

28 March 2025

ICO Case Reference IC-370444-N6B5

Request for information

Request received 17 March 2025:

“ I would like to have access to a copy of your Record of processing activities (ROPA) and your personal data mapping.”

Your request has been handled under the Freedom of Information Act 2000 (the FOIA). This legislation provides public access to recorded information held by a public authority unless an appropriate exemption applies.

Our response

We can confirm that we hold information within the scope of your request, namely our Record of Processing Activities (ROPA). Please find attached a copy of our ROPA on 28 March 2025. You should be aware that this is a working document subject to regular and ongoing updates.

Our ROPA is unique to the ICO. Other data controllers should follow our guidance on [How do we document our processing activities?](#) when documenting their own [Records of processing and lawful basis](#).

This concludes our response to your request.

Next steps

You can ask us to review our response. Please let us know in writing within 40 working days if you want us to carry out a review.

You can read a copy of our full [review procedure](#) on our website.

If we perform a review but you remain dissatisfied, you can [raise a complaint](#) to the ICO as regulator of the Freedom of Information Act. This complaint will be handled just like a complaint made to the ICO about any other public authority.

Your information

Our [privacy notice](#) explains what we do with the personal data you provide to us, and sets out [your rights](#). Our [Retention and Disposal Policy](#) details how long we keep information.

Yours sincerely

Information Access Team

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Telephone: 0303 123 1113. Website: ico.org.uk

For information about what we do with personal data, please see our [privacy notice](#)