

Dapian Information Asset Register (IAR) & Record of Processing Activity (RoPA) Module Service Description

Dapian Information Asset Register (IAR) and Record of Processing Activity (RoPA) Module is a digital platform which enables organisations to auto-update and maintain their IAR & RoPA entries from Data Protection Impact Assessment (DPIA) data, as well as manual entries, to ensure it remains accurate and up to date. Dapian is based on ICO templates and other best practices, from public sector organisations and national bodies.

The IAR Module records who the asset owners are, the asset location, its retention periods, security and the data control measures in place. The RoPA Module records the data controller and data processor details, the processing purpose, data transfer information as well as safeguards and data security measures.

Dapian promotes 'Data Protection by Design & Default' and has been designed by a range of public sector organisations and national bodies to empower non Information Governance (IG) experts to maintain their own Assets where appropriate.

Where necessary users can request support in completing their entries from colleagues within their organisation. Dapian facilitates automated review triggers to encourage owners to regularly review their entries and monitor retention policies.

Dapian is fully compliant with the requirements of the General Data Protection Regulation (GDPR).

Features:

- Auto-population and auto-update of the IAR and RoPA from Dapian DPIA data
- Manual entry of IAR and RoPA data
- Digital Standardised ICO templates
- Professionally Written Guidance and support for non-experts
- Review and monitoring of retention policies
- Realtime Dashboards, Reporting and Audit Trail
- Cloud Based, SaaS or On Premise (at additional cost) available
- Secure Access
- Mobile/Tablet-Optimised
- Single Sign On

Customer responsibilities

Customer responsibilities primarily focus on the issue of 'culture change' within their organisation. By promoting Dapian as the route through which staff should maintain their Information Assets and Records of Processing.

If Single Sign On is requested then the organisation is required to connect the supplier with a contact who is responsible for the organisation's corporate identity platform.

Onboarding process headlines

- Product demonstration;
- Implementation of Dapian;
- Virtual platform training;
- Go Live.

Ordering and invoicing process

All ordering and invoicing will be handled by Coalescent Ltd, all invoices must be paid within 10 days of the date of issue.

Termination terms

60 days prior to contract end date.

Contact details

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