



Notes on completing the persona data protection risk register template

This spreadsheet is a tool for organizations to record personal data protection risks that have been identified within the organization.

Where organizations collect personal data to fulfil on or more of their functions and activities, they must comply with requirements of the *Persona Data Protection Act, 2022*, including at collection, use and disclosure, and otherwise in their management of personal data.

This persona data protection risk register will assist organizations to document and manage their personal data handling practices that may have an impact on the organization, stakeholders or data subjects. Personal data protection risks are risks associated with the collection, use, storage, security, or management of personal data that is **not** in accordance with the Act and/ or general public expectations.

It is important that organizations identify, assess, document and manage personal data protection risks to ensure controls are implemented to reduce or remove the potential impact both the organization, and data subjects that may be affected. It is also an important tool to document decisions made in relation to identified personal data protection risks. Personal data protection risks recorded therein should include risks identified as part of the organization's privacy impact assessment process.

Some fields require a selection from a drop down box or a specific type of input. The spreadsheet will inform you if only a limited range of options is available for entry. Where the options have been limited, clicking a cell will bring up a drop down menu arrow. Click on the arrow, and you will get the menu so that you can click on the correct option.

Fields that are automatically completed based on previous input into the workbook are coloured white. **DO NOT ENTER DATA INTO THESE FIELDS.**

If you have any comments or suggestions on this document, please submit them to: dg@pdpc.go.tz



Personal Data Protection Risk Analysis Tables

Organization Name:

Last Updated:

Completed By:

Risk Rating Matrix

Probability Level	Impact Level				
	Very Low	Low	Medium	High	Very High
Very Low (1)	Very Low	Very Low	Low	Low	Low
Low (2)	Very Low	Low	Medium	Medium	Medium
Medium (3)	Low	Medium	Medium	Medium	High
High (4)	Low	Medium	Medium	High	High
Very High (5)	Low	Medium	High	High	Very High

Impact Level Table

Impact Level	Level	Financial Loss	Service Delivery Interruption	Reputation	Regulatory	Infrastructure and Assets	Penalties	Stakeholders
Very Low (1)								
Low (2)								
Medium (3)								
High (4)								
Very High (5)								

Probability Level Table

Probability Level	Level	Frequency
	Very Low (1)	Very low probability. Will only occur in exceptional circumstances. Less than once in 3 years.
Low (2)	Low probability of incident. At least once in 3 years.	
Medium (3)	Moderate probability of incident. At least once in 3 years.	
High (4)	Probably will occur. Once per year.	
Very High (5)	Expected to occur in most circumstances. More than once per year.	

Risk Scale	Value
Very Low	1
Low	2
Medium	3
High	4
Very High	5

Source of Risks

Source	Internal	External
Recurrence	ongoing	only one time



PERSONAL DATA PROTECTION RISK REGISTER TEMPLATE

Name of the Organization:

Completed by:

Date:

RISK ID NO.	RISK DESCRIPTION	DATE	ASSESSER	STATUS OF THE RISK	SOURCE	RECURRENCE	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	ACTION OR STRATEGY	WHAT CONTROLS ALREADY EXIST THAT CAN ADDRESS THE RISK?	MITIGATION OR CONTROL STRATEGY	ACTIONS AND STRATEGY THAT HAVE BEEN ESTABLISHED AND IMPLEMENTED	OWNER	OTHER
ID No	Give a brief summary of the risk.	What date was the risk assessed?	Who assessed the risk?	Is the risk active or inactive?	Is it internal or external?	Is it ongoing or only one time?	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH). Refer to the risk matrix for further detail.	Rate 1 (LOW) to 5 (HIGH). Refer to the risk matrix for further detail.	(IMPACT X PROBABILITY) Address the highest first. Refer to the risk matrix for further detail.	What overall actions or strategy could be implemented to reduce or remove the risk? (Both short-term and long-term)	If the risk will be eliminated or mitigated by existing processes, list them here.	What can be done to lower or eliminate the impact or probability?	To keep track of actions and strategy that have been established and implemented within the organization, include a listing of actions that have been taken to reduce or remove the risk	Who is responsible for the management of the risk?	Insert any other details or comments in regard to the privacy risk, not outlined here.
1																
2																
3																
