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1. Introduction

The DPO Portal (e-DPO) is an online platform where Companies, Organisations and Individuals can register as Processors or Controllers and submit eForms. It is a single platform where user can submit, query their application status, download certificate, and pay application fees using the various modes of payment including Online Payment (Credit Card) facilities. It is the one-stop shop for interacting with the Data Protection Office.

Register as administrator before using the DPO eservices platform where you will receive user credentials (username and password) to log into the system. The administrator will also be responsible to manage organisations, register representative(s) in the three scenarios explained in the next diagram and assign organisation(s) to representative(s).

A representative is a person assigned by the Administrator to perform operations such as submit applications or submit eForms for the controller/processor. A Representative is relevant to 3 types of Administrator and is not applicable to the individual "Administrator" one. All representatives need to have a <u>Maupass</u> account in order to gain access to the system. A representative can also submit complaint for his organization(s), if required.

2. Process Flow



3. Main Page



The main page of the Portal allows user to login using their respective Credentials or redirect to links to Register on the system. **Companies/Organisations registered will login using credentials generated by the system whereas individuals will login using their Maupass credentials.**

Clicking on:

- 'Create an account as DPO Administrator' will redirect user to register as an administrator on the platform.
- 'Forgot Password?' will redirect user to generate One-time Password to reset Password of user. To note that this function will only work for Companies/Organisations registered as Administrators and not Individuals.
- 'Maupass Forgot Password?' for Individual with Maupass Account.
- 'Maupass Registration?' for individual to register on Maupass.
- 'Register Anonymous Complaint' redirect to page to register an anonymous complaint.

REGISTER AS ADMINISTRATOR

User Type:	Select User Type
	Select User Type
	Individual
	Management Companies
	Group of Companies
	Organisation

There are 4 types of administrator.

The four types are listed as (as per Screenshot):

1. Individual

A maupass account is required to log in to the system. You have to create and activate the maupass account first.

Both Foreigners and Local users should register as individuals to use the DPO system and use their Maupass account to login once access has been granted.

	Already a user!	
Data Protection Office REC	GISTER AS ADMINI	ISTRATOR
	User Type:	Individual
	Do you have a Business Registration Number(BRN)?	Ves No
	Are you a Foreigner?	🔿 Yes 🚫 No
	MNIC: *	
$(A) \rightarrow (A)$	Surname: *	
	Firstname: *	
		unsuccessful, fill the details manually.

User will have to choose whether he/she will register using a BRN if available and if he/she is a foreigner.

			A
Data Protection Office	Already a user! REGISTER AS ADMINIS	TRATOR	Click on search button to retrieve details. If unsuccessful, fill the details manually.
	User Type:	Individual	~
	Do you have a Business Registration Number(BRN)?	Ves No	
	Are you a Foreigner?	🔾 Yes 🔵 No	
	Business Registration Number(BRN): *		
R (Issue Date of Bus. Reg. Card: *		e
	MNIC: * Entity Name:		
	Business Registration Number(BRN): * Issue Date of Bus. Reg. Card: * MNIC: * Entity Name:		

If Individual selects to register using BRN, the latter will be prompted to enter the BRN. Once input, click on the 'search icon' next to the input box and if Information will be retrieved from InfoHighway for BRN typed in. If Searching using BRN is not getting any data, individual can still input their National Identity Card Number in the 'MNIC' input box and search their respective information. Information such as Name and address will be retrieved from InfoHighway.

	Already a user!	
Data Protection Office	REGISTER AS ADMINIS	FRATOR
	User Type:	Individual
	Do you have a Business Registration Number(BRN)?	🕐 Yes 📄 No
	Are you a Foreigner?	O Yes 🕜 No
	Business Registration Number(BRN): *	٩
R /	Issue Date of Bus. Reg. Card: *	8
A.	Passport No.: *	
IMA /	Entity Name:	

If individual is a foreigner, their passport number is required in order to register on the system.

Data Protection Office	Already a user! REGISTER AS ADMINIS	STRATOR	
	User Type:	Individual	
	Do you have a Business Registration Number(BRN)?	Ves O No	
	Are you a Foreigner?	○ Yes ○ No	
	MNIC: *	٩	
	Surname: *		
K	Firstname: *		
W4	Contact Details		_
	Phone Number: *		

If individual chooses to register without the BRN, type in only the MNIC or the Passport Number as required depending on the type of individual (Foreigner or local).

	Already a user!			
Data Protection Office	REGISTER AS ADMINIS	TRATOR		
	User Type:	Individual	\checkmark	
	Do you have a Business Registration Number(BRN)?	🔿 Yes 🔵 No		
	Are you a Foreigner?	🔷 Yes 📄 No		
	Passport No.: *			
$() \rightarrow ($	Surname: *			
	Firstname: *			
	Contact Details			
	Phone Number: *			

Management Companies can register controllers/processors under his management after registering as Management Companies Administrator.

	Already a user!			
Data Protection Office	REGISTER AS ADMIN	ISTRATOR		
	User Type:	Management Companies	\checkmark	
	Register using Business	Yes No		
	Registration			
	Number(BKN)?			

If registering using BRN, input BRN in text Box provided and click on the 'search icon' and then proceed to fill in other details.

DP	REGISTER AS ADMINIS	TRATOR	i
Data Protection Office	User Type:	Management Companies 🗸 🗸	
	Register using Business Registration Number(BRN)?	💙 Yes 🗌 No	
	Business Registration Number(BRN): *		٩
	Issue Date of Bus. Reg. Card: *		
	Organisation Name: *		
	Company Number:		
	Date of Incorporation:		÷

If not registering using BRN then data will not be retrieved and all fields need to be typed in manually.

3. Group of companies Administrator Type

Under the Group of companies Administrator type, one can register as one main entity (company) or have the possibility to add other companies which they are responsible for.

	Locality:	Locality	~	
Data Protocilia Office	City/Town/Village:			
	District/Outer island:	District/Outer island	~	
	Postcode:	Postcode	~	
	Are You a Group Company?	🔵 Yes 🔵 No		

This type of Administrator will have to choose if the Group of company will have several companies to register as Processor/Controller (option Yes) or only one company (option No).

4. Organisation Administrator Type

This type is catered for organisation such as societe, trust, ministries having or not having a BRN.

4.1 Organisation with BRN

User Type:	Organisation	\checkmark
Register using Business Registration Number(BRN)?	O Yes ○ No	
Business Registration Number(BRN): *		Q
Issue Date of Bus. Reg. Card: *		Ë
Organisation Name: *		
Company Number:		
Date of Incorporation:		Ë
Contact Details		

4.2 Organisation without BRN

User Type:	Organisation	~
Register using Business Registration Number(BRN)?	Ves O No	
Organisation Name: *		
Company Number:	•	
Date of Incorporation:		Ë
Contact Details		

The remaining fields below must be typed in manually and fields highlighted in red are mandatory fields for all the four types of Administrator.

	Firstname: *		•
Data Protection Office	Contact Details		
	Phone Number: *		
	Mobile Number:		
	Fax Number:		
	E-mail Address: *		
	House/Flat Number:		
	Street: *		
	Locality:	Locality	
	City/Town/Village:		
	District/Outer island:	District/Outer island	
	Postcode:	Postcode 🗸	
			·

Once all fields are filled, the applicant can upload required documents before submitting the application.

The Administrator will get an acknowledgement email and will be notified once Data Protection Office (DPO) has verified the request and granted Administrator access to the portal.

+ New Document		
Document Type	Document Name	Remove
No Documents Uploaded		
	✓ Submit	

5. <u>Home Page</u>

Once respective administrator is granted access, they will be able to start their application or manage their organisations or representatives depending on which type of administrator is logged in.

DPO	DPO PORTAL		\leftarrow	LOGOUT
2	\sum	\rightarrow	1 A	\geq
	DRAFT APPLICATIONS	PENDING FEES	REGISTERED CERTIFICATES	
奋 Home	No records found.	No Pending Fees		
Manage Organisations				
Q Controller				
Q Processor				
Q Query Complaints				
\$ Transactions				

Depending on the type of Administrator, the menu displayed on the left will be different.

- Logged in as Management Company.
 - Will get menu to manage Organisations, query applications for Controllers/Processors and to query Transaction's history for all organisations being managed by the Company.



- Logged in as Organisation
 - Will get menu to add Representatives who will be granted access to register as Controller/Processor on behalf of the company, Query list of applications and list of transactions.



- Logged in as Individual/Representative

• A representative will get the menu to register as Controller/Processor as well as to renew application once expiry date is near (that is 3 months prior of expiry date).

命 Home
은 Manage Representatives
A Register New Controller
✤ Register New Processor
Q Controller
Q Processor
Q Query Complaints

6. Manage Organisations

	DPO PORTAL	$ \rightarrow $		\leftarrow	4	LOGOU
8		\rightarrow				Z Z
	6 Back					
奋 Home	Organization(a) under your management					
Manage Organisations	Ornanised ion(s) under your management					+ New Organisation
Q Controller	Certificate of Incorporation Business Registration No. No.	Organisation Name	Validation Date	Termination Date	Edit F	ile(s) Update Representative(s)
Q Processor			18/09/2022		0	
Q Query Complaints			25/09/2022		0	D
\$ Transactions		~~ <	> >> 10 🕶			

This function is used by Administrators registered as **Management Companies** or **Group of companies** to add or terminate companies falling under their management. Each of the companies listed will have their own controller/processor certificate. The Administrator can upload document related to each company as well as list down all the representatives who will register applications their behalf.

To add a new organisation under your management, click on the 'New Organisation' button, and fill in form accordingly.

ga	Organisation Detail		×	e	New Organisation
ısi	Business Registration No.:	Q		le(s)	Update Representative(s
	Company Name:			D	Representative(s
	Company Number:			D	*
	Issue Date of Bus. Reg. Card:	B			
	Date of Incorporation:	Ë			
	Phone No.: *				
	Mobile No.:				
	Fax No.:				

7. Manage Representatives



Manage Representatives function is used by all Administrators. This function allows administrator to list down the different representatives who will make applications for controller/processor on their behalf. They can upload relevant document to the representative as well as terminate its access using this function.

Representativ	e(s) for				+ N	ew Represei	ntative
MNIC	Passport No.	Surname	Other Name	Validation Date	End Date	Edit	Files
				14/09/2022		Ø	D
		~<	< > >> 10 1	•			

To add new Representative, click on the 'New Representative' button on the right top corner.

If a representative already exists for organisations, select and choose it in the dropdown list from the Existing Representative tab as shown next.

) for		
New Representative		×
Existing Representative Re	presentative	
Existing	Representative	\checkmark
Representative.	Q	
	Representative	

In case it is a new representative, fill details for new Representative.

New Representative		×
Existing Representative	Representative	
MNIC:	٩	
Passport No.(If Foreigner):		
Title: *	Select Title	~
Surname: *		
Other Name: *		
Maiden Name:		

If administrator needs to terminate a representative access to the system or is no longer acting as its representative, the former can modify the representative details and terminate its access by click on the '**Disactivate**' button. Once clicked, **termination date** will be filled with current date and representative will receive an email acknowledging that his/her access have been revoked for company concerned.

Email: *		
Validation Date: *	H	
Termination Date:		
Remarks:		
	Save X Desactivate	
		•

8. <u>Register Application by representative</u>

To register new application as controller or processor, representative has to select which organisation application is being made for.

ontrolle	Choose Organisation to Re	gister	×
on	Organisation:		
ts			

Once organisation is selected, the application form will be opened to fill in application and quit anytime and come back to where they left it. The application will be saves as draft in the applicant's dashboard.

Click on 'Next' to move on to the next section until Declaration and Documents section is reached and submit application.

- Step 1 displays the controller/Processor Details

								🗇 Notes
		APPLIC	ATION FORM F	OR REGISTRA	TION AS PRO	DCESSOR		
	2	3	4	5	6	7	8	9
	Representative and Data Protection Officer	Personal Data	Special Categories of Personal Data	Transfer of data outside Mauritius	Measures for protection of personal data	Contract With PROCESSOR	Number of Employees	Declaration and Documents
Processor	's Details							
Company N	lame* :			Block N	lo. :			
Street* :				Locality	* :	2	Select	~
District :		Select		~ Postco	de :	5	Select	~
Telephone N	No.* :			Mobile	No. :			
Fax No. :				Email A	ddress* :			
								> Next

- Step 2 displays the representative data.

								Notes
		APPLIC	ATION FORM F	OR REGISTRA	TION AS PRO	DCESSOR		
1		3	4	5	6	7	8	9
Processor's Details		Personal Data	Special Categories of Personal Data	Transfer of data outside Mauritius	Measures for protection of personal data	Contract With PROCESSOR	Number of Employees	Declaration and Documents
Representa	ative and Data P	rotection Of	ficer					
Surname* :				Other n	ame(s)* :			
Block/House	No :			Street*	-			
Locality* :		Select		 ✓ District 	-	s	Select	~
Postcode :		Select		✓ Telepho	one No.* :			
Mobile No. :				Fax No				
Email Addre	SS* :							
< Previous								> Next

Both steps are auto populated upon application and can be amended accordingly if there are changes.

- On step 3, user must select from Drop down list or typed in value in the other box for each category.

		APPLIC				OCESSOR		P Notes
Processor's Details	Representative and Data Protection Officer	Personal Data	4 Special Categories of Personal Data	• Transfer of data outside Mauritiu	Measures for s protection of personal data	Contract With PROCESSOR	Number of Employees	Declaration and Documents
Personal Da	ta							
Descriptior	ı of Personal Data	Catego	ry(ies) of Data Subjec	ts	Purpose(s) of Proce	essing	Recipient(s) to who is (are) dis	m Personel Data sclosed
	~ +		~	•	~	e	~	Ð
Address Email Address	8	Supplier(s)			Know Your Customer(I	KYC)		×
National Identity C	Card Number	Eventual Fut	ure employee		Invoicing Eventual futu Payroll Registration Re Marketing materials PR	rre payroll egistration to ACCA qu	ualification Recording of	financial transactions
Other :		Other :		Other:		C	Other :	
< Previous								> Next

- On step 4 and step 5, fill in details only if applicable.

								đ	Notes
		APPLIC	ATION FORM FOI		TION AS PR	OCESSOR			
1	2	3		5	6	7	8	1	•
rocessor's Details	Representative and Data Protection Officer	Personal Data	Special Categories T of Personal Data of	ransfer of data utside Mauritius	Measures for protection of personal data	Contract With PROCESSOR	Number of Employees	Declarat Docu	tion a ment
ecial Cat	egories of Pers	onal Data							
	-			able 🖳 Not Appli	cable				
					Cable				
Plea	ase select the type(s) o	f special categorie	s of personal data						
Racial o	or ethinic origin						~	Ð	
Political	l opinion or adherence								
Religiou	us or philosophical belie	fs		Biometri	c data - For employe	es to have access to off	ïce premises	$\mathbf{\times}$	
Member	rshin of a trade union			Know Yo	ur Client			×	
Dhyreica	l or montal health or cou	adition		5 7					
Physica		,		the Cosn	Purpose of Recruitin netic and Pharmaceu	g subjects On Clinical I itical Industries	rials On Benaif of	$\mathbf{\times}$	
Sexual of	orientation, practices or	preterences		For The	Purpose of Scientific	Research for The Healt	h Sector.		
Genetic	data or biometric data			Controlle	d Server and Pseud	onymisation of Persona	I Data		
Commis	ssion or alleged commis	sion of an offence		Ould .					
Any pro	ceedings for an offence	committed or allege	ed to have been						
proceedings	me disposal of such pro	ceedings of the sen	tence of any Court in the						

					CISTRA		CESSOR		ø	Notes
1 Processor's Details	2 Representative and Data Protection Officer	3 Personal Data	4 Special Categories of Personal Data	Transfe	5 r of data Mauritius	6 Measures for protection of personal data	7 Contract With PROCESSOR	8 Number of Employees	Declarat Docur	e tion and ments
Transfer of	Data Outside M	lauritius	O Apj	plicable (Not Applic	able				
	c	ountry(ies)					Purpose(s) of trans	fer:		
		~	•				×	*	ŧ	
RWANDA			8	Â	TRANSFE AND FOR	R TO UBO/PARENT	COMPANY FOR FINANC	IAL PURPOSE	8	
UGANDA			8		FOR KYC				8	
GHANA			8		INVESTM	ENT PURPOSES			×	
NIGERIA			8		KYC DOC	UMENTS			×	
Other :					Other :					
< Previous									•	Next

- Same as step 1, Select from drop down list or input in 'other' box.

									o	Notes
		APPLICAT	TION FORM F	OR RE	GISTRA	TION AS PRO	DCESSOR			
1	2	3	4		5		7	8		•
Processor's Details	Representative and Data Protection Officer	Personal Data S	ipecial Categories of Personal Data	Transfe outside	er of data Mauritius	Measures for protection of personal data	Contract With PROCESSOR	Number of Employees	Declara Docu	tion an ments
Aeasures f	or protection of	f personal data	1							
	Risk(s)	To Personal Data			Safegua	rd(s), security mea	sures and mechanism data	is implemented to j	protect pers	onal
		~	÷					~	ŧ	
Theft			8	Î	Access C	control			8	Î
Unauthorized a	ccess		8		Visitors' I	ogbook			×	
Unauthorized re forums online	ecordings of online webi	nars or recording of stu	udents'		Privacy p	olicy			⊗	
Unlawful disclo	sure Theft		8		Informati	on security policy			×	
Other :				*	Other :					*
< Previous									•	Next

Step 7 (Contract with Controller) is only shown when applying for Processor only.

								🛱 Notes
		APPLIC	ATION FORM F	OR REGISTRA	TION AS PRO	DCESSOR		
1	2	3	4	5	6		8	9
Processor's Details	Representative and Data Protection Officer	Personal Data	Special Categories of Personal Data	Transfer of data outside Mauritius	Measures for protection of personal data		Number of Employees	Declaration and Documents
Contract wit	th Controller							
Sufficient g	juarantees in respect of	security and organ	isational measures unde	er section 31(1) of the l	OPA			
Processing	carried out only on the	controller's instruc	tions under section 31(4	4)(b)(i) of the DPA(refer	to point 13 under NO	DTES)		
Processor	being bound by the obli	gations devolving o	on the controller under s	ection 31(4)(b)(ii) of th	e DPA			
< Previous								> Next

- Table of fees is displayed.
- In exceptional case, applicant has to check whether they are exempted to any fee payment and input the number of employees they have. The fee to pay will be updated with respect to the table displayed on top.

								🗟 Notes
		APPLICA	TION FORM F		ATION AS PRO	CESSOR		
1	2	3	4	5	6	7		9
Processor's Details	Representative and Data Protection Officer	Personal Data	Special Categories of Personal Data	Transfer of data outside Mauritius	Measures for protection of personal data	Contract With Controller		Declaration and Documents
Number of	Employees							
Foo Davable:								
Fee Payable.					Registration Fees (MU	IR)	Renewal Fees	(MUR)
For applicants be	etween 0 to 5 employees				1,000		1,000	
For applicants be	etween 6 to 25 employee	5			1,500		1,500	
For applicants m	ore than 25 employees				2,500		2,500	
Fee Exempti	ion By law							
Number of F	mployees							
Number of L	impioyees.	25						
Fee amount	to pay (MUR):	1,500						
Previous								Next
FIEVIOUS								, next

Choose mode of payment, insert captcha and submit application. There are four modes of payment that are accepted by the DPO which are Cash, Cheque, Adjustment Voucher (Government Department only) and E-Payment by credit card. Once application is submitted, applicant will be able to check the application status on the application query screen.

On submission of application, applicant will receive an acknowledgement email, requesting the latter on the amount of fees to pay. If fees are paid using the online payment facility, the applicant will receive a payment acknowledgment email and the receipt on the email.

								🗇 Notes
		APPLICA	ATION FORM F	OR REGISTRA	TION AS PRO	DCESSOR		
1	2	3	4	5	6	7	8	
Processor's Details	Representative and Data Protection Officer	Personal Data	Special Categories of Personal Data	Transfer of data outside Mauritius	Measures for protection of personal data	Contract With Controller	Number of Employees	
Declaration	and Document	s						
*Upload one Document	t at a time as jpeg png pdf doi	x doc and not exceeding	SMB.					
			I	+ New Document				
				Document(s)				
Document Type		Document N	ame				View Document	Remove

Upload necessary documents

	Mode of Payment		
	E-Payment	~	
I certify that the above information is correct a	and complete and hereby apply to be registere	d as controller under the Data Protection Ac	L
C62w3			
Insert Captcha			
< Previous			
	Submit Ap	oplication	

9. <u>Renew Application</u>

To renew application, User has to input Certificate Number to renew and choose for which organization renewal is being carried out.

roces	Renew Application		×
tion	Previous Certificate No .:		
	Organisation:	· · ·	
		Q	
nts			

10. Query Application

Application query is separated into 2 categories, one for controller and one for processor. The next Screen shows a history of all application, and applicant can download the application or certificate once completed.

Status of application shown are as follows:

1. Completed

Indicates application has been fully processed and Certificate Generated.

2. Submitted

Indicates Application has been submitted to be vetted by the DPO.

- 3. Awaiting Payment Applicant need to pay Registration or Renewal Fee for Application.
- 4. In Process

Application is being processed at the DPO.

5. Awaiting Amendments

Application was sent back to applicant on the portal to make necessary amendments. Applicant will receive a mail with all information that need to be amended, and need to re-submit application once completed.

6. Rejected

Application has been rejected by the DPO and no certificate generated.

Controller Applications							
Reference ↑↓	Application Type 1	Controller Name ↑↓	Representative Name ↑↓	Status †↓	Edit Application	Application	Certificate
DPO/2022/08/0004	Controller			Completed	0	6	♦
DPO/2022/08/0001	Controller			Application Submitted	0	6	V
DPO/2022/09/0031	Controller			Completed	Ø	6	V
DPO/2022/10/0101	Controller			In Process	0	ð	V
DPO/2022/08/0019	Controller			Completed	0	ð	V
DPO/2022/09/0033	Controller			Completed	Ø	6	V
DPO/2022/10/0105	Controller			Completed	Ø	@	V
DPO/2022/10/0107	Controller			Completed	Ø	ð	V
DPO/2022/10/0106	Controller			Completed	Ø	ð	V
DPO/2022/10/0108	Controller			Completed	Ø	6	V
		~~	< > >> 10 v				

rocessor Applications Reference ↑↓	Application Type ↑↓	Processor Name ↑↓	Representative Name ↑↓	Status †↓	Edit Application	Application	Certificate
DPO/2022/08/0003	Processor			Application Submitted	0	6	♦
DPO/2022/09/0034	Processor			In Process	0	đ	V
		~~	< > >> 10 🗸				

11. Online Payment

If any payment is pending to be made by the applicant, the application will appear on the Dashboard as shown in the screenshot below.

DPPO Des Reserves Office	DPO PORTAL		LOGOL
8	\mathbb{P}		STAN
o 企 Home		PENDING FEES	REGISTERED CERTIFICATES
A Manage Representatives	DPO/2022/09/0071	DPO/2022/08/0005	C0003
A Register New Controller		Amount: 1500.00	View Certificate
A Register New Processor			C0010 Controller for
A Renew Application			↓ View Certificate
Q EForms			P0002 Processor former part percent
Q Controller			↓ View Certificate
Q Processor			Controller for the back of the state
Q Complaints			View Certificate
\$ Transactions			Processor former and a source in the source of
			View Certificate
			Controllor for Gamma Land Ltd

When applicant click on the 'Click to Pay', the latter will be directed to the SBM Online Platform to effect payment. Once payment is successful, the applicant will receive an acknowledgement email with the receipt attached as an attachment.

SBM	
Order number Total	
87_DP0/2022/08/0005_aff2kaxjtq 1500.00 MUR	
Session expired in 19:50	
Credit card number:	
Interference of the proof	
Submit	
VISA secure mastercard JCB	
J/secure	



Sample of email received to applicant with receipt.

12. View Certificate

After the application for controller/processor is approved, a server signed certificate will be generated in the portal of the applicant and an email will be sent to the applicant. This certificate can be viewed in the applicant's portal under registered certificate.

13. Query Transactions

Screen used to query transactions made. User can view what kind of payment method was used in each transaction and if not paid, can pay fee using the various mode of payment including E-payment facility.

ansaction History							
Application Ref No	Application Type	Name	Payment Mode	Amount	Fee status	Paid On	Pay Fee
DPO/2022/10/0108	Controller		Cash	1500.00	PAID	07/11/2022	
DPO/2022/10/0107	Controller		Cash	1500.00	PAID	07/11/2022	
DPO/2022/10/0106	Controller		Cash	1500.00	PAID	07/11/2022	
DPO/2022/10/0105	Controller		Cash	1500.00	PAID	07/11/2022	
DPO/2022/09/0031	Controller		Cash	1500.00	PAID	07/11/2022	
DPO/2022/08/0019	Controller		E-Payment	0.00	PAID	09/10/2022	
DPO/2022/08/0001	Controller		Adjustment Voucher	1500.00	PAID	17/09/2022	
DPO/2022/08/0004	Controller		E-Payment	0.00	PAID	15/09/2022	
DPO/2022/08/0004	Controller		E-Payment	0.00	PAID	16/09/2022	
DPO/2022/08/0003	Processor		E-Payment	0.00	PAID	13/09/2022	
DPO/2022/08/0003	Processor		E-Payment	10.00	PAID	24/10/2022	
DPO/2022/08/0001	Controller		Cash	1500.00	PAID	15/09/2022	

14. Register Online Complaint

A legal entity, that is, a person or corporate body is given the facility to lodge a complaint online as well as to track the status of the complaint.

The user can create his/her ONLINE complaint using the "New Complaint" in the Complaints page

Comp	lai	nts

+ New Complaint					
Reference ↑↓	Respondent ↑↓	Submitted Date ↓ ≓	Type ↑↓	Status ↑↓	Upload
					File(s)
DRAFT/2022/20			Camera Surveillance System	Draft	0
DRAFT/2022/11			Camera Surveillance System	Draft	0
DRAFT/2022/53			Camera Surveillance System	Draft	0
DRAFT/2022/23			Camera Surveillance System	Draft	0
0/2022/37	2313	15/11/2022	Camera Surveillance System	Submitted	0
O/2022/7	AAA	26/10/2022	Camera Surveillance System	In Process	0
O/2022/1	Respondent	17/10/2022	Access rights	In Process	0
		«< < > >>>	20 ~		

The complaint has 5 sections:

- Section 1, Complainant. The "Complainant" tab allows the user to input data about the Complainant. The complainant can be individual or organisation. In case of organisation, a representative must fill company data and its data. There are some mandatory fields that cannot be empty:
 - Organisation: name, street and town/village
 - o Representative: NID, name, email and phone number
 - o Individual: NID, name, email and phone number

Registration of ONLINE Complaint

Complainant Respondent Con	nplaint Details Declaration Documents		
Details of Organisation :			
Organisation Name :			
Block / House No. :		Street :	
Locality :	Select ~	Town / Village :	
District :	Select	Postcode :	Select ~
Phone No :		Mobile No :	
Details of Representative ac	ing on behalf of organisation :		
NID :			
First Name :		Last Name :	
Email Address :			
Phone No :		Mobile No :	
	← Back 🖺 Sa	re as Draft 📅 Print	

- Section 2, Respondent. The "Respondent" tab allows the user to input data about the Respondent as well as the person dealt with if the respondent is an organisation. "Name of organisation or individual" cannot be empty.

Registration of O	NLINE Complaint										
Complainant	Respondent	Complaint Details	Declaration Do	cuments							
My complair (name of organisa	nt is against : ation or individual)										
Block / Ho	use No. :						Street	:			
Locality :		Select				\sim	Town /	Village :			
District :		Select				~	Postco	de :	Select		~
I have been (name of your con	dealing with: ntact person, if any, n	within the organisation)									
(1000 characte	ers remaining)										
					← Back	🖹 Save	e as Draft	🛱 Print			

 Section 3, Complaint Details. The "Complaint Details" tab allows the User to input data about the details of the complaint event. "This is my complaint" cannot be empty. The User can select the "Type of Complaint" by clicking on the dropdown list. Other option is available if the complaint type is not in the list. If the complaint exceeds 10000 characters, the user can upload a document under the "Documents" section.

pe of Complaint :	Camera	surveillance System			✓ on	Date	
is is my complaint -							
	(10000 cha	acters remaining)					
	If your comp	aint exceeds 10000 number of characters, kindly uplo	ad your complaint as a separate document in	the document tab			
		← Ba	ik 🛱 Save as Draft 🤠 Print				
Complainant	Respondent	Complaint Details Declaration	Save as Draft 😨 Print				
Complainant Type of Com	Respondent plaint :	Complaint Details Declaration	Save as Draft 😨 Print	V 01	Date		
Complainant Type of Com	Respondent plaint :	Complaint Details Declaration	Save as Draft 😨 Print	0	Date		
Complainant Type of Com This is my co	Respondent Iplaint : omplaint :	Complaint Details Declaration Camera Surveillance System Q Camera Surveillance System	ck 🕒 Save as Draft 🔅 Print		Date		
Complainant Type of Com This is my co	Respondent Iplaint: omplaint:	Complaint Details Declaration Camera Surveillance System Q Camera Surveillance System Direct Marketing	Ek 🛱 Save as Draft 😨 Print		Date		
Complainant Type of Com This is my co	Respondent Iplaint: omplaint:	Complaint Details Declaration Camera Surveillance System Q Camera Surveillance System Direct Marketing Unlawful processing of personal dat	Ek 🛱 Save as Draft 😨 Print		Date		
Complainant Type of Com This is my co	Respondent Iplaint : Inplaint :	 ← Ba Complaint Details Declaration Camera Survelllance System Q Camera Survelllance System Direct Marketing Unlawful processing of personal data Unlawful disclosure of personal data 	ck 🕒 Save as Draft 🔅 Print		Date		
Complainant Type of Com This is my co	Respondent Iplaint : omplaint :	 ← Ba Complaint Details Declaration Camera Survellance System Q. Camera Survellance System Direct Marketing Unlawful processing of personal data Vaniawful disclosure of personal data Access rights 	Save as Draft () Print		Date		
Complainant Type of Com This is my co	Respondent Iplaint : omplaint :	Complaint Details Declaration Camera Surveillance System Q Q Camera Surveillance System Direct Marketing Unlawful processing of personal data Unlawful disclosure of personal data Access rights Other	Ek Save as Draft 🕞 Print		Date		

- Section 4, Declaration. The "Declaration" tab allows the User to input data about declaration. If the declaration exceeds 10000 characters, the user can upload a document under the "Documents" section.

Complainant	Respondent	Complaint Details	Declaration	Documents					
Declaration	Of:-								
I, of LOTIS having Nati	SEMENT BEL	ZIM, , QUATRE B ard Number M210	ORNES Plain 09912301397	e-Wilhems					
on	Date				at	Time			
, state that:	-								
(10000 chara	cters remaining)								
If your declara	ation exceeds 10000 I	number of characters, kind	dly upload your decl	aration as a sepa	arate document i	n the documen	t tab		
						← Back	🖺 Save as Draft	🗇 Print	

- Section 5, Documents: The "Documents" tab allows the User to:
 - o upload documents in case the complaint or the declaration exceed 10000 characters.
 - upload any documents he wants to add for his/her complaint.

The document size cannot be higher than 5MB and the allowed documents type are zip, pdf, doc, docx, jpg, jpeg and png.

After uploading a document, the user can add a description, view the uploaded file or remove it. After submitting, the uploaded documents cannot be removed.

Registration of ONLINE Complaint					
Complainant Respondent Complaint Details Declaration	Documents				
+ New Document					
Document Name ↑↓	Uploaded by ↑↓	Add Description ↑↓	Edit	View Rem	nove
No records found.					
	«< < > » <u>10 v</u>				
I acknowledge that this declaration is true and correct, and is given	with the understanding that a person who makes a false declar	ation is liable under the Mauritian criminal law			
	🛱 SUBMIT				
	← Back 🔓 Save as Draft 🤅	Print			

Registration of ONLINE Complaint

Complainant	Respondent	Complaint Details	Declaration	Documents							
+ New Docu	ment										
	Docume	nt Name ↑↓			Uploaded by ↑↓			Add Description $\uparrow\downarrow$	Edit	View	Remove
	Comple	aintReg.pdf			APEIM				0	Ł	
					~~	< > >> <u>10</u>	•				
l acknowl	edge that this de	claration is true and co	prrect, and is giv	en with the unde	erstanding that a person w	ho makes a false decla	ration is liable u	nder the Mauritian criminal law			
						🛱 SUBMIT					
					← Back	🖹 Save as Draft	ට් Print				

Before submitting a complaint, the user must tick the box for acknowledging that the declaration is true and correct.

The user can save the complaint as a draft till he/she wants to submit the same. The user will get a temporary unique reference number and he/she will be able to add new info or document to the complaint. When the complaint is complete the user can submit it. After submitting a complaint, the user will get a new unique reference number to use it to check the status in the complaint page.

The user can finally print a copy for saving the complaint as pdf. It's possible to print a complaint if saved as draft as submitted.

egistration of ANONYMOUS C	omplaint			
Complainant Responden	Complaint Details Documents			
+ New Document				
Document Name ↑ No records found.	Action Required	Yad Description 1↓	Edit	View Remov
♥ I acknowledge that this under the Mauritian criminal	declaration is true and correct, and is given with the aw	understanding that a person wh	no makes a false o	declaration is liable
	는 Back 중 P	rint		

The user can search for his/her complaint(s) in the complaint page. He/she can find information and filter complaints by reference number, respondent, submitted date, complaint type and status.

The status can be:

- Draft
- Submitted
- In Process
- Closed

Complaints

The user can view the complaint details. If the complaint is a draft, the user can add data and documents and print the complaint. If the complaint is submitted, in process or closed, the user can view data only and print the complaint.

The user can upload more documents if the complaint is submitted or in process, in order to send them to DPO office (for example: the DPO officer is asking for).

+ New Complaint						
Reference ↑↓	Respondent ↑↓	Submitted Date ↓ ₹	Type ↑↓	Status ↑↓	View	Upload
					view.	File(s)
DRAFT/2022/20			Camera Surveillance System	Draft	0	
DRAFT/2022/11			Camera Surveillance System	Draft	0	
DRAFT/2022/53			Camera Surveillance System	Draft	0	
DRAFT/2022/23			Camera Surveillance System	Draft	0	
0/2022/37	2313	15/11/2022	Camera Surveillance System	Submitted	0	b
0/2022/7	AAA	26/10/2022	Camera Surveillance System	In Process	0	b
0/2022/1	Respondent	17/10/2022	Access rights	In Process	0	B

≪ < > ≫ ₂0▼

This function allows a complainant without any user credentials to register a complaint from the DPO website.

Data Protection Office	DPO Portal			ĺ
		Username Password Login	©	
		<u>Create an account as DPO Adminis</u> Forgot Password? <u>Maupass Forgot Passwor</u> <u>Maupass Registration?</u> <u>Register Anonymous Comp</u>	strator/User d? : : :	

The user can create his/her complaint using the "New Complaint" button under the "Submit a New Anonymous Complaint" section.

Anonymous Compl	ts	
Submit a New	nonymous Complaint	
	+ New Complaint	

The complaint has 4 sections:

- Section 1, Complainant. The "Complainant" tab allows the user to input data about the Complainant. If the complainant wishes to remain anonymous, fields may be left empty.

Registration of ANONYMOUS Complaint						
Complainant Respond	ent Complaint Details	Documents				
NID :						
First Name :			Last Name :			
Block / House No. :			Street :			
Locality :	Select	V	Town / Village :			
District :	Select	~	Postcode :	Select	~	
Email Address :			Occupation :			
Phone No :			Mobile No :			

- Section 2, Respondent. The "Respondent" tab allows the user to input data about the Respondent as well as the person dealt with if the respondent is an organisation. "Name of organisation or individual" cannot be empty.

Block / House No. :			Street :		
.ocality :	Select	~	Town / Village :		
District :	Select	~	Postcode :	Select	~
ave been dealin	g with:				

- Section 3, Complaint Details. The "Complaint Details" tab allows the User to input data about the details of the complaint event. "This is my complaint" cannot be empty. The User can select the "Type of Complaint"

by clicking on the dropdown list. Other option is available if the complaint type is not in the list. If the complaint exceeds 10000 characters, the user can upload a document under the "Documents" section.

pe of Complaint:	Camera Surveillance System	~	on	Date	
is is my complaint:					
	(10000 shorostore remaining)				
	(Toooo characters remaining)				
	(10000 characters remaining)	oad your complaint as a sep	arate docur	nent in the document tab	
	f your complaint exceeds 10000 number of characters, kindly upl	oad your complaint as a sep	arate docur	nent in the document tab	
	f your complaint exceeds 10000 number of characters, kindly upli	ad your complaint as a sep	arate docur	nent in the document tab	
	f your complaint exceeds 10000 number of characters, kindly upli	oad your complaint as a sep	arate docur	nent in the document tab	
	f your complaint exceeds 10000 number of characters, kindly upli	ad your complaint as a sep	arate docur	nent in the document tab	
Complainant Respondent	(roudo characters remaining) If your complaint exceeds 10000 number of characters, kindly uple Complaint Details Declaration Documents	oad your complaint as a sep	arate docur	nent in the document tab	
Complainant Respondent Type of Complaint :	Complaint exceeds 10000 number of characters, kindly uple Complaint Details Declaration Documents Camera Surveillance System	oad your complaint as a sep	arate docur	nent in the document tab	
Complainant Respondent Type of Complaint :	Complaint exceeds 10000 number of characters, kindly uple Complaint Details Declaration Documents Camera Surveillance System Q	pad your complaint as a sep	on	nent in the document tab	
Complainant Respondent Type of Complaint : This is my complaint :	Complaint Details Declaration Documents Camera Surveillance System Q Camera Surveillance System	oad your complaint as a sep	on	nent in the document tab	
Complainant Respondent Type of Complaint : This is my complaint :	Complaint exceeds 10000 number of characters, kindly uple Complaint Details Declaration Documents Camera Surveillance System Q Camera Surveillance System Direct Marketing	oad your complaint as a sep	on	nent in the document tab	
Complainant Respondent Type of Complaint : This is my complaint :	Complaint Details Declaration Documents Camera Surveillance System Q Camera Surveillance System Direct Marketing Unlawful processing of personal data	oad your complaint as a sep	on	nent in the document tab	
Complainant Respondent Type of Complaint : This is my complaint :	Complaint Details Declaration Documents Camera Surveillance System Q. Camera Surveillance System Direct Marketing Unlawful processing of personal data Unlawful disclosure of personal data	oad your complaint as a sep	on	nent in the document tab	
Complainant Respondent Type of Complaint : This is my complaint :	Complaint Details Declaration Documents Camera Surveillance System Q Camera Surveillance System Direct Marketing Unlawful processing of personal data Unlawful disclosure of personal data Access rights Sectors and data Access rights	oad your complaint as a sep	on	nent in the document tab Date	
Complainant Respondent Type of Complaint : This is my complaint :	Complaint Details Declaration Documents Camera Surveillance System Q Camera Surveillance System Direct Marketing Unlawful processing of personal data Unlawful disclosure of personal data Access rights Other	oad your complaint as a sep	on	nent in the document tab	

- Section 4, Documents: The "Documents" tab allows the User to:
 - upload documents in case the complaint details and complaint declaration exceed 1000 characters.
 - o upload any documents he wants to add for his/her complaint.

The document size cannot be higher than 5MB and the allowed documents type are zip, pdf, doc, docx, jpg, jpeg and png.

After uploading a document, the user can add a description, view the uploaded file or remove it. After submitting, the uploaded documents cannot be removed.

Registration of ONLINE Complaint

Complainant Respondent Complaint Details Declaration Doo	cuments				
+ New Document					
Document Name 11	Inloaded by 1	Add Description 1	Edit	View	Remove
No records found.	obiorana pl. 14	ital populpion 14	2.011		itomo ro
	<< < > >> 10 v				
I acknowledge that this declaration is true and correct, and is given with	th the understanding that a person who makes a false declara	tion is liable under the Mauritian criminal law			
	← Back 🛱 Save as Draft 😚	Print			
Registration of ONLINE Complaint					
Complainant Respondent Complaint Details Declaration D	ocuments				
+ New Document					
Document Name ↑↓	Uploaded by ↑↓	Add Description ↑↓	Edit	View	Remove
ComplaintReg.pdf	APEIM		0	2	
	«< < > »» 10	v			
I acknowledge that this declaration is true and correct, and is given v	with the understanding that a person who makes a false dec!	aration is liable under the Mauritian criminal law			
	🛱 SUBMIT				
	← Back 🛛 🛱 Save as Draft	🗇 Print			

Before submitting a complaint, the user must tick the box for acknowledging that the declaration is true and correct.

After submitting a complaint, the user will get a unique reference number to use it to check the status. The user can finally print a copy for saving the complaint as pdf.

Registration of ANONYMOUS Co	mplaint
Complainant Respondent	Complaint Details Documents
+ New Document	
Document Name 1	Action Required X
No records round.	Please, submit your complaint before print it
I acknowledge that this d under the Mauritian criminal la	claration is true and correct, and is given with the understanding that a person who makes a false declaration is liable w
	← Back

17. Search for an Anonymous Complaint

The anonymous user can search for his/her complaint(s) by inputting the reference number, got it after submission, in the "Reference" field under the "Search for an Anonymous Complaint" section and clicking on the "Search" button. The status will appear in the "Status" field.

The status can be:

- Submitted
- In Process
- Closed
- No Complaint Reference found, if reference number isn't correct.

Search for an A	Anonymous Complaint
Insert your Complai	nt Reference Number
Reference :	A/2022/19
	Q Search
Status :	Submitted
	← Back

The following eForms are available on the DPO Portal for Controllers/Processors to submit a request:

- Transfer of personal data abroad
- Notification of personal data breach
- Data Protection Impact Assessment (DPIA)
- Compliance Audit
- Certification Form

18.1 Transfer of Personal Data Abroad

The transfer of personal data abroad eform has 5 sections:

- Section 1, Organisation's Details. The "Organisation's Details" tab allows the user to choose the controller / processor certificate data. All data will be automatically filled after choosing in the drop-down list. There are some mandatory fields that cannot be empty:
 - o Company Name

TRANSFER OF PERSONAL DATA ABROAD

- o Street, town / village
- Telephone Number, Email Address

Organisation's Details Purpose and Typ	es Country/ies to tra	ansfer data Appropriate	Safeguards Documents		
Controller / Processor Certificate	: (Select	~		
Company Name* :					
Block / House No. :			Street* :		
Locality* :	Select	\sim	Town / Village :		
District :	Select	~	Postcode :	Select	~
Telephone No.* :			Mobile No. :		
Email Address* :			Fax No. :		

- Section 2, Organisation's Details. The "Organisation's Details" tab allows the user to input the purpose of the proposed transfer/s and the types of personal data to be transferred.

TRANSFER OF PERSONAL DATA ABROAD

Organisation's Details	Purpose and Types	Country/ies to transfer data	Appropriate Safeguards	Documents	
Purpose of the pro	oposed transfer/s: ^{ing})				
Types of personal the type of personal data without divulging the conte emails, etc.) (1000 characters remaini	I data to be transfern for example name, address, e ents of the particular names, ng)	red :(Specify emails, etc. addresses,			

- Section 3, Country/ies to transfer data. The "Country/ies to transfer data" tab allows the user to input the list of countries and their respective data protection rules. The list is empty initially. The user can add a country, using the 'Add Country' button. It's possible to remove a country using the 'Remove Country' button.

TRANSFER OF PERSONAL DATA ABROAD

Organisation's	Details Purpose and Types	Country/ies to transfer data	Appropriate Safeguards	Documents		
+ Add Count	ry					
No	Country Code ↑↓			Data Protection Rules	Remove Country	e y
1	UGANDA	Data 1				
2	NIGERIA	Data 2				
<< < > >> <u>10 v</u>						
			← Back 🖺 Save a	is Draft 🗇 Print		

- Section 4, Appropriate Safeguards. The "Appropriate Safeguards" tab allows the user to input a description for each appropriate safeguard. If a control is ticked, its description is mandatory.

TRANSFER OF PERSONAL DATA ABROAD

Or	ganisation's Details	Purpose and Types	Country/ies to transfer data	Appropriate Safeg	uards Documents			
¢	1 First				H Last			
					0			
	Appropriate Safeguards							
				Appro	priate Safeguards			
	Controls		Plea appli	se tick if icable Shor	Description			
	Physical Security							
	UPS							
	User Logging Cont	rols						

- Section 5, Documents. See chapter 0

18.2 Notification of Personal Data Breach

The notification of personal data breach eform has 3 sections:

- Section 1, Particulars of controller giving the notification. The "Particulars of controller giving the notification" tab allows the user to choose the controller / processor certificate data. All controller's data will be automatically filled after choosing in the drop-down list. There are some mandatory fields that cannot be empty:
 - o Company name
 - Street, town / village
 - Telephone Number, Email Address

The user must fill some additional data. There are some mandatory fields that cannot be empty:

- Name of processor, where the data breach occurred (if applicable)
- Designation Data of protection officer:
 - Name
 - Designation
 - Telephone Number
 - Email address

NOTIFICATION OF PERSONAL DATA BREACH

Particulars of controller giving the notification Details Documents

nder section 25 of the Data Protection Act, in case of a personal data breach ¹ , the controller ² shall without undue delay and where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the Data Protection Office. wift containment and recovery from a personal data breach is vital. Every effort should be taken to minimize the potential impact on affected individuals, and details of the steps taken to achieve this should be included in this form. If you are waiting for completion of an internal investigation, please tell us.							
Controller / Processor Certificate :		Select	~				
Company Name* :]				
Block / House No. :			Street* :				
Locality* :	Select		Town / Village :				
District :	Select		Postcode :	Select ~			
Name of processor ₃ where the data breach	occurred (i	if applicable):					
Telephone No.* :			Mobile No. :				
Email Address* :			Fax No. :				
Name of Designated Data Protection Office	er (Mr./Ms./I	Mrs):					
Designation:			Email Address* :				
Telephone No.* :			Mobile No. :				

- Section 2, Details. The "Details" tab allows the user to response to all the controls, adding description.

				🗅 Notes
Particulars of controller giving the notification Details Docume	nts			
(K) First			> Next	X Last
0	2	3	4	
2. Nature of the personal data breach				
	2. Nature of the pers	onal data breach		
Controls	Short Descr	ription		
(a) When did the personal data breach happen?				*
(b) If there has been a delay (more than 72 after becoming aware of the incident and reporting it to the Data Protection Office), please provide your justifications for the delay				*

In the page a 'Notes' button is available to have more information about the eform

NOTIFICATION OF PERSONAL DATA BREACH

1. Personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.

2. Controller means a person who or public body which, alone or jointly with others, determines the purposes and means of the processing of personal data and has decision making power with respect to the processing.

3. Processor means a person who, or public body which, processes personal data on behalf of a controller.

4. Data subject means an identified or identifiable individual, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.

5. Special categories of personal data in relation to a data subject, means personal data pertaining to

- (a) his racial or ethnic origin;
- (b) his political opinion or adherence;
- (c) his religious or philosophical beliefs;
- (d) his membership of a trade union;
- (e) his physical or mental health or condition;(f) his sexual orientation, practices or preferences;
- (g) his genetic data or biometric data uniquely identifying him;
- (b) the commission or alleged commission of an offence by him;

(i) any proceedings for an offence committed or alleged to have been committed by him, the disposal of such proceedings or the sentence of any Court in the proceedings; or

(j) such other personal data as the Commissioner may determine to be sensitive personal data

- Section 3, Documents. See chapter 0

18.3 Data Protection Impact Assessment (DPIA)

The data protection impact assessment eform has 3 sections:

- Section 1, Particulars of controller giving the notification. The "Particulars of controller giving the notification" tab allows the user to choose the controller / processor certificate data. All controller's data will be automatically filled after choosing in the drop-down list. There are some mandatory fields that cannot be empty:
 - Company name
 - Street, town / village
 - Telephone Number, Email Address

The user must fill some additional data. There are some mandatory fields that cannot be empty:

- Name of processor, where the data breach occurred (if applicable)
- Designation Data of protection officer:
 - Name
 - Designation
 - Telephone Number
 - Email address

DATA PROTECTION IMPACT ASSESSMENT

Particulars of controller giving the notification Details Documents

Section 34(1) of the Data Protection Act (DPA) 2017 stipulates that all controllers and processors must carry out a DPIA prior to the processing of personal data where such processing is likely to present high risk to individuals. A DPIA helps to identify privacy risks, foresee problems and bring forward solutions. It serves as an assessment tool to decide whether the security measures in place are adequate compared to the risks to individuals and whether the necessity of an envisaged processing operation does not outweigh the rights and freedoms of individuals.

The Data Protection Office has issued this template for guidance purpose only and is subject to future updates, if required. You are also advised to consult the document on 'High risk processing operations' and 'Guide on how to complete the Data Protection Impact Assessment Form' available on the website of the Data Protection Office.

Controller / Processor Certificate :		Select ~					
Company Name* :							
Block / House No. :				Street* :			
Locality* :	Select		~	Town / Village :			
District :	Select		~	Postcode :		Select	~
Telephone No.* :				Mobile No. :			
Email Address* :				Fax No. :			
Name of contact person :							
Have you designated an officer responsible t			Yes 🔾	No			
Are you certified ISO/IEC 27701 Privacy Info	System?*:		Yes 🔘	No			

- Section 2, Details. The "Details" tab allows the user to response to all the controls, adding description.

Pa	rticulars of controller giving th	ne notification	Details	Documents					
(k	First								> Next 🕅 Last
	1 Step 2: Details of project/envisaged processing	2		3	4	5	6	7	8
					Step 2: Details of projec	t/envisaged processing			
	Controls				Short Description				
	2.1 Description of project/processing							li	
	2.2 Purpose/s of project/p	rocessing							ß

DATA PROTECTION IMPACT ASSESSMENT

DATA PROTECTION IMPACT ASSESSMENT

Particulars of controll	er giving the notification	Details	Documents					
K First C Previ	ous							> Next 🕅 Last
1	2		3	4	5	6 Step 5: Risks Assessment	7	8
+ Add Risk				Sten 5 [,] Risks Asse	ssment			
Risks No	Description				Likelihood	Severity	Overall	
1	Risk 1				Frequent	Critical	Mediu	m
2	Risk 2				Occasional	Insignificant	Low	
				«< < > >>	10 🗸			

DATA PROTECTION IMPACT ASSESSMENT

Particulars of controller giving the notification Details Documents

First C Previous	First (Previous) Next () Last										
1	2	3	4	5	6	7 8					
					step 6: w mitig	ite risks					
+ Add Measure											
			Step 6: Measures	to mitigate risks							
Risks No	Measures to mitigate risks				Effect of Measures on risks	Residual Effect					
1	Measure 1				Eliminated	Medium					
2	Measure 2				Reduced	Low					
			« < >	» 10 v							

DATA PROTECTION IMPACT ASSESSMENT

Particulars of controller givir	ng the notification Detail	Documents				
K First C Previous		_				X Last
1	2	3	4 5	6	7	8 Step 7: Documentation
+ Add Document Detail			Step 7: Documentation			
Document Type	Name of officer/s		Designation of officer/s		Date	
Carried out by	1		1		14/11/2022	
Reviewed by	2		2		16/11/2022	
			«< < > >> 10 v			
K First C Previous						X Last

- Section 3, Documents. See chapter 0

18.4 Compliance Audit

The compliance audit eform has 3 sections:

- Section 1, General Information. The "General Information" tab allows the user to choose the controller / processor certificate data. All controller's data will be automatically filled after choosing in the drop-down list. There are some mandatory fields that cannot be empty:
 - o Company name
 - Street, town / village
 - Telephone Number, Email Address

The user must fill some additional data. There is a mandatory field that cannot be empty:

O Name of data protection officer

DATA PROTECTION COMPLIANCE AUDIT FORM

2. General Information 3. Details Documen	ts							
1. Introduction The purpose of a data protection compliance audit is to obtain a complete picture, as far as possible, of the structure of personal information flows within an organisation so that the appropriate compliance procedures are in place in accordance with the Data Protection Act and best practices. For large-scale and complex organisations, the first stage is to obtain an organisational chart showing the operational, managerial and departmental structure of the organisation.								
Controller / Processor Certificate :		Select	~					
Company Name* :								
Block / House No. :			Street* :					
Locality* :	Select	~	Town / Village :					
District :	Select	~	Postcode :	Select ~				
Telephone No.* :			Mobile No. :					
Email Address* :			Fax No. :					
Name of Data Protection Officer :								

- Section 2, Details. The "Details" tab allows the user to response to all the controls, replying yes, no or N/A and adding description to each control.

2. General Information	3. Details	Documents										
(First											0	Next 🕅 Last
1	2	3	4		5	6	7	8	9	10	11	12
							1 - Collection					
Audit Question				Yes No I	N/A		Description of m	easures and mechar	nisms in place to pr	rotect personal dat	ta	
1. Does your or	ganisation pr	rocess personal (data?) Yes	O No	N/A						h
2. Are personal and legitimate pur	data collecte pose(s)?	ed for explicit, sp	ecified	 Yes	∩ No	O N/A						æ
3. Are personal	data collecte	ed in paper forma	t?	Yes	O No	O N/A						
4. Are personal	data collecte	ed digitally?		Yes	O No	N/A						<i>k</i>

DATA PROTECTION COMPLIANCE AUDIT FORM

- Section 3, Documents. See chapter 0

18.5 Certification Form

The certification eform has 3 sections:

- Section 1, Particulars of controller/processor. The "Particulars of controller/processor" tab allows the user to choose the controller / processor certificate data. All controller's data will be automatically filled after choosing in the drop-down list. There are some mandatory fields that cannot be empty:
 - o Company name
 - Street, town / village
 - Telephone Number, Email Address

The user must fill some additional data. There are some mandatory fields that cannot be empty:

- Contact person details:
 - Name
 - Designation
 - Telephone Number, Email Address

APPLICATION CERTIFICATION FORM

Particulars of controller/processor Details	Documents				
Controller / Processor Certificate :		Select	~		
Company Name* :					
Block / House No. :			Street* :		
Locality* :	Select	\sim	Town / Village :		
District :	Select	~	Postcode :	Select	\sim
Telephone No.* :			Mobile No. :		
Email Address* :			Fax No. :		
Contact person details :					
Name :			Designation :		
Telephone No. :			Mobile No. :		
Email Address :					

- Section 2, Details. The "Details" tab allows the user to response to all the controls, replying yes, no or N/A and adding evidence and relevant section in the uploaded document. The user must press the button to

upload one or more document for each control. It is possible to upload the same document in different controls.

APPLICATION CERTIFICATION FORM



Registration and Renewal (Sections 17 & 18)								
Audit Question	Yes No N/A	Evidence / Document	Upload / annex relevant documents	Relevant section(s) in document				
1. How do you ensure that a change in any of the particulars referred to in your application form for registration as controller /processor is communicated to the Data Protection Office?	Yes No N/A		D 1 file/s					

- Section 3, Documents. See chapter 0

In the page a 'Notes' button is available to have more information about the eform

18.6 Uploading Documents and Submitting Eforms

The "Documents" tab allows the user to upload any document which is necessary for the eform. In this section the user can SUMBIT the eform. This section is available in each eform page.

The document size cannot be higher than 5MB and the allowed documents type are zip, pdf, doc, docx, jpg, jpeg and png.

After uploading a document, the user can add a description, view the uploaded file ore remove it, if necessary. After submission, the uploaded documents cannot be removed.

TRANSFER OF PERSONAL DATA ABROAD

Organisation's Details	Purpose and Types	Country/ies to transfer data	Appropriate Safeguards	Documents					
+ New Document									
Do	ocument Name ↑↓		Uploaded by $\uparrow\downarrow$			Add Description ↑↓		View	Remove
EFORMS-FLOW.pdf		APEIM					Ł		
			« < >	>> 10 🗸					
B SUBMIT									
			← Back 🖺 Save a	as Draft	Print				

The user can save the eform as a draft till he/she wants to submit the same. The user will get a temporary unique reference number and he/she will be able to add new info or document to the eform. When the eform is complete the user can submit it. After submitting an eform, the user will get a new unique reference number to use it to check the status in the eform page. The DPO and the applicant will receive an email about the new eform with the unique reference number.

The user can finally print a copy for saving the eform as pdf. It's possible to print an eform if saved as draft as submitted.

18.7 Action Required and Response

DPO can ask the user to modify any control or upload additional or updated files. When DPO needs more information, the user will receive an email with a list of action to complete. The user can query the eform page in order to find the eform needed to be updated. The eform status is 'Action Required'. When the user opens the eform page, a new button 'Action Required' and a new section 'Action Required' will appear in the page. The button will show the action required description as the DPO requested for the eform. The user must complete the action required, modifying control, or uploading new documents. When the user has completed its action, he must open the 'Action Required section'. The user must add an action response description and press the button 'Send Action Response'. The application will send a mail to DPO officer and to the applicant about the action completed. The eform status is 'Action Completed'.

APPLICATION CERTIFICATION FORM

Ref Number: CERT/2022/1

					ງ Action Required	l Notes
Particulars of controller/processor Det	tails Documents Action R	equired				
Controller / Processor Certificate	9:	Select	~			
Name of controller/processor* : (Please tick whether application is by controller	/processor)	Omnicane Mar	nagement & Consultancy Firm Lim			
Name of controller : (Please specify name of controller if application is being done by processor)		Omnicane The	rmal Energy Plant			
Block / House No. :	no 2		Street* :	ADOLPHE DE PLEVITZ STREET		
Locality* :	Phoenix	\sim	Town / Village :	Souillac		

	Action Required	🖰 Notes
	×	
Action Required from D	PO	
To submit Records of Processi	ng report updated version.	

APPLICATION CERTIFICATION FORM

Ref Number: CERT/2022/1			
		Action Required	🗅 Notes
Particulars of controller/processor Details	Documents Action Required		
Action Request: (445 characters remaining)	To submit Records of Processing report updated version.		
Action Response: (500 characters remaining)			
	← Back		

The user can search for his/her eform(s) in the eform page. He/she can find information and filter eforms by reference number, category, submitted date and status.

The status can be:

- Draft
- Submitted
- In Process
- Action Required
- Action Completed
- Approved
- Rejected

FForms

The user can view the eform details. If the eForm is a draft or is action required (see the previous chapter 0), the user can add data and documents and print the eform. If the eform is submitted, in process, action completed, approved, or rejected, the user can view data only and print the eForm.

The user can finally download the letter in case of transfer of personal data abroad and certificate. Once it is approved by DPO.

+ Transfer of Personal Data	Abroad + Notification of Personal Data Breach	+ Data Protection Impact Assessment	+ Compliance Audit + Certifica	tion Form
Reference ↑↓	Category ↑↓	Submitted Date ↓ 	Status ↑↓	View Letter
DRAFT/2022/14	Certification Form		Draft	0
DRAFT/2022/10	Data Protection Impact Assessment		Draft	0
DRAFT/2022/15	Certification Form		Draft	0
DRAFT/2022/16	Certification Form		Draft	0
DRAFT/2022/19	Notification of Personal Data Breach		Draft	0
DRAFT/2022/5	Transfer of Personal Data Abroad		Draft	0
DRAFT/2022/25	Data Protection Impact Assessment		Draft	0
DRAFT/2022/27	Data Protection Impact Assessment		Draft	0
BREA/2022/7	Notification of Personal Data Breach	28/11/2022	Action Completed	0
DPIA/2022/2	Data Protection Impact Assessment	28/11/2022	In Process	0

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