How to manage Data Processing Contract association (QRG)

This Quick Reference Guide covers the following topics:

1. Add a DPC to your organisations ISA (Add as a host of an ISA)

2. Add a DPC to another organisations ISA (Add as a participant of an ISA)

3. Approve or Reject another organisations DPC request

4. Remove your organisations DPC from your organisations ISA

5. Remove your organisations DPC from a participating ISA

Add a DPC to your organisations ISA (Add as a host of an ISA)

To add a DPC to an ISA that your organisation is hosting, you must first create the data processing contract from within the DPC tab. Please see **Section 11. How to create a DPC**

1. From the 'ISA – Registry' tab select the *ISA title* you would like to add your DPC to

2. From the 'ISA Registry – Edit Details' screen, select the 'DPCs' tab

3. Select the **Add DPC** (+ Add DPC) button on the top left of the Data Processing Contracts table

4. From the 'Select DPC' pop-up dialog box, search for the DPC by the *name* or by the contract/deed/agreement *type*

5. Select the **Search** (Search) button. Leave it blank to show a list of all the DPCs that your organisation is hosting

> ***Note****: DPCs that have already been added to this ISA will be flagged with a red triangle (⚠) icon*

6. On the 'Select DPC' dialog box, click the **Select** (Select) button adjacent to the DPC title to add it to the ISA

7. Once done, click the **Save and stay** (Save and stay) or the **Save and return** (Save and return) button at the bottoms of the page to commit the changes

8. A 'Notification' window will be displayed asking if you would like to inform the existing participants that a new DPC has been added. Select the appropriate option from the drop-down boxes if you want to notify the existing users

9. click the **confirm** button

Add a DPC to another organisations ISA (Add as a participant of an ISA)

To add a DPC to an ISA that another organisation is hosting, you must first create the data processing contract from within the DPC tab. Please see **Section 11. How to create a DPC**. You must also ensure that you are a participant of the ISA that the other organisation is hosting. You cannot add a DPC to an ISA that you are not participating in.

1. From the 'ISA – Management' tab ensure you are on the 'My ISA - Management' sub-tab

2. Select the 'Active' ISA that you would like to add your DPC to by clicking on the *ISA Title* and not the Organisations name

3. From the 'ISA - Registry > Details (Read Only)' screen, select the 'DPCs' tab

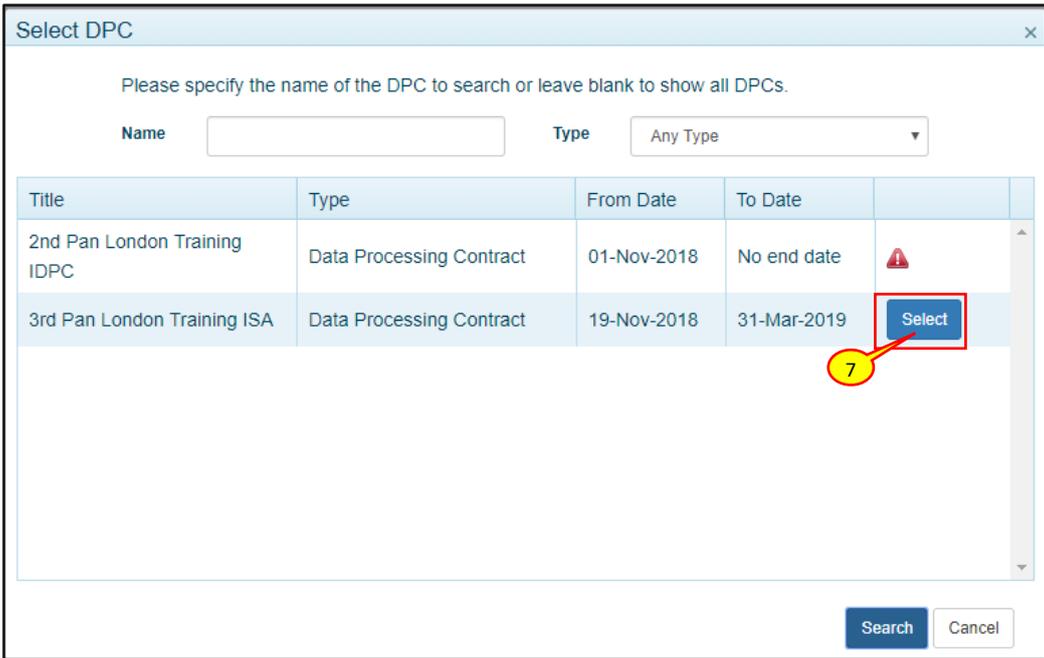4. Select the **Add DPC** (Add DPC) button at the top of the Data Processing Contracts table
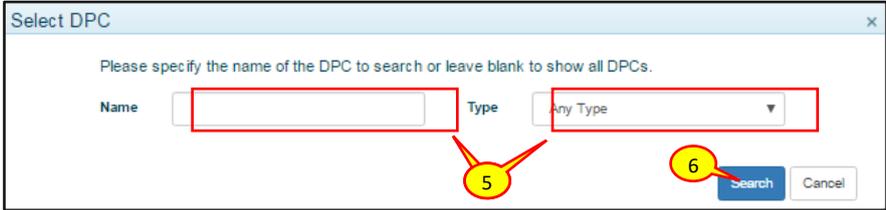
5. From the 'Select DPC' pop-up dialog box, search for the DPC that you want to attach using the DPC *name* or by the contract/deed/agreement *type*

6. Click the **Search** (Search) button. Leave the fields blank to show a list of all of the DPCs that your organisation is hosting

Note: *DPCs that have already been added to this ISA will be flagged with a red triangle (⚠) icon*

7. Click the **Select** (Select) button adjacent to the *DPC title* to add it to the ISA then confirm that you want to request this DPC be added to the ISA

8. The host organisation of this ISA will receive an email notification asking them to review the DPC and either Approve or Reject the submission

Approve or reject another organisations DPC request

As an Organisation Super User (OSU), you will receive an email notification as well being able to see the number of **DPC Decision Pending on an ISA** in your Dashboard tab's 'Summary' section.

Status	Online
ISA Expired	2
ISA Expiry Notification Date Passed	2
ISA Review Required	1
ISA Non-Registered Organisation Review Required	2
ISA Management Pending	2
ISA Registry Incoming Requests	1
ISA Management Total	6
ISA Registry Total	7
DPC Decision Pending on an ISA	1
DPC Expired	4
DPC Expiry Notification Date Passed	4
DPC Total	12

1. To action a request to approve / reject a DPC, select either the notification above or the number adjacent to the **DPC Decision Pending** category on the DCC dashboard

2. Alternatively, you can go directly to the 'ISA - Registry' tab and select the ISA that require(s) your attention. The **DPC Part Pending** column will indicate how many DPCs within this ISA are waiting for you to action. Select the ISA to action

3. Select the 'DPCs' tab

4. The **Status** column in the 'DPCs' tab will list all DPCs that require a decision with a label "Pending"

5. Select the **Accept** or **Reject** buttons adjacent to each ISA to either accept or reject the DPC association

6. To view the DPC select the *DPC Title** and check through each of the tabs (Details, Organisations and ISAs) to ensure that you are happy to accept the DPC association

Caution: **Clicking on the participants DPC title will open the DPC in a new tab. This allows the hosting organisation to save any amendments to the ISA they may have made to the ISA without losing data*

Remove your organisations DPC from your organisations ISA

1. Select the 'ISA – Registry' tab

2. Select the ISA that you wish to remove the DPC from

3. Select the 'DPCs' tab

4. Select the **Delete** (× Delete) button adjacent to the *DPC title* that your organisation had previously added

5. Once done, click the **Save and stay** (Save and stay) or the **Save and return** (Save and return) button at the bottoms of the page to commit the changes

Remove your organisations DPC from a participating ISA

To delete or completely remove your organisations DPC from an ISA that you are participating in, follow the instructions in **Section 12.5 To terminate a data processing contract** of the Organisation Super User Guide