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Data Protection Registration Guide

**Welcome to the new registration portal for the
DPC Ghana**

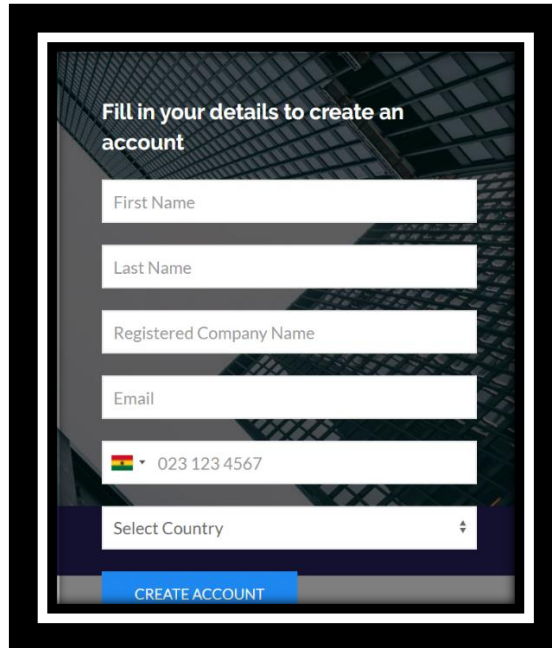
**This guide should provide you a step by step
process to for registration as a data controller or
processor.**

What do I need to register my organization

- ✓ **An email address (recommended to be a business email address)**
- ✓ **Company Name**
- ✓ **Tax Identification Number (not required to create an account)**
- ✓ **An additional Contact persons details including email address**

Getting Started

Click on register from the DPC Website. This should take you to the home page. You will need to create an account first before you can register your organization.

A screenshot of a web form titled "Fill in your details to create an account". The form is set against a dark background with a grid pattern. It contains several input fields: "First Name", "Last Name", "Registered Company Name", "Email", a phone number field with a dropdown menu showing a flag and the number "023 123 4567", and a "Select Country" dropdown menu. At the bottom of the form is a blue button labeled "CREATE ACCOUNT".


Fill in your details to create an account

First Name

Last Name

Registered Company Name

Email

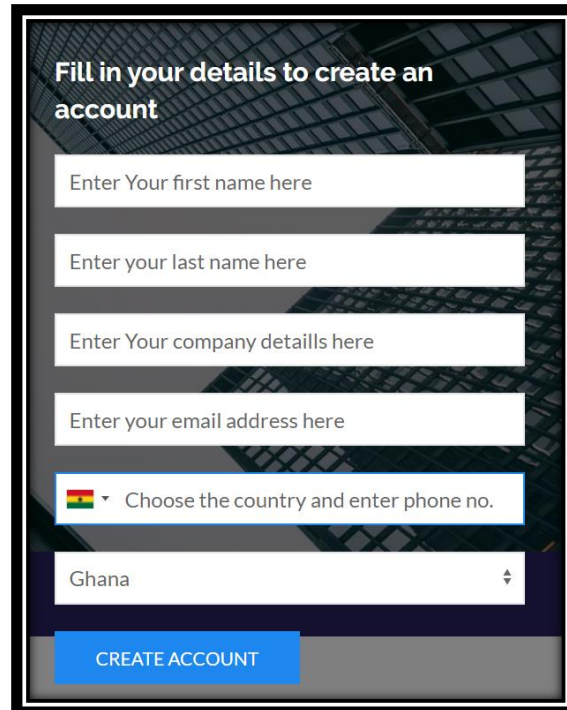
 023 123 4567

Select Country

CREATE ACCOUNT

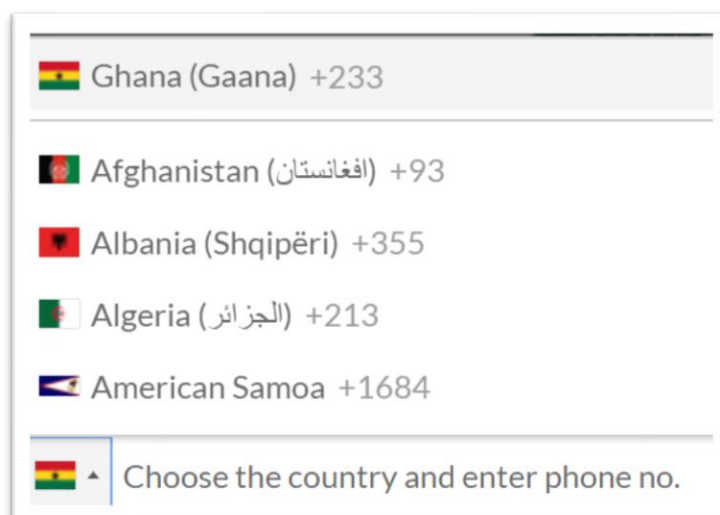
Creating an account

Fill in your details to create an account



The screenshot shows a web form titled "Fill in your details to create an account". It contains several input fields: "Enter Your first name here", "Enter your last name here", "Enter Your company details here", "Enter your email address here", and a dropdown menu for "Choose the country and enter phone no." with "Ghana" selected. At the bottom is a blue button labeled "CREATE ACCOUNT".

Note: To enter Phone number selector country (flag) The default country is Ghana. If you are registering an organization that is not registered in Ghana, please choose the relevant country



The screenshot shows a dropdown menu for selecting a country. The options listed are: Ghana (Gaana) +233, Afghanistan (افغانستان) +93, Albania (Shqipëri) +355, Algeria (الجزائر) +213, and American Samoa +1684. At the bottom is a search bar with the text "Choose the country and enter phone no." and a small Ghana flag icon.

[CREATE ACCOUNT](#)

Click on the create account button

Activation Email

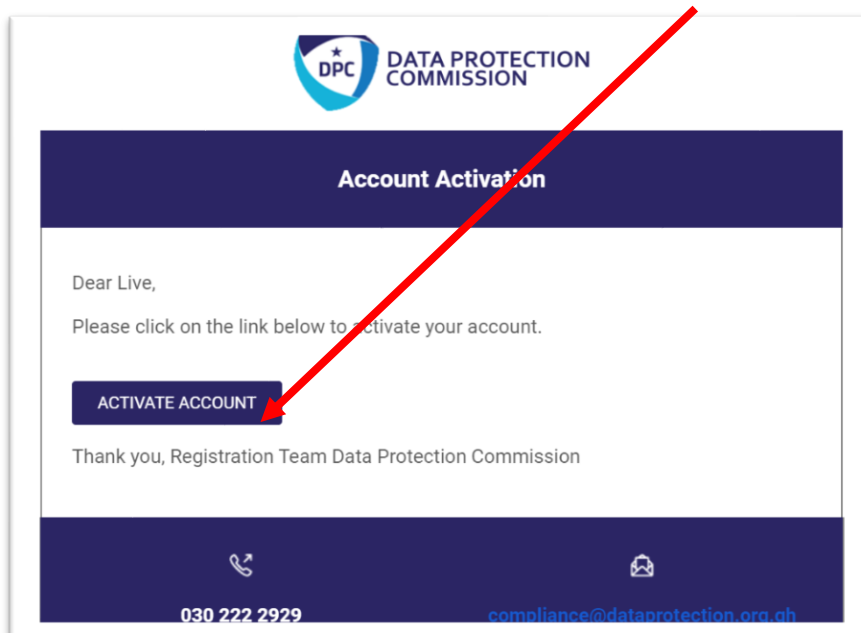
An activation email will be sent to the email address you entered on the create account form.

Check your email for an email from DPC Compliance

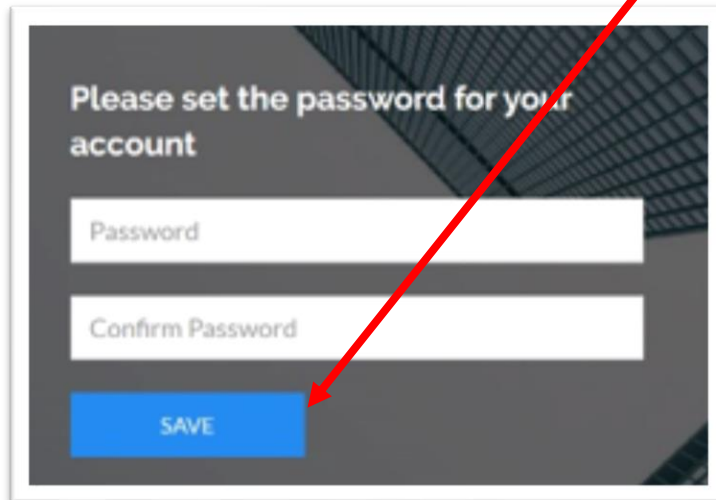
Data Protection Registration | Account Activation - Account Activation

Note: If the activation email does not appear in your inbox, check your junk/spam mailbox. You cannot access the account without activating the account

Click on the activation email then click on the Activate account button

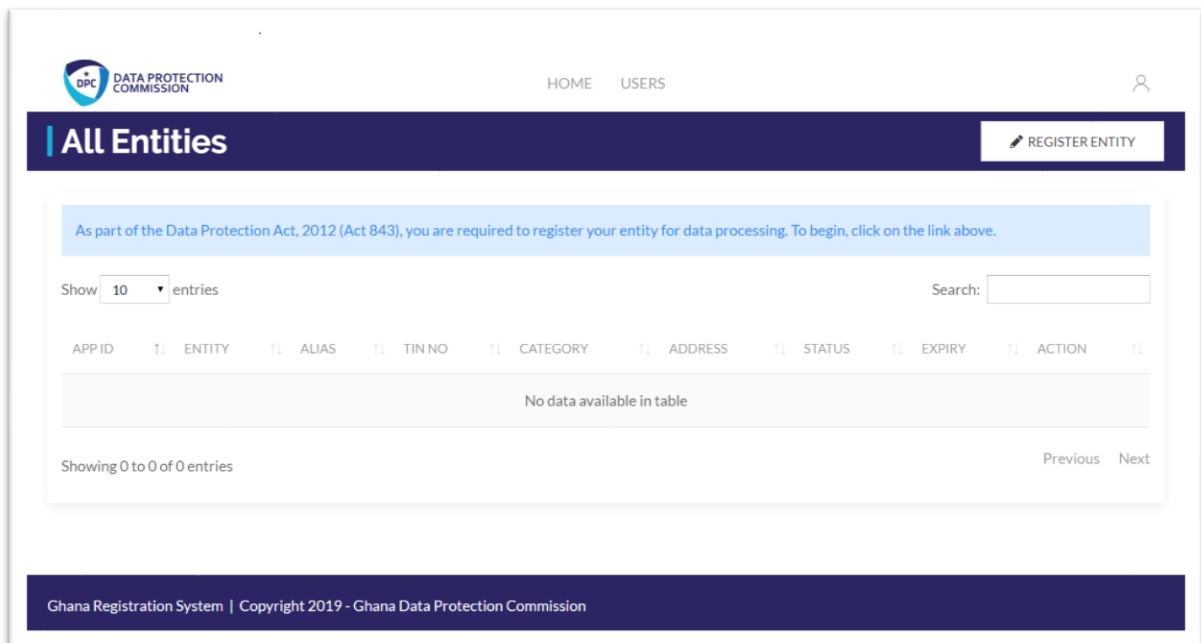


Enter (create) a Password and click on save.




Congratulations!! you have created an account for your organization

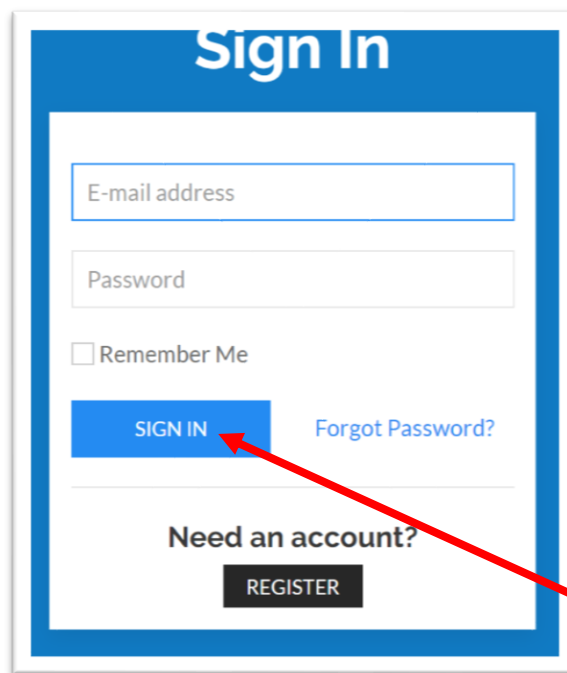
Note: You will need the password your created to log into your account each time you wish to access the account



Note: You can now continue with the registration process or you can log out and come back to complete the process If you do not have all the required information

Signing into your Organization's account

Click  button on the registration home page.



The image shows a 'Sign In' form with a blue header. It contains two input fields: 'E-mail address' and 'Password'. Below these is a checkbox labeled 'Remember Me'. A blue 'SIGN IN' button is highlighted with a red arrow pointing to it. To the right of the button is a link that says 'Forgot Password?'. Below the sign-in section, there is a section titled 'Need an account?' with a black 'REGISTER' button.

Enter the email address and password you used to register. Click sign in button.

Note: If you do not remember the password click forgot password. An email link will be sent the emails address used to register

Congratulations you are now ready to register your organization!!!

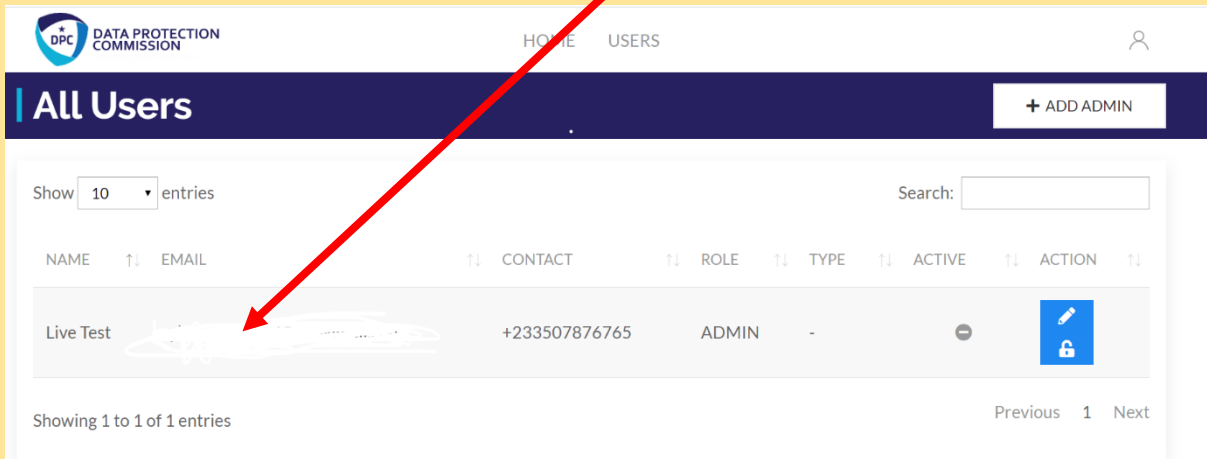
Navigation around the registration system

HOME

Takes you to the beginning of the registration page

USERS

Takes to all the users your ha Completing ve recorded. Note: if this is new registration only the current user will apper with an admin acces. The admin users emails address will be displayed here

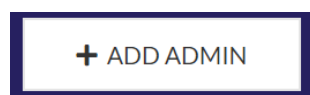


Showing 1 to 1 of 1 entries

Previous 1 Next

Use this icon to access your account to log out

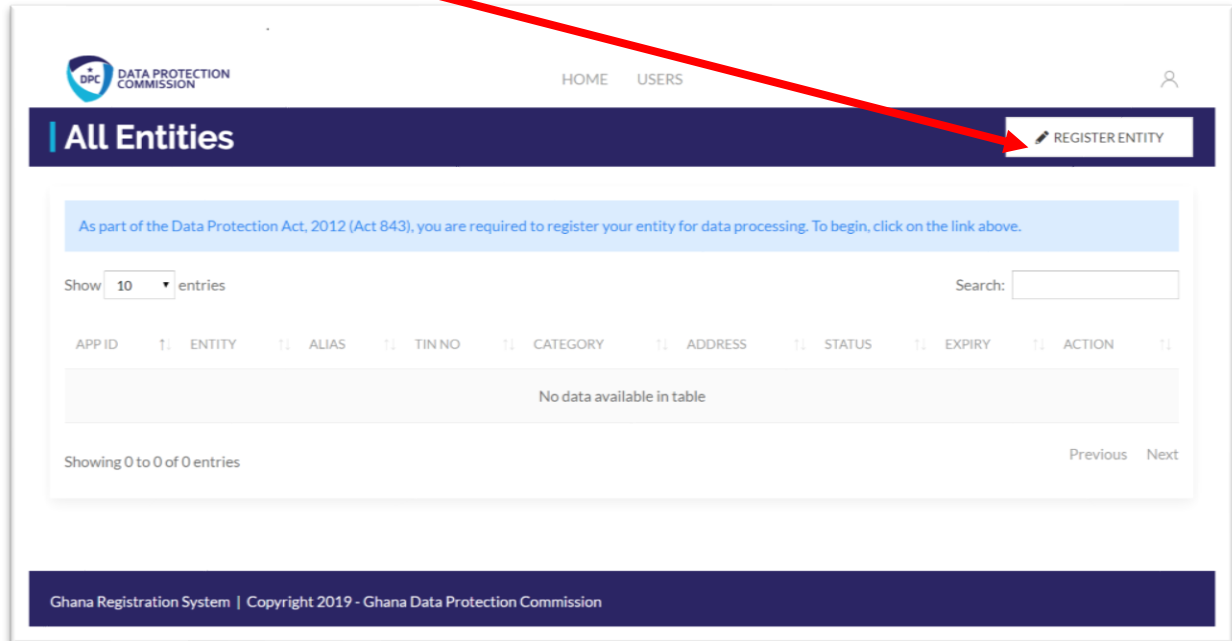
Adding admin users



Click ad add admin button to additional users with administration access. This will allow them access the system. It is recommended you add an additional admin to ensure the system can be accessed for e.g. During absences or when an employee leaves the organization. This can be added at a later date.

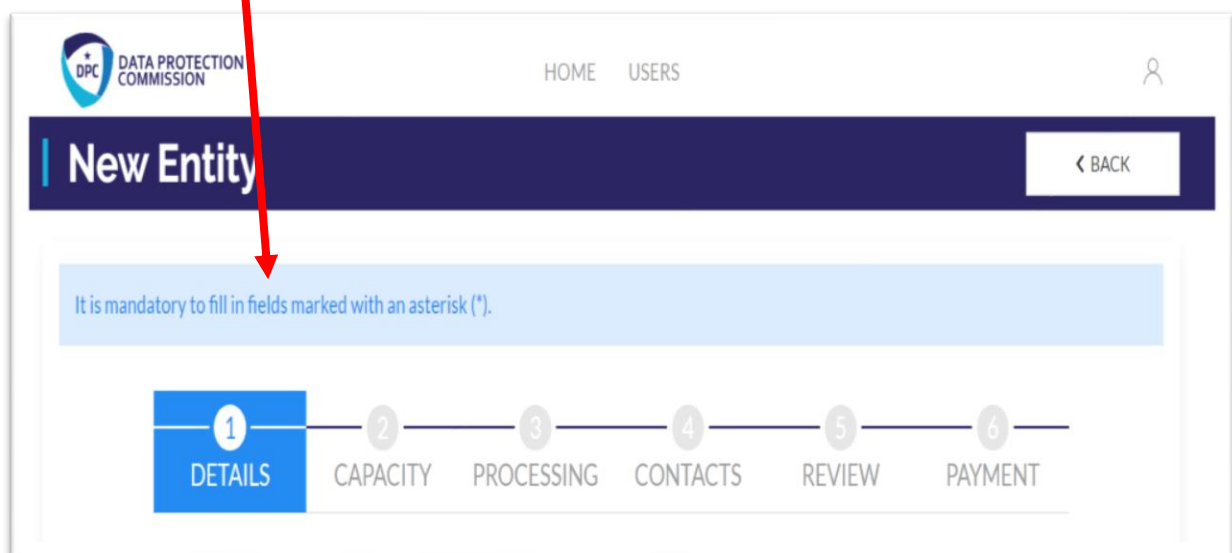
Registering an Entity/Organization

Click on Register Entity to start the registration process



The screenshot shows the 'All Entities' page of the Ghana Registration System. At the top, there is a navigation bar with 'HOME' and 'USERS' links. Below this, a dark blue header contains the text 'All Entities' and a 'REGISTER ENTITY' button with a pencil icon. A red arrow points from the text 'Click on Register Entity to start the registration process' to this button. Below the header, a light blue box contains a message: 'As part of the Data Protection Act, 2012 (Act 843), you are required to register your entity for data processing. To begin, click on the link above.' Below this, there is a search bar and a table with columns: APP ID, ENTITY, ALIAS, TIN NO, CATEGORY, ADDRESS, STATUS, EXPIRY, and ACTION. The table is currently empty, showing 'No data available in table'. At the bottom, there is a footer with the text 'Ghana Registration System | Copyright 2019 - Ghana Data Protection Commission'.

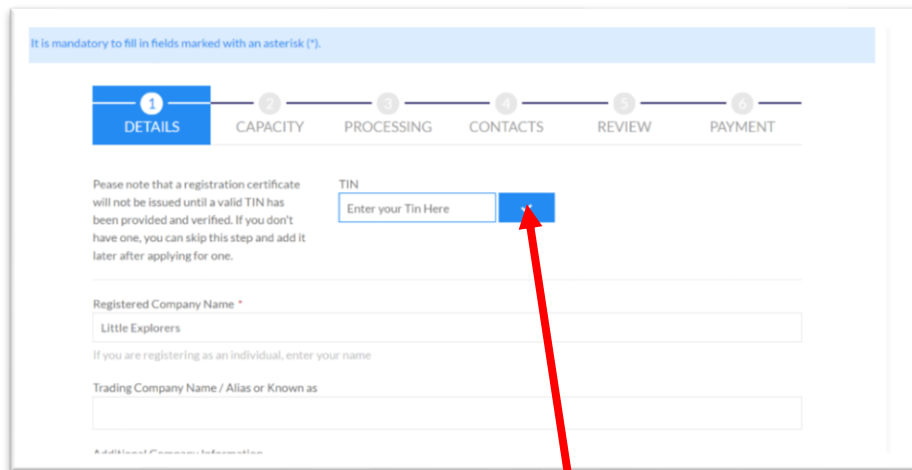
A new entity page will be displayed with showing the steps required to completed the registration process. You can complete each stage at a time if all the information requested is not available. The selection step will be highlighted in blue



The screenshot shows the 'New Entity' page of the Ghana Registration System. At the top, there is a navigation bar with 'HOME' and 'USERS' links. Below this, a dark blue header contains the text 'New Entity' and a '< BACK' button. A red arrow points from the text 'The selection step will be highlighted in blue' to the 'DETAILS' step in the process flow. Below the header, a light blue box contains a message: 'It is mandatory to fill in fields marked with an asterisk (*).' Below this, there is a process flow with six steps: 1. DETAILS, 2. CAPACITY, 3. PROCESSING, 4. CONTACTS, 5. REVIEW, and 6. PAYMENT. The 'DETAILS' step is highlighted in blue, indicating it is the current step.

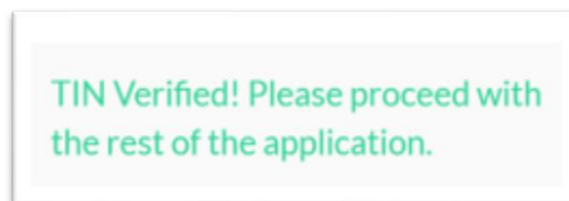
28th Jan 2020

Completing the details section.



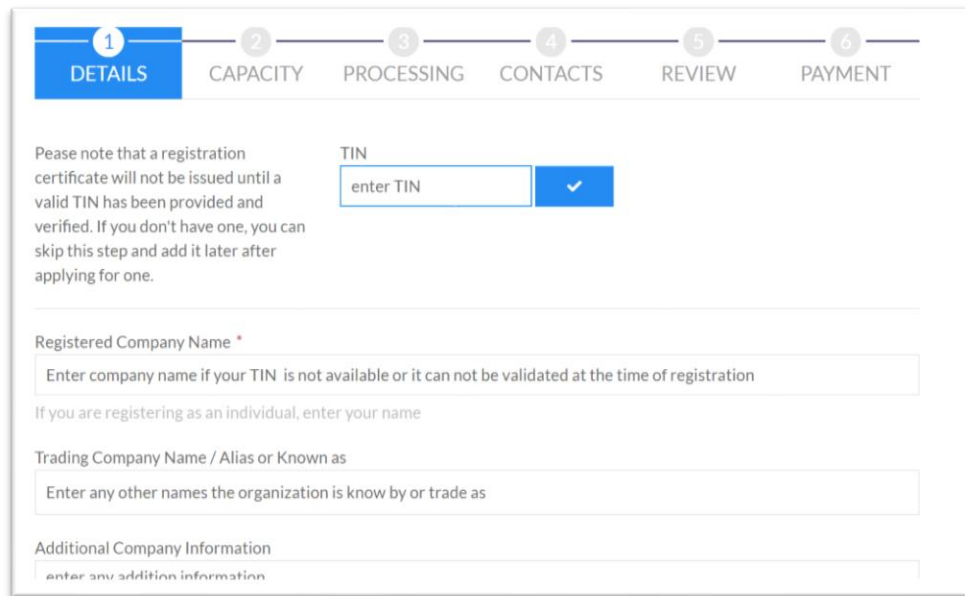
Enter the Organizations TIN and click the tick button

A validation message should appear if it is a valid TIN



Note: you can proceed with the rest of the registration if you do not have a valid tin. You will need to provide a Valid TIN before your application will be approved.

Enter the rest of information on the details tab.



1 DETAILS 2 CAPACITY 3 PROCESSING 4 CONTACTS 5 REVIEW 6 PAYMENT

Please note that a registration certificate will not be issued until a valid TIN has been provided and verified. If you don't have one, you can skip this step and add it later after applying for one.

TIN
enter TIN ✓

Registered Company Name *

Enter company name if your TIN is not available or it can not be validated at the time of registration

If you are registering as an individual, enter your name

Trading Company Name / Alias or Known as

Enter any other names the organization is known by or trade as

Additional Company Information

enter any additional information

Note: the information entered is automatically saved per page.

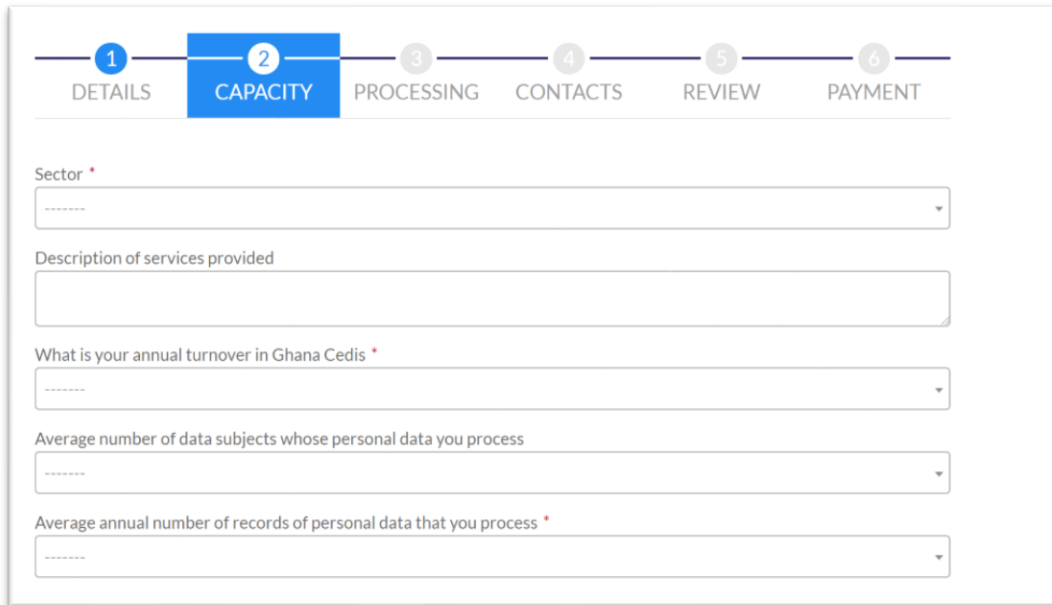
Entity saved!

NEXT >

Click to go the next page

Capacity Section

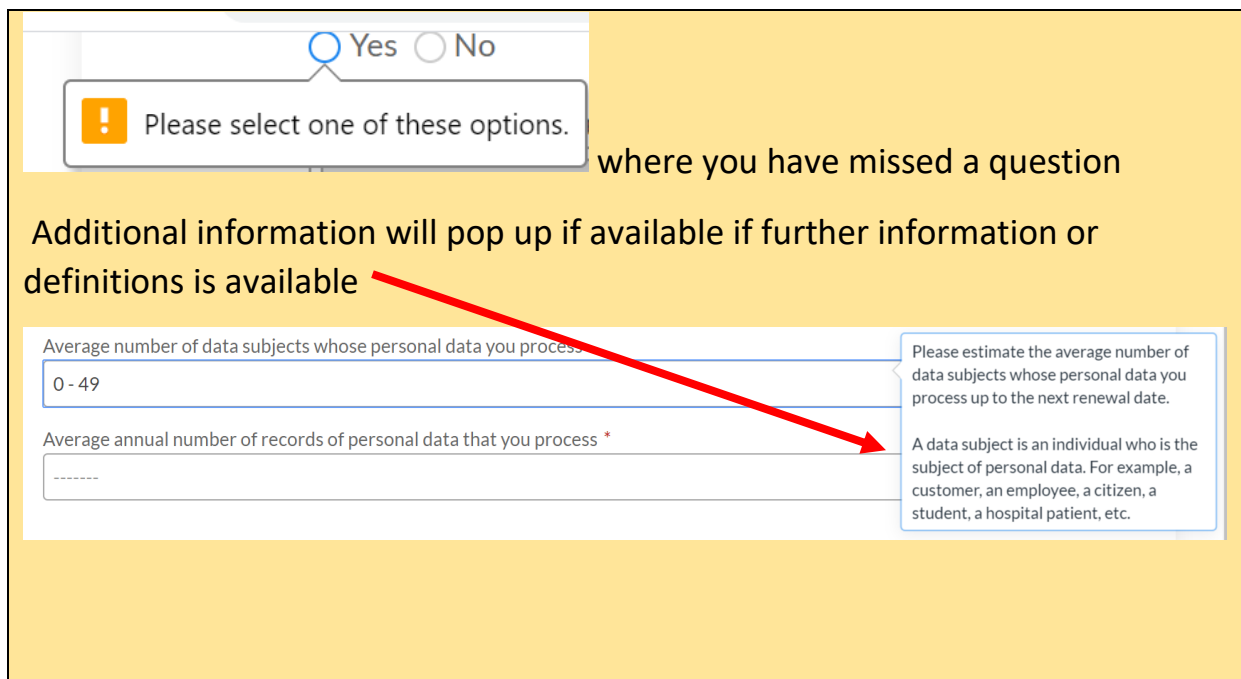
Complete all the fields in the capacity section.



Use the back and next button to move between completed sections

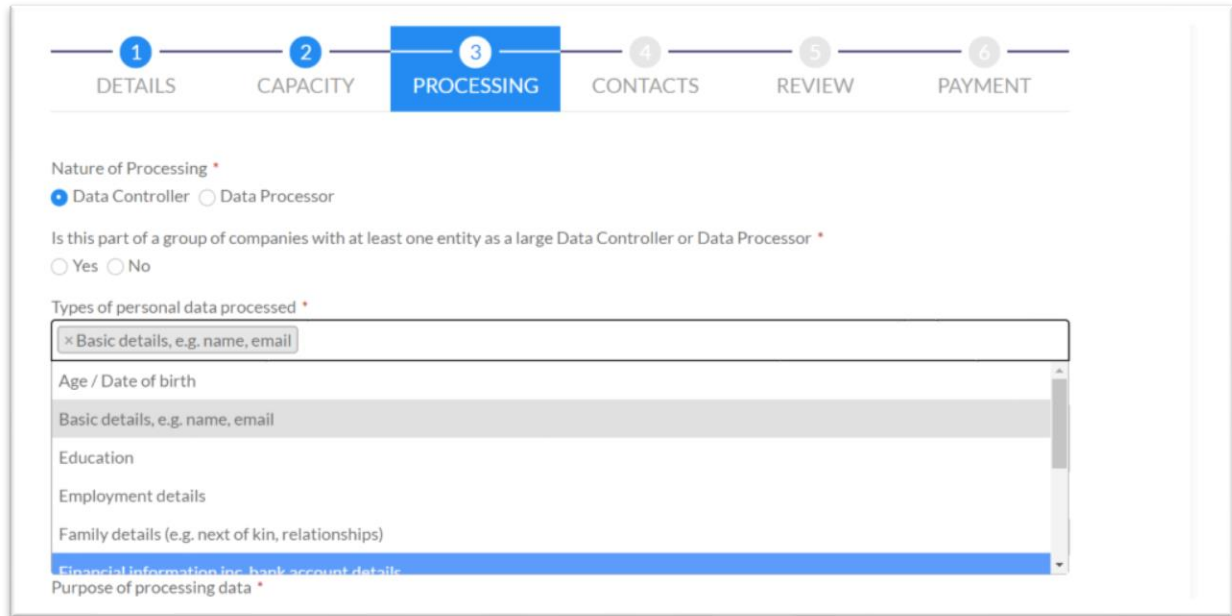


Pop up messages and additional information



Completing the Processing Section

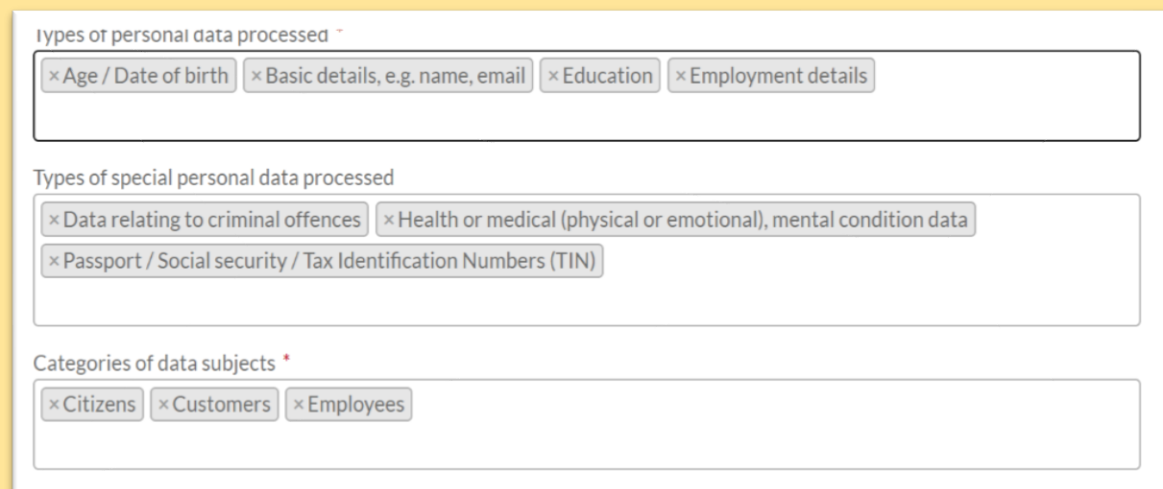
Complete all the required information on the processing tab.



The screenshot shows the 'PROCESSING' tab (step 3) of a multi-step form. The steps are: 1 DETAILS, 2 CAPACITY, 3 PROCESSING, 4 CONTACTS, 5 REVIEW, and 6 PAYMENT. The 'PROCESSING' tab is active and highlighted in blue. Below the tab, the form contains the following sections:

- Nature of Processing ***
☒ Data Controller ☐ Data Processor
- Is this part of a group of companies with at least one entity as a large Data Controller or Data Processor ***
☐ Yes ☐ No
- Types of personal data processed ***
A list of data types is shown in a scrollable box. The first item is 'x Basic details, e.g. name, email'. Other visible items include 'Age / Date of birth', 'Basic details, e.g. name, email', 'Education', 'Employment details', 'Family details (e.g. next of kin, relationships)', and 'Financial information inc. bank account details'. The 'Financial information inc. bank account details' item is currently selected and highlighted in blue.
- Purpose of processing data ***

Note: To select multiple options selection an option at a time and repeat the selecting process until all your selections have been made.



This screenshot shows the 'Types of personal data processed' section of the form. It includes three main areas:

- Types of personal data processed ***
A row of four selected options is shown: 'x Age / Date of birth', 'x Basic details, e.g. name, email', 'x Education', and 'x Employment details'.
- Types of special personal data processed**
A row of two selected options is shown: 'x Data relating to criminal offences' and 'x Health or medical (physical or emotional), mental condition data'. Below this, another option 'x Passport / Social security / Tax Identification Numbers (TIN)' is visible.
- Categories of data subjects ***
A row of three selected options is shown: 'x Citizens', 'x Customers', and 'x Employees'.

Adding Contacts

It is mandatory to add at least one other contact who should either be a Data protection supervisor or the ultimate decision maker e.g. CEO.

It is mandatory to fill in fields marked with an asterisk (*).

1 DETAILS 2 CAPACITY 3 PROCESSING 4 CONTACTS 5 REVIEW 6 PAYMENT

Please enter the contact details of a Ghana Data Protection Act Certified Data Protection Supervisor (DPS) or the ultimate decision makers below.

ADD USER or Select from previously added users... SAVE

< BACK NEXT >

Click Add a User to start entering the contact details

Add / Edit User ×

An account will be created for the user to manage this entity.

First name *

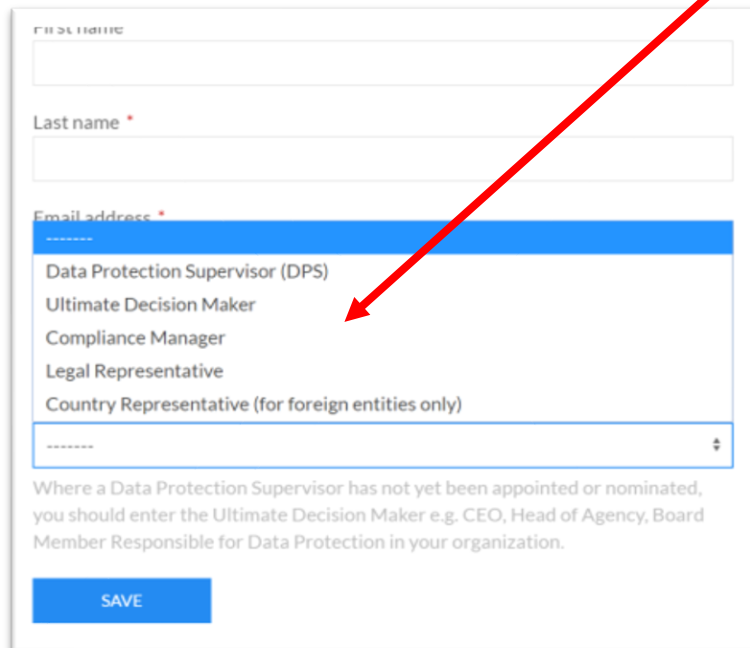
Last name *

Email address *

Phone number *

User type

Enter the details requested and choose user type and click save



First Name

Last name *

Email address *

Data Protection Supervisor (DPS)

Ultimate Decision Maker

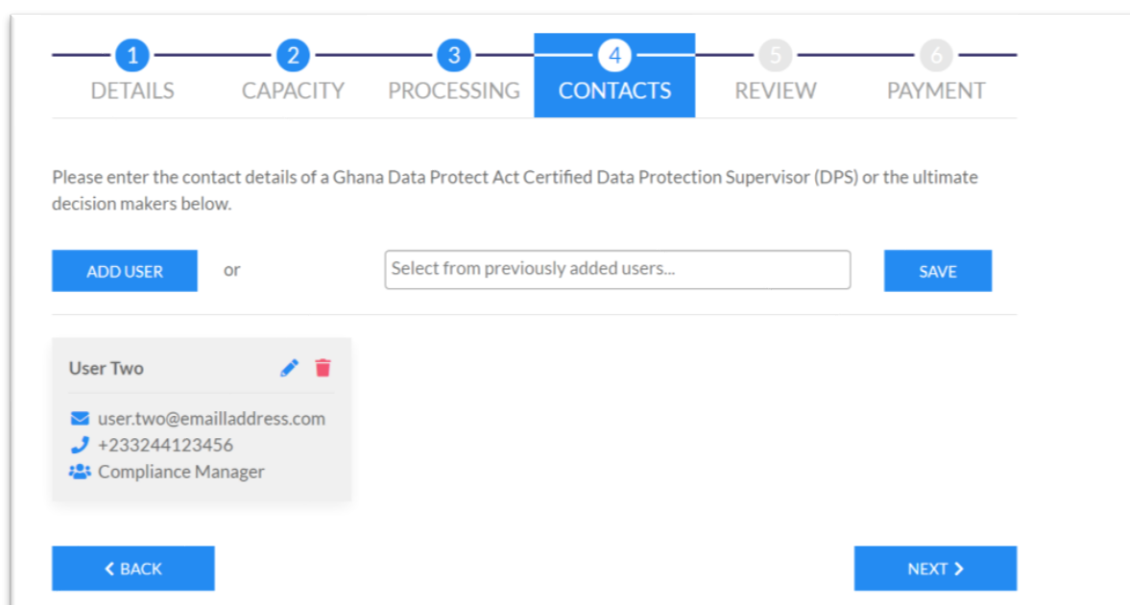
Compliance Manager

Legal Representative

Country Representative (for foreign entities only)

Where a Data Protection Supervisor has not yet been appointed or nominated, you should enter the Ultimate Decision Maker e.g. CEO, Head of Agency, Board Member Responsible for Data Protection in your organization.

SAVE



1 2 3 4 5 6

DETAILS CAPACITY PROCESSING CONTACTS REVIEW PAYMENT

Please enter the contact details of a Ghana Data Protection Act Certified Data Protection Supervisor (DPS) or the ultimate decision makers below.

ADD USER or Select from previously added users... SAVE

User Two


user.two@emailaddress.com

+233244123456

Compliance Manager

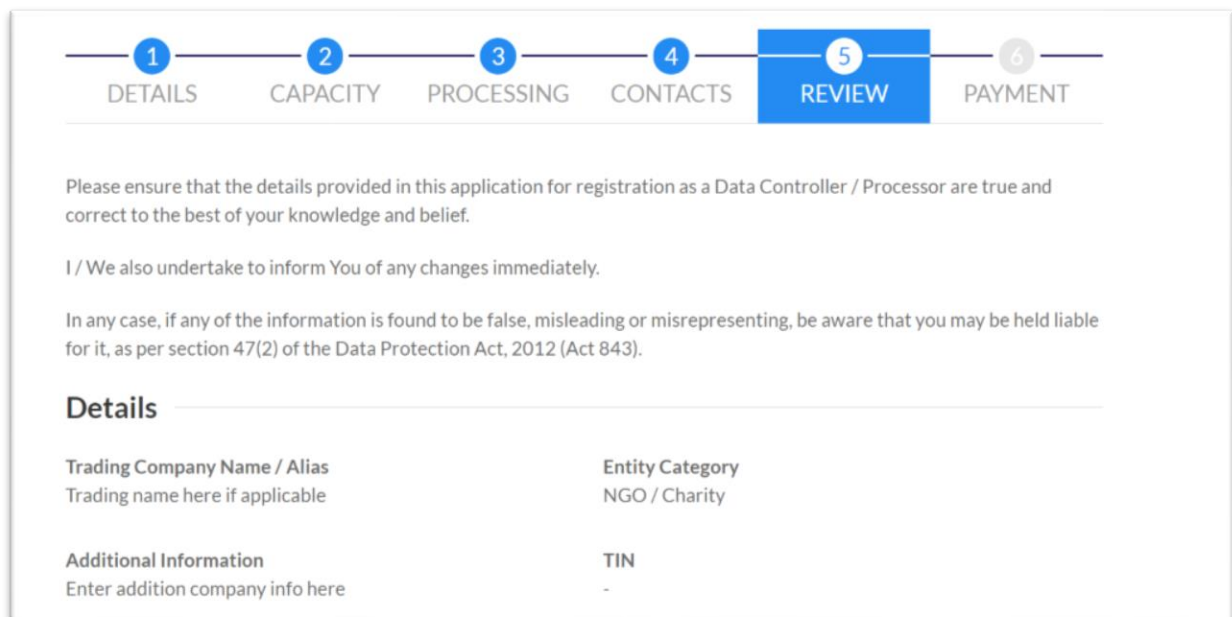
BACK NEXT

Note: You can add as many contacts as you wish. Each contact will receive an email to activate their accounts before they can access the registration details.

The Admin user can also delete a contact by .

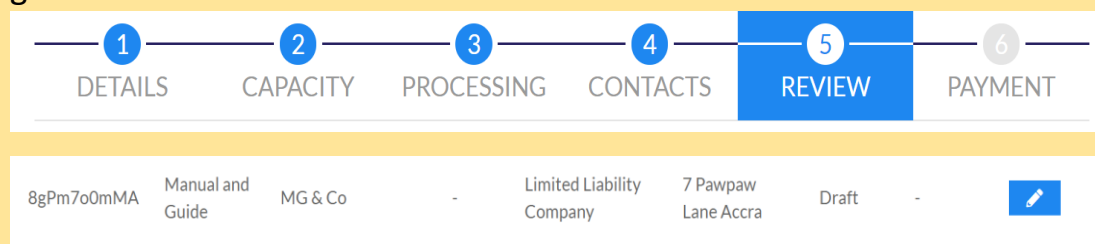
Reviewing registration

Once all the information has been entered, the application for registration must be reviewed and checked for any errors or inaccuracies. You can edit any section of the application prior to submitting for approval.



The screenshot shows a progress bar at the top with six steps: 1. DETAILS, 2. CAPACITY, 3. PROCESSING, 4. CONTACTS, 5. REVIEW (highlighted in blue), and 6. PAYMENT. Below the progress bar, there is a disclaimer: "Please ensure that the details provided in this application for registration as a Data Controller / Processor are true and correct to the best of your knowledge and belief." followed by "I / We also undertake to inform You of any changes immediately." and "In any case, if any of the information is found to be false, misleading or misrepresenting, be aware that you may be held liable for it, as per section 47(2) of the Data Protection Act, 2012 (Act 843)." The main section is titled "Details" and contains two columns of information: "Trading Company Name / Alias" with the value "Trading name here if applicable", "Entity Category" with the value "NGO / Charity", "Additional Information" with the value "Enter addition company info here", and "TIN" with the value "-".

Note: To edit an application before submitting use the back and next buttons to navigate between the sections. The sections umbers can also be selected to go to that section



The screenshot shows a table with application details. The table has six columns corresponding to the registration steps: DETAILS, CAPACITY, PROCESSING, CONTACTS, REVIEW, and PAYMENT. The REVIEW column is highlighted in blue. Below the table, there is a row of application details: "8gPm7o0mMA", "Manual and Guide", "MG & Co", "-", "Limited Liability Company", "7 Pawpaw Lane Accra", "Draft", "-", and a blue pencil icon for editing.

Click on the Pencil icon to edit a record.

Declaration

A declaration is required to be made the confirm that the information provided and correct .

☐ I / we hereby declare that the details provided in this application are true and correct to the best of my / our knowledge and belief.

Review the application carefully and select the check box to confirm

☒ I / we hereby declare that the details provided in this application are true and correct to the best of my / our knowledge and belief.

Click next to go the payment sections

Please select a payment method from below.

Card

Bank Transfer

ITEM	GH¢
2 Year Certificate	¢100.00
Total	¢100.00

CONFIRM & PAY

Ghana Registration System | Copyright 2019 - Ghana Data Protection Commission

Step 13

You have two payment options, either you can pay immediately by card or you can go to the bank and make payment or a bank transfer by using the Application ID that will be generated for you.

Payment Complete

Payment completed.

Bank Transfer

Include the following:
Application ID P9wmQZKJal

when making the payment of:
¢1,500.00

DATA PROTECTION COMMISSION
HOME USERS