

# Part 3

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## GDPR in Practice: Records of Processing Activities (ROPA)

# Records of Processing Activity (ROPA)

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- Defined in art. 30 of the GDPR,
- Records detailing all of the processing activities of controllers or processors:
  - Details of controller and/or processor
  - Purpose of the processing
  - Description of the categories of data subjects and data recipients
  - Details on transfers to third-countries or international organisations
  - Description of technical and organisational security measures



# What can the records be used for?

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- Provide evidence of accountability;
- Assist in breach investigations and/or responding to individual rights requests;
- Highlighting areas of risk which require Data Protection Impact Assessments;
- Inform policy and procedure development;
- Facilitate the maintenance of retention schedules.

- Aid **transparency** by keeping detailed records of processes, procedures and data used for AI applications
- Highlight **high risk areas** which require further impact assessments and, potentially, mitigation strategies and changes to the product



## Part 3 – Activity and Readings

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Using the provided [ICO Records of Processing Template](#), create records for an AI/ML driven process within your organization.

Read through the [ICO guidelines on Records of Processing Activities](#) and the [ICO and The Alan Turing Institute's guidance](#) on explainable AI, particularly **task 2 of part 2**, for further support in this activity.