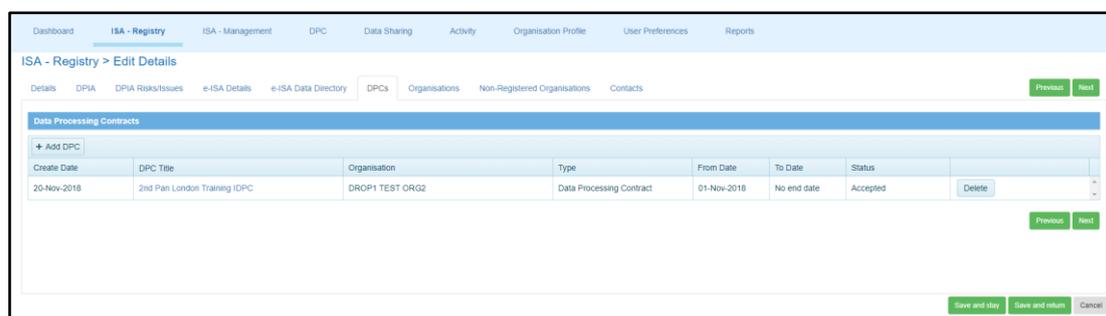


How to Maintain a Data Processing Contract (QRG)

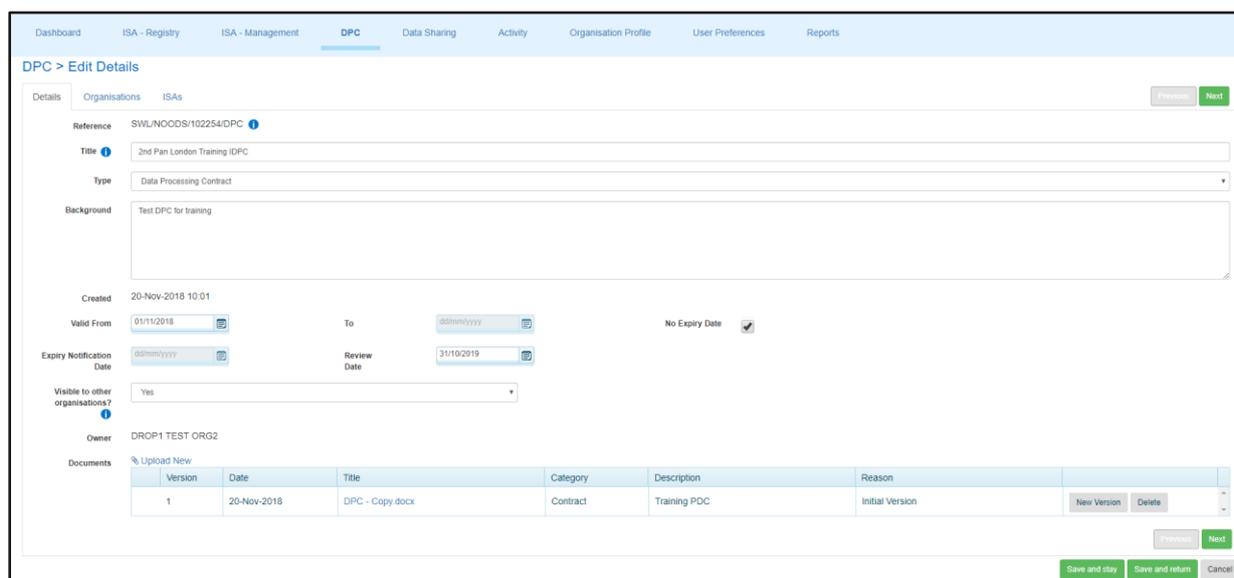
This Quick Reference Guide covers the following topics:

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

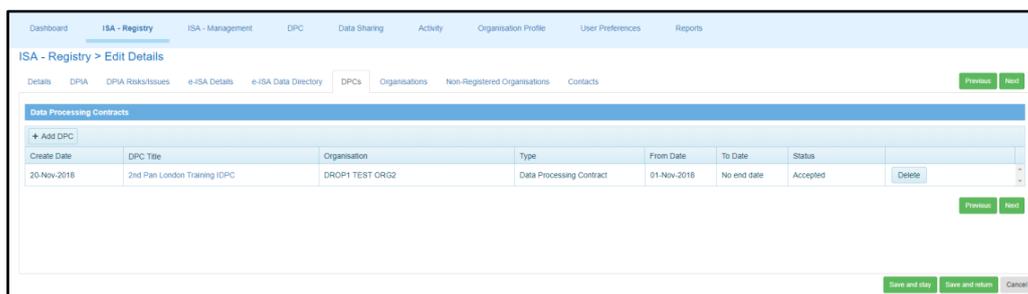


1. To amend information in your organisations DPC, select the 'DPC' tab from the navigations bar
2. Select the DPC title that you want to edit from the list of existing DPCs that your organisation is hosting

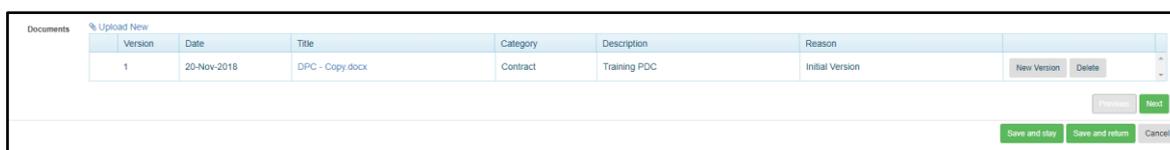


3. Amend the fields as necessary
4. Once you have finished amending the fields, click the **Save and stay** () or the **Save and return** () button to commit the changes

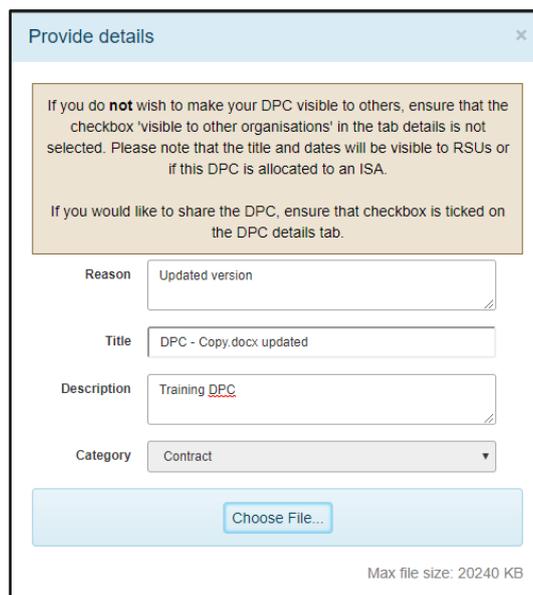
2. Upload New Version of a document in your organisations DPC



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



3. 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

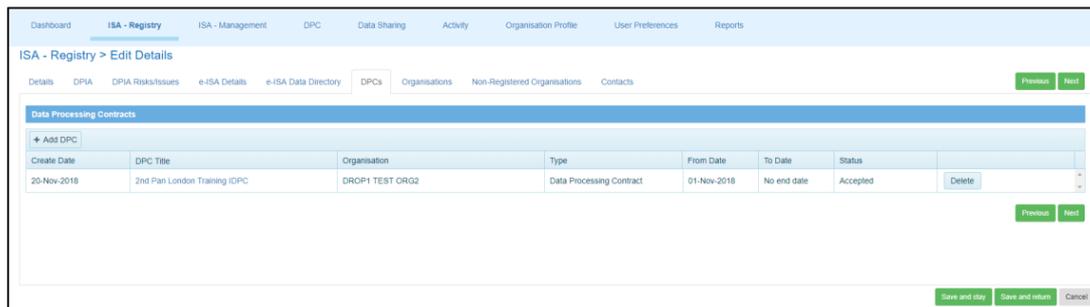


4. The 'Provide details' pop-up dialog box will be displayed
5. Enter a reason for this update and amend any fields as necessary
6. Select the **Choose File...** (**Choose File...**) button to search and uploaded the new document

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

3. Delete a document from your organisations DPC

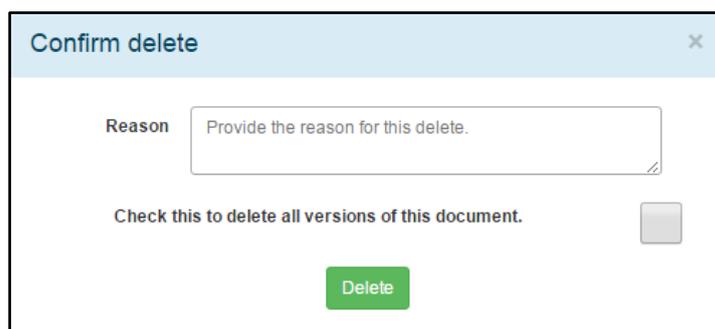
Note: You must have at least one document with the category 'Contract' otherwise you will not be able to delete the document.



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



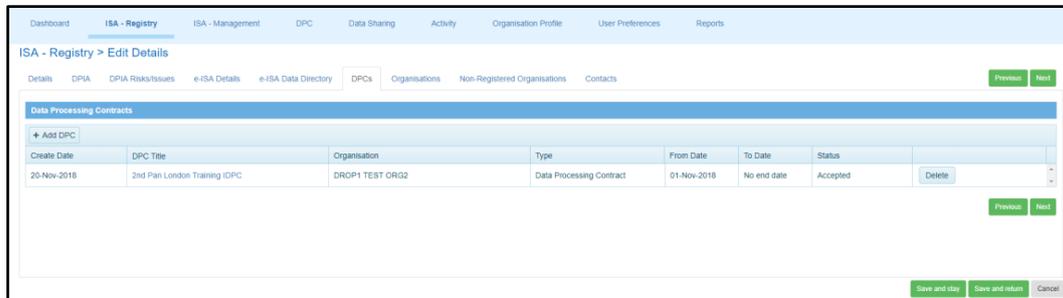
- An the 'Documents' section at the bottom of the 'DPC > Edit Details' screen, select the **Delete** () button adjacent to the document title



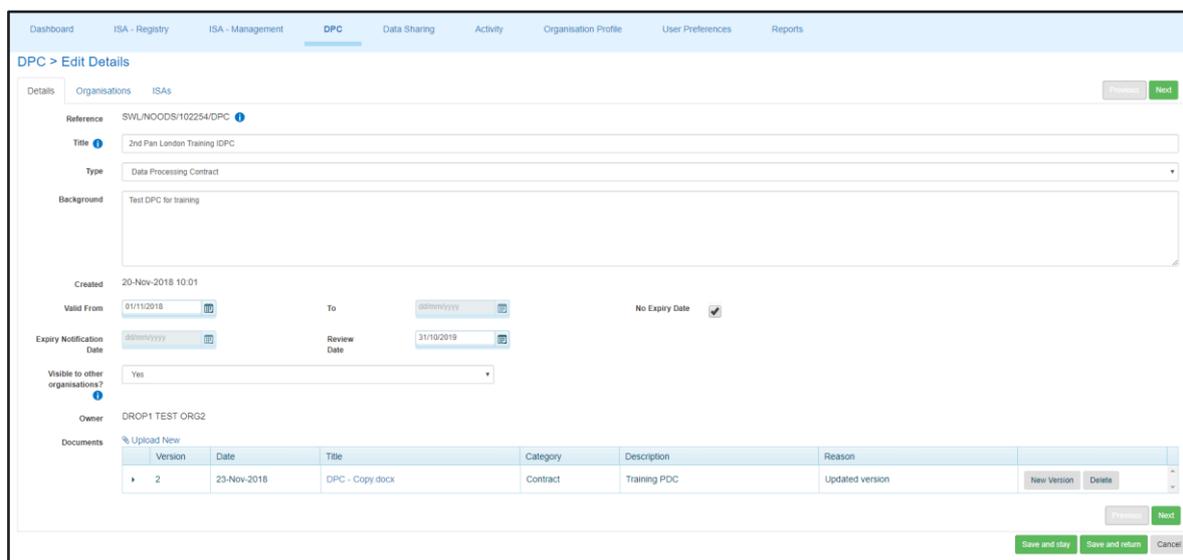
- The 'Confirm delete' pop-up dialog box will be displayed
- If the document has more than one version, you will be given the option to delete all versions of the document. Select the check box if you wish to delete all versions of this document
- Provide a reason for this delete and then select the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

7. Once you are done, click the **Save and stay** () to review your deletion or the **Save and return** () button to commit the changes

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

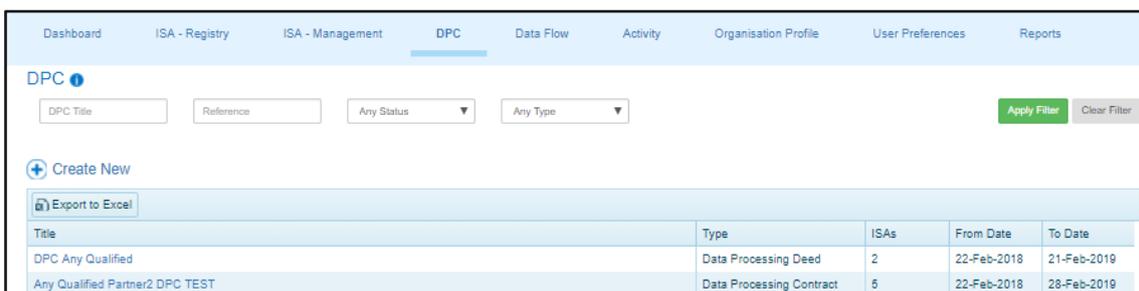


1. To mark your DPC as private and restrict other organisation from viewing the DPC details, select the 'DPC' tab from the navigation bar
2. Select the DPC you want to mark as private

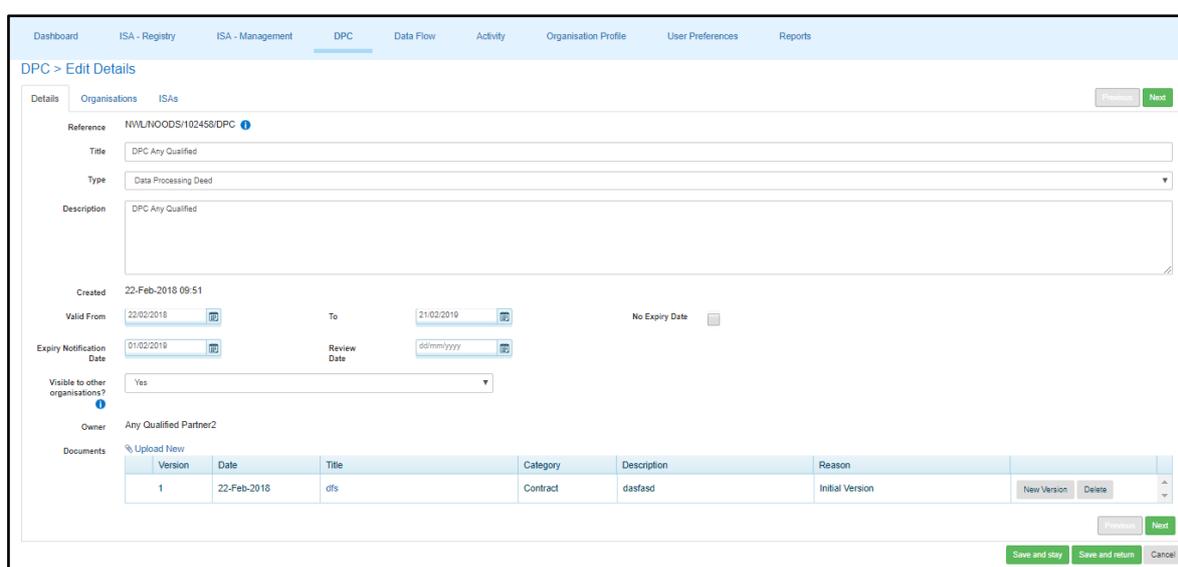


3. In the 'Details' tab, ensure 'visible to other organisations?' is set to No
4. Once you are done, click the **Save and stay** () or the **Save and return** () button to commit the changes

5. To terminate a Data Processing Contract



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*



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

Note: You cannot save record if the notification date is after the 'Valid To' date. Ensure to correct this.

• Expiry Notification Date must be between the Valid From and Valid To dates.

5. Once done, click the **Save and stay** () or the **Save and return** () button to commit the changes

Note: The **DPC Expired** category in Summary section of the Dashboard will indicate to any organisation associated with this DPC that it has now expired.