields, click the **Save and stay** (Save and stay or the **Save and return**) button to commit the changes



2. Upload New Version of a document in your organisations DPC

Dashboard	ISA - Registry ISA - Management	DPC Data Sharing	Activity Organisation Pro	rofile User Preferences	Reports				
ISA - Registry > Details DPIA	Edit Details DPIA Risks/Issues e-ISA Details e-IS	SA Data Directory DPCs Organ	isations Non-Registered Organisa	ations Contacts				Previo	us Next
Data Processing C + Add DPC	ontracts								
Create Date	DPC Title	Organisation	Туре	pe	From Date	To Date	Status		
20-Nov-2018	2nd Pan London Training IDPC	DROP1 TEST ORG2	Data	ta Processing Contract	01-Nov-2018	No end date	Accepted	Delete	÷
								Previo	us Next
								Save and stay Save and rets	m Cance

- 1. To upload a new version of a DPC contract to your organisations DPC, select the 'DPC' tab from the navigation bar
- 2. Select the DPC title that you want to update

Documents	% Upload New											
		Version	Date	Title	Category	Description	Reason					
		1	20-Nov-2018	DPC - Copy.docx	Contract	Training PDC	Initial Version	New Version Delete				
								Previous Next				
								Save and stay Save and return Cancel				

 At the 'Documents' section at the bottom of the 'DPC > Edit Details' screen, select the New Version (New Version) button adjacent to the document title

Provide detail	s >>										
If you do not w checkbox 'v selected. Pleas	If you do not wish to make your DPC visible to others, ensure that the checkbox 'visible to other organisations' in the tab details is not selected. Please note that the title and dates will be visible to RSUs or if this DPC is allocated to an ISA. If you would like to share the DPC, ensure that checkbox is ticked on										
If you would lik	If you would like to share the DPC, ensure that checkbox is ticked on the DPC details tab.										
Reason	Updated version										
Title	DPC - Copy.docx updated										
Description	Training DPC										
Category	Contract •										
	Choose File										
	Max file size: 20240 KE										

- 4. The 'Provide details' pop-up dialog box will be displayed
- 5. Enter a reason for this update and amend any fields as necessary
- 6. Select the **Choose File...** (Choose File...) button to search and uploaded the new document



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Once you have finished uploading the document, click the Save and stay (
 Save and stay) to view and ensure the new version has been created or the Save and
 return (Save and return) button to commit the changes

3. Delete a document from your organisations DPC

Note: You must have at least one document with the category 'Contract' otherwise you will not be able to delete the document.



- 1. To delete a document from your organisations DPC, select the 'DPC' tab from the navigations bar
- 2. Select the DPC title that you want to remove the document from

Documents	ts % Upload New											
		Version	Date	Title	Category	Description	Reason					
	•	2	23-Nov-2018	DPC - Copy.docx	Contract	Training PDC	Updated version	New Version Delete	*			
								Previous	Next			
								Save and stay Save and return	Cancel			

 An the 'Documents' section at the bottom of the 'DPC > Edit Details' screen, select the **Delete** (× Delete) button adjacent to the document title

Confirm delete	9	×
Reason	Provide the reason for this delete.	
Check th	is to delete all versions of this document.	
	Delete	

- 4. The 'Confirm delete' pop-up dialog box will be displayed
- If the document has more than one version, you will be given the option to delete all versions of the document. Select the check box if you wish to delete all versions of this document
- 6. Provide a reason for this delete and then select the **Delete** (Delete) button to remove the document(s) from the DPC



7. Once you are done, click the Save and stay (Save and stay) to review your deletion or

the **Save and return** (Save and return) button to commit the changes

4. Mark your DPC as Private (Restrict others from viewing the DPC)

Dashboard	ISA - Registry	ISA - Management	DPC	Data Sharing	Activity	Organisati	ion Profile	User Preferences	Reports				
ISA - Registry > Details DPIA	DPIA Risks/Issues	e-ISA Details e-IS/	A Data Directory	DPCs Orga	nisations N	Ion-Registered Org	ganisations	Contacts					Previous Next
Data Processing C + Add DPC	ontracts												
Create Date	DPC Title	an Training IDPC	0	rganisation			Type Data Processi	ng Contract	From Date	To Date	Status	Delete	•
													Previous Next
												Save and stay	Save and return Cano

- 1. To mark your DPC as private and restrict other organisation from viewing the DPC details, select the 'DPC' tab from the navigation bar
- 2. Select the DPC you want to mark as private

Dashboard	15	SA - Registry	ISA - Management	DPC Data :	Sharing Activity	Organisation Profile	e User Preferences	Reports				
DPC > Edit	Detai	ls										
Details Or	rganisatio	ons ISAs									Previous	Next
Refer	rence	SWL/NOODS/10225	54/DPC 🚺									
Title	e 🚺	2nd Pan London Train	ning IDPC									
	Type	Data Processing Con	ntract									•
Backgro	ound	Test DPC for training										
	- stad	20-Nov-2018 10:01										
Cre	eated	201101-2010 10.01										
Valid F	From	01/11/2018		То	ocimmiyyyy		No Expiry Date					
Expiry Notifica	ation Date	dd/mm/yyyy	Ē	Review Date	31/10/2019							
Visible to organisate	other	Yes			•							
	0											
0	wner	DROP1 TEST ORG	2									
Docum	nents	% Upload New										
		Version	Date	Title		Category	Description	Reason				
		• 2	23-Nov-2018	DPC - Copy.docx		Contract	Training PDC	Updated versi	on	New Version	Delete	w
											Previous	Next
										Save and stay	Save and return	Cancel

- 3. In the 'Details' tab, ensure 'visible to other organisations?' is set to No
- 4. Once you are done, click the Save and stay (Save and stay) or the Save and return

(Save and return) button to commit the changes



5. To terminate a Data Processing Contract

Dashboard	ISA - Registry	ISA - Management	DPC	Data Flow	Activity	Organisation Profile	User Preferences	Reports	
DPC Title	Reference	Any Status	¥	Алу Туре	¥			Apply Filter	Clear Filte
Export to Exce	н								
Export to Exce	ł					Туре	ISAs Fr	rom Date To D	ate
Export to Exce Title DPC Any Qualifier	ll					Type Data Processing Deed	ISAs Fr	rom Date To 0 2-Feb-2018 21-6	late eb-2019

- 1. To terminate or end an existing data processing contract, select the 'DPC' tab
- 2. Select the DPC you want to terminate from the list of existing DPC Titles

Dashboar	d I	SA - Registry	ISA - Management	DPC	Data Flow Activity	Organisation Pro	ofile User Preference	ces Reports				
DPC > E	dit Deta	ils										
Details	Organisati	ons ISAs									Previous	Next
R	leference	NWL/NOODS/102	458/DPC 1									
	Title	DPC Any Qualified										
	Туре	Data Processing D	leed									۳
De	scription	DPC Any Qualified										
	Created	22-Feb-2018 09:5	1									
Va	alid From	22/02/2018	m	То	21/02/2019	0	No Expiry Date					
Expiry Not	tification Date	01/02/2019		Review Date	dd/mm/yyyy	1						
Visible organi	to other isations?	Yes			Ŧ							
	0 Owner	Any Qualified Part	ner2									
Do	cuments	Number 2018 New										
		Version	Date	Title		Category	Description		Reason			
		1	22-Feb-2018	dfs		Contract	dasfasd		Initial Version	New Version	Delete	*
											Previous	Next
									l	Save and stay	Save and return	Cancel

- 3. On the DPC 'Details' tab, change the valid 'To' field (that is adjacent to the 'Valid From' field), to the date that you want to terminate the DPC
- 4. Update the 'Expiry Notification Date' accordingly so that it is before or the same date as the expiry date

ote : You cannot save record if the notification date is after the 'Valid To' date. Ensure to prrect this.	
Expiry Notification Date must be between the Valid From and Valid To dates.	
 5. Once done, click the Save and stay (Save and stay) or the Save and return (Save and return) button to commit the changes 	
ote: The DPC Expired category in Summary section of the Dashboard will indicate to an	ny

organisation associated with this DPC that it has now expired.