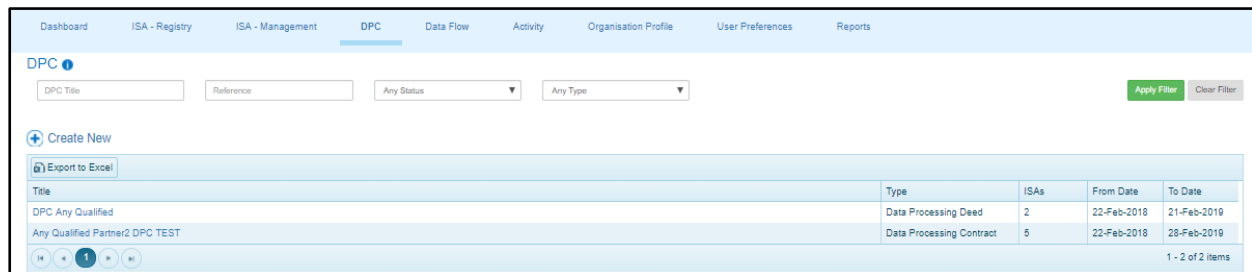## How to search for a Data Processing Contract (QRG)

This Quick Reference Guide covers the following topics:

1. Search for and view DPCs that your organisation is hosting

2. Search for and View your DPCs attached to your organisations ISAs

3. Search for and view your DPCs attached to other organisations ISAs

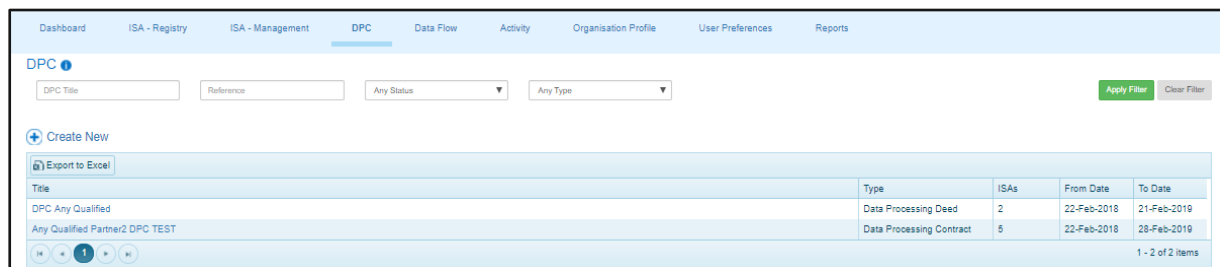### Search for and view DPCs that your organisation is hosting

1. Select the 'DPC' tab from the navigation bar

2. The DPC screen is displayed with a table listing all the DPCs that your organisation is hosting and managing

3. The column labelled **ISAs** shows the number of ISAs the DPCs are associated with

4. Above the list of DPCs, a search facility is available with search boxes and filter drop-downs allowing you to view your DPCs by *Title*, *Reference*, *Status* and by the data processing *Type*
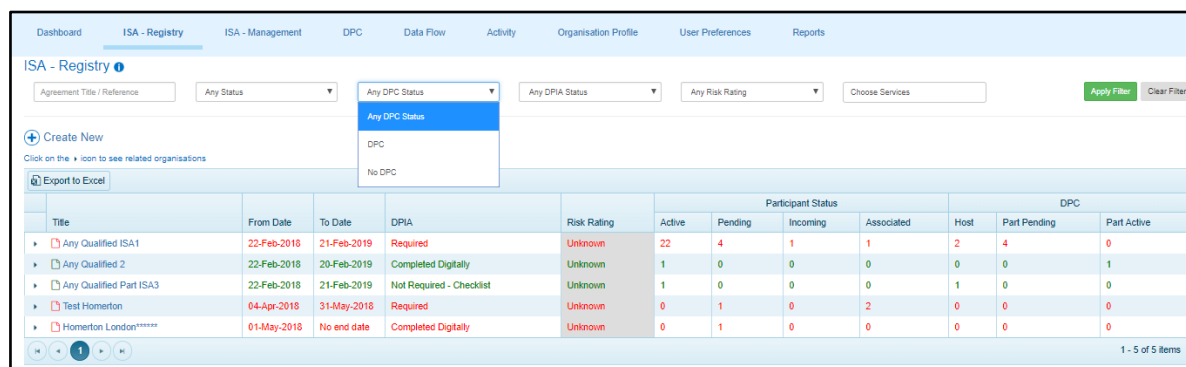

5. Enter your search preferences in the *Title* or *Reference* search fields. You can also narrow down your search by selecting the 'Any Status' or 'Any Type' filter, if required, from the drop-down lists

6. To display the results, select the **Apply Filter** (Apply Filter) button or press the 'Enter/Return' key on the keyboard

7. To clear the fields and search again, select the **Clear Filter** (Clear Filter) button

8. To transfer the ISA and DPC table data to a Microsoft Excel file, click on the **Export to Excel** (Export to Excel) button above the list of DPCs

9. Select the desired DPC from the search result by clicking on the DPC title. The 'DPC – Edit Details' screen is displayed for you to amend your organisations DPC
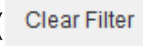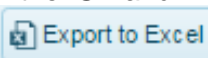
Search for and view your DPCs attached to your organisations ISAs
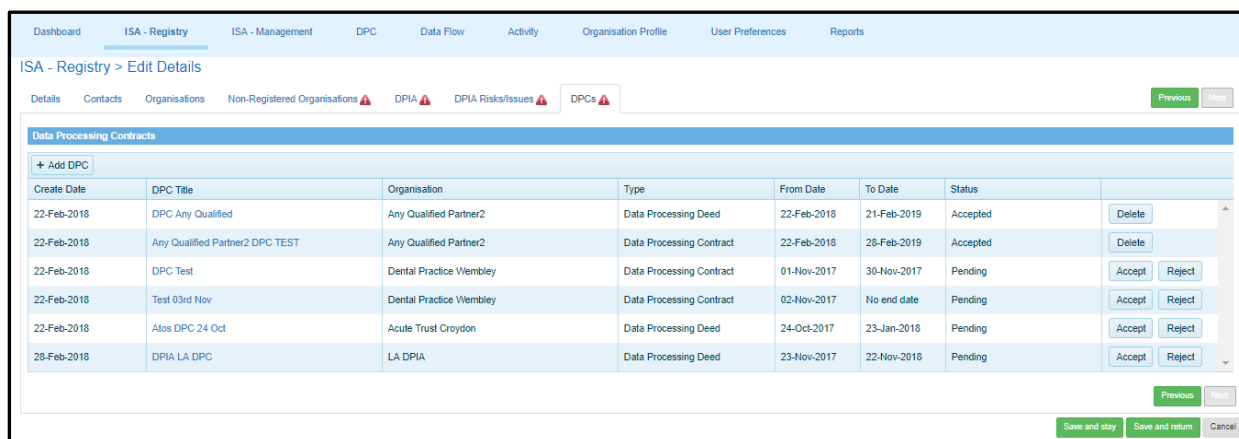
Under the 'ISA – Registry' tab, you can view all of the DPCs that have been added to your organisations ISA as well as approve / reject all incoming DPCs that another organisation have requested to add to your ISA.

1. Click on 'ISA – Registry' from the navigation tabs. The 'ISA – Registry' screen is displayed with all of the ISAs that your organisation is hosting

2. The 'ISA – Registry' tab contains a table with useful information about the DPC that are attached to each ISA you are hosting

3. The **DPC Host** column shows the number of DPCs that your organisation has attached to each ISA

4. The **DPC Part Pending** column shows the number of DPCs that another organisation has attached to your organisations ISA and is awaiting for you to action or a decision is pending from your organisation

5. The **DPC Part Active** column will show the number of DPCs from other organisation that have been accepted on to your organisations ISAs

6. Above the list of your organisations ISAs, you have the ability to filter the list of ISAs by those that have DPCs or do not have DPCs attached

7. To display the results, select the **Apply Filter** (Apply Filter) button or press the 'Enter/Return' key on the keyboard

8. To clear the fields and search again, select the **Clear Filter** (Clear Filter) button

9. To transfer the ISA and DPC table data to a Microsoft Excel file, click on the **Export to Excel** (Export to Excel) button above the list of ISAs

10. To view the DPCs that your organisation have attached, click on one of your organisations ISA title that have DPCs associated with it (*Note: check that **DPC Host** column has a positive value*)

11. Then select the 'DPCs' tab

12. The Data Processing Contracts screen will display a list of all DPCs associates with this ISA and any pending DPC requests that is waiting for your organisation to make a decision on
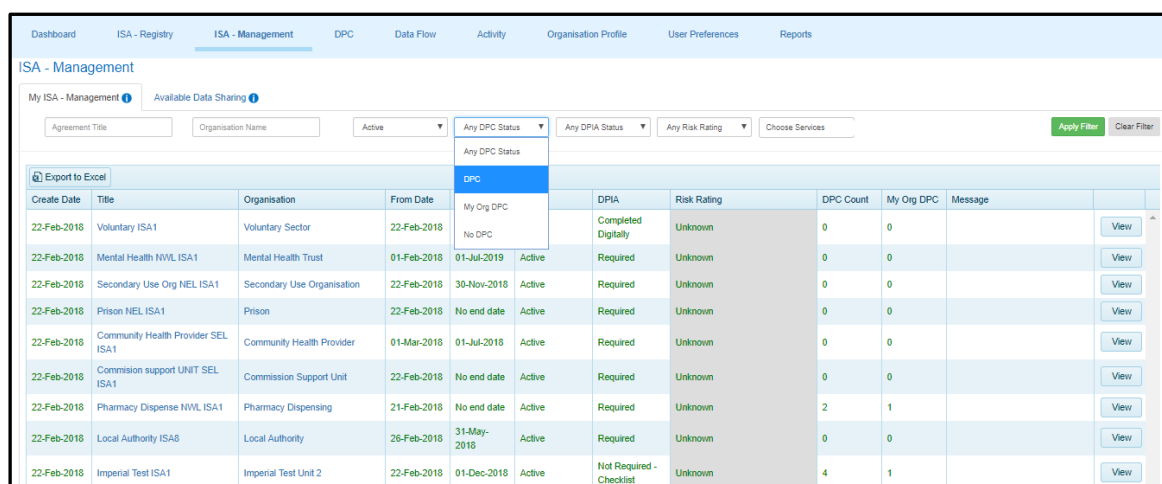
Note: *The red triangle (* ⚠ *) icon on a tab indicates that an action is required, or a decision is pending from your organisation*

13. You can action these requests by selecting either the **Accept** / **Reject** (Accept | Reject) button adjacent to the DPC title

14. To view the details of the DPC, select the *DPC title* from the list and the details will be displayed in a new browser tab

Search for and view your DPCs attached to other organisations ISAs

Under the 'ISA – Management' tab, you can view all of the DPCs that you have added to another organisations ISA as a participant of that ISA. When you add a DPC to other organisations ISA, the DPCs tab will be marked as decision pending from the host organisation of the ISA.
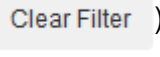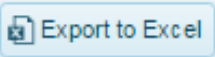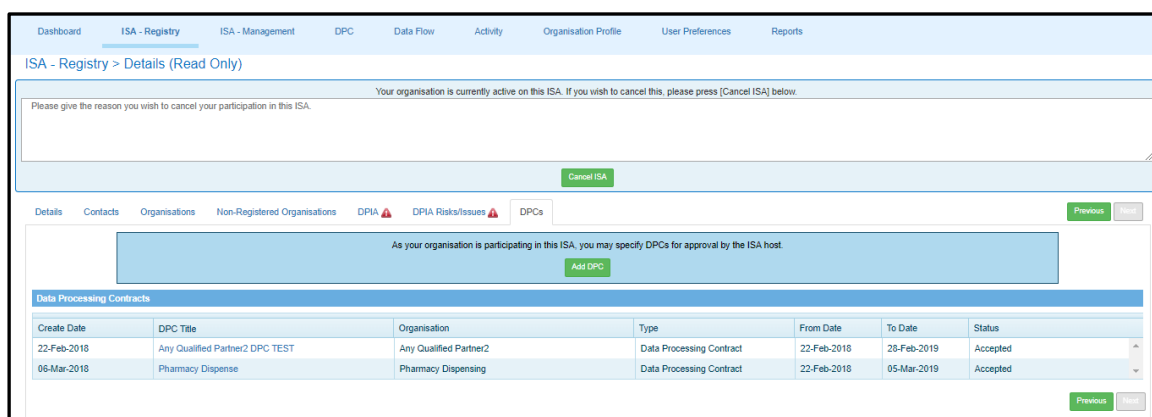

1. Click on the 'ISA – Management' tab from the navigation tabs

2. The 'My ISA – Management' tab is displayed with a list of all of the ISAs that your organisation is participating in

3. The 'My ISA – Management' tab contains a table with useful information about the DPCs that are attached to each of the ISAs that your organisation is participating in

4. The **DPC Count** column shows the total number of DPCs that are attached to an ISA

5. The **My Org DPC** column shows the number of DPCs from your organisation that are attached to an ISA

*Note: Any ISAs that you have been invited to must first be **accepted** by your organisation (Active status) before you can add a DPC to that participating ISA*

6. Above the list of the participating ISAs, you have the ability to filter the list of ISAs with <u>DPCs</u> attached, those that have <u>My Org DPCs</u> or those with <u>No DPC</u> attached

7. Select an appropriate option from the 'Any DPC Status' drop-down field then click the **Apply Filter** (Apply Filter) button to show you the filtered results

8. To clear the fields and search again, select the **Clear Filter** (Clear Filter) button

9. To transfer the ISA and DPC table data to a Microsoft Excel file, click on the **Export to Excel** (Export to Excel) button above the list of ISAs

10. To view the DPCs that your organisation has attached, click on one of the ISAs your organisations is participating in (*Note: check that **My Org DPC** column has a positive value*)

11. The 'ISA – Registry > Details (Read Only)' screen is displayed for you to view the ISA and the DPCs associated with it

12. Select the 'DPCs' tab

13. The Data Processing Contracts screen will display a list of all DPCs associated with this ISA and their status

14. To view the details of the DPC, select the *DPC title* form the list and the details will be displayed in a new browser tab

Note: The red triangle (⚠) icon on a tab indicates that an action is required, or a decision is pending from the host organisation