Step 2: Describe the processing

Describe the nature of the processing: how will you collect, use, store and delete data? What is the source of the data? Will you be sharing data with anyone? You might find it useful to refer to a flow diagram or other way of describing data flows. What types of processing identified as likely high risk are involved?

The Time Management web application involves collecting personal data from users, such as their name, email address, and task information. This data will be used to provide features such as a scheduler, to-do list, and diary, all of which will store user data for later retrieval.

The primary source of data will be the users themselves, who will input their personal information and task details into the application. Data will be stored in a secure database and will be deleted upon the user's request or after a specified period of time has elapsed.

No data will be shared with third parties, except for email notifications, which will be sent to users regarding their tasks and appointments. The email notifications will not contain any personal data beyond the user's email address.

The processing identified as likely high risk includes the storage of personal data, including email addresses and task information, as well as the potential for data breaches or unauthorized access to the application. Additionally, the application's anti-procrastination feature could potentially be seen as intrusive or coercive, which could lead to user privacy concerns.

Describe the scope of the processing: what is the nature of the data, and does it include special category or criminal offence data? How much data will you be collecting and using? How often? How long will you keep it? How many individuals are affected? What geographical area does it cover?

The Time Management web application will collect and process personal data related to its users, including names, email addresses, and time-related information such as scheduled tasks and to-do lists. The application will not collect or store any special category or criminal offence data. The amount of data collected will depend on the user's activity and usage of the application. The data will be collected and used on an ongoing basis as the user interacts with the application. The data will be retained for as long as the user has an active account with the application. The application will be accessible to users globally. The number of individuals affected will depend on the number of users of the application.