

GDPR Accountability – Reporting & Analysis
Version 1.00.00, ©2017, David Kinrade

Introduction

GDPR Accountability is the second in a suite of simple applications created to assist in the implementation of a G.D.P.R. (General Data Protection Regulations) framework suitable for a small business, charity or sole trader who is responsible for some data processing and retention that results in them having to be G.D.P.R. compliant.

GDPR Accountability uses a question and answer formula to build a comprehensive report that outlines the steps that have been taken to ensure that accountability, training and mitigation procedures and management responsibility for the G.D.P.R. requirements of the organisation have been implemented.

Before You Start

It is highly recommended that you familiarize yourself with the requirements of the G.D.P.R. before you begin to map out data.

As you look at the questions asked by the program, take as much time as necessary to go back to your business practices and analyse them as appropriate. GDPR Accountability doesn't seek to provide legal advice about any part of the process, it merely acts as a framework for the creation of a generic report on your organisation's accountability.

Other Programs

GDPR Accountability is part of a suite of programs to help with G.D.P.R. compliance. Programs exist to help with Data Process Mapping, Data Access Tracking and Policy Creation.

The Main Program

GDPR Accountability offers a simple program interface that uses different coloured tabs for each of the required sets of information. Information can be easily entered into any of the tabs at any time. Multiple companies can be handled and the data for any company is a single data file that can be easily backed up as required.

GDPR Accountability - David Kinrade

File Tools Help Version 1.00.00 Beta

COMPANY MANAGE ACCESS SECURITY BREACHES TRAINING REPORT

Enter some basic company information here. This will be used to customize the reports that are produced later in the analysis process.

COMPANY

Business Name

Address

Address 2

Town County Postcode

Telephone

Email

Web Site

Report Author

Position

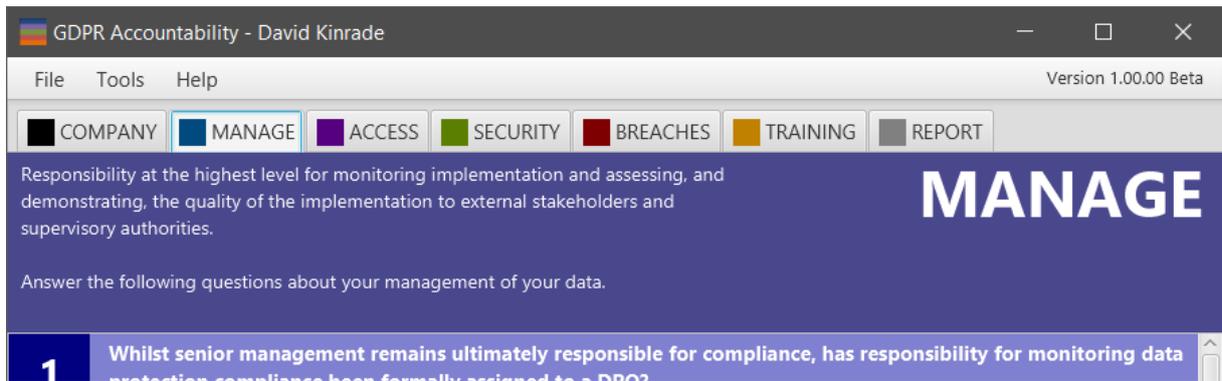
The main screen initially looks something like the one above, with a row of colour-coded tabs across the top and information and data shown below.

The Company Tab

Enter your company / business details here. Fill in as much or as little as you need – you can come back and make changes at any time. The company information is used to personalize the reports that you will produce using GDPR Mapper later in the process.

The MANAGE, ACCESS, SECURITY, BREACHES and TRAINING Tabs

This is where we enter details about the reasons WHY we process or store data. GDPR Mapper allows you to have as many different reasons as you need, but it is likely that you will only have a few different ones in a small business environment.



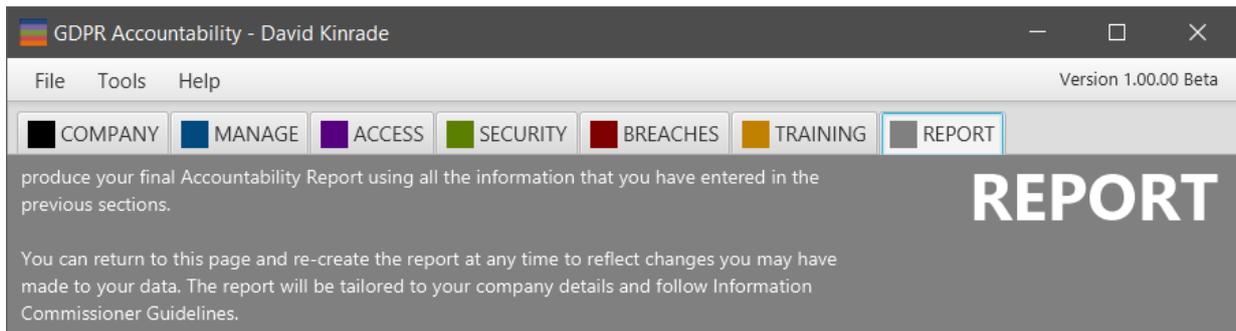
The five main tabs are where you enter your answers to the questions needed to build the report. Tabs have differing numbers of questions, but the question and response process is the same for every question on all the tabs.

1	Whilst senior management remains ultimately responsible for compliance, has responsibility for monitoring data protection compliance been formally assigned to a DPO?	
Response	<input type="text" value="No, a DPO is not specifically required."/>	
Evidence	<input type="text" value="As a sole trader, the scope of the business is insufficient to require a separate officer to oversee GDPR compliance. Responsibility for GDPR will be taken by the proprietor."/>	
Author	<input type="text" value="David Kinrade"/>	Date <input type="text" value="23/12/2017"/>

Your responses are recorded automatically when you switch tabs or close the program. You can edit your responses to update the information in the report at any time.

The REPORT Tab

As you enter the data into the five main tabs – WHY, WHO, WHAT, WHEN and WHERE - you can start to create the entries that will form the basis of your report and Data Processing Map.



Producing The Report

Finally, clicking on the PRODUCE button will build and display a PDF file that you can save or print as required. Data can be stored and modified indefinitely, helping you to maintain an always up-to-date copy of your Data Accountability Report.