

Adult Social Care and Health (ASCH) Directorate

Business Delivery Unit: Information Governance

Records of Processing Activity (ROPA) Process

Document details

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Introduction

This document describes the process undertaken by the Information Governance Lead to ensure the Record of Processing Activity (ROPA) remains up to date.

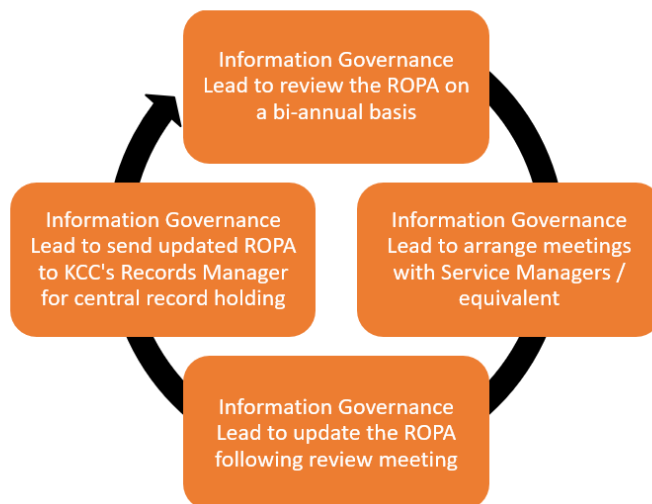
The ROPA is a document that lists an organisations' processing activities which is a requirement under Article 30 of UK GDPR.

Scope

This document relates to all processing activities undertaken by the staff and teams within the Adult Social Care and Health (ASCH) Directorate.

Process

On a bi-annual basis the Information Governance Lead will review the ROPA to ensure this remains up to date and reflects current processing. The below diagram describes the process:



Review Period

This document will be reviewed on a yearly basis (September). Any changes or updates will be reflected within the version control and circulated thereafter as soon as possible.

Please email lauren.liddell-young@kent.gov.uk regarding any updates or changes for this document.