



**The
Pensions
Regulator**

Making workplace pensions work

ROPA – How to

ROPA URLs

- [Data Privacy & Compliance - Records of Processing Activity - All Items](#) – Actual ROPA
- Button added to team SharePoint site homepage to take you to the ROPA



- [Data Privacy & Compliance - ROPA 2.0 - All Items](#) – Test ROPA, feel free to test out how the ROPA works

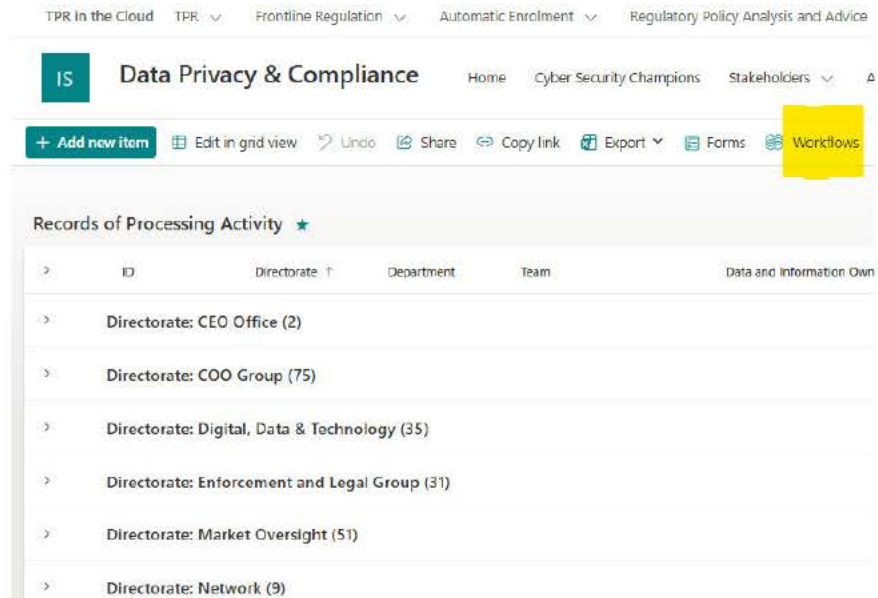
ROPA Guidance

ROPA Guidance

- Outline's purpose and need for the ROPA
- Expectations on DPC, DIMs and Stewards – This will change
- Annex A, list of all column entries in an item and what is expected to be inputted
- Annex B, picture guidance on how to create and edit items

Auto Emails

- A workflow is set up for new entries. When it is first created an automated email will be sent to the DPA inbox.



The screenshot shows the 'Data Privacy & Compliance' section of the 'TPR In the Cloud' system. The 'Workflows' tab is highlighted in yellow. Below the navigation bar, the 'Records of Processing Activity' table is displayed, listing various directorates and their associated counts.

ID	Directorate	Department	Team	Data and Information Own
>	Directorate: CEO Office (2)			
>	Directorate: COO Group (75)			
>	Directorate: Digital, Data & Technology (35)			
>	Directorate: Enforcement and Legal Group (31)			
>	Directorate: Market Oversight (51)			
>	Directorate: Network (9)			

Views and Searching

- Only two views currently set up
 - All Items – Has all entries on grouped by directorate then department
 - New Entries – Newest entries in single list
- Can search for the ID number or any reference you have

Risk Ratings

- Made up
- Based on the risk ratings in the DPIA
- Please review when completing DPIAs

Business Critical ID

- Up to date
- Might need to check in when BC identify a new business critical processing of personal data

Outstanding Considerations

- Do we want to adding the link to the DPIAs or just the reference?
- Surveys – Each survey to have a single entry for that survey?
- When to delete an entry? Create guidance on this?
- Site access