

TOPIC
N°6A DATA PROCESSING REGISTER TO MAP
OUT AND CONTROL YOUR
PERSONAL DATA

It's an overview of all the good practices and the ones to avoid an INGO can have in terms of mapping out its data processing through a data processing register (that are feasible with the usual field constraints). Make sure you clarify when and how it can function, what type of generic profile should fill it, what you could have in it, how it can be maintained, without it being a burden on the organisation.



DO'S

- Define roles and responsibilities / persons in charge of the data processings register
- Define access to the register accordingly
- Identify a clear purpose of the data register to know what data to collect and what not to collect
- Define retention/archiving/destruction periods for each type of data
- Include the DPIA (Data protection Impact Assessment) outcomes in the register: the level of risk, the measures in place to secure the data
- Structure the register tool in a clear and easy to understand way: e.g., by project, then within each project, the different areas of intervention of the project
- Include links must to enable access to the data, and access must be restricted to clearly identified persons
- Secure the register storage space
- Review the register on a regular basis to add new entrants and move out the ones that are redundant



DON'TS

- Putting the data itself in the register, where only the metadata should be written down in it
- Put people in responsibility of the register and datasets who haven't the right skill set