

Somalia Data Protection Authority

Compliance Toolkit Template

RECORD OF PROCESSING ACTIVITIES (ROPA)

Version: 1.0

Date of Issue: January 2026

Status: Mandatory

Issued under: Somalia Data Protection Act No. 005 (2023)

1. Organization Details

Organization Name: [Insert Legal Name]

Registration Number (if applicable): [Insert]

Physical Address: [Insert Address]

Email Address: [Insert Email]

Telephone Number: [Insert Phone]

Role:

Data Controller

Data Processor

Data Protection Officer (if applicable):

Name: [Insert Name]

Contact Details: [Insert Email / Phone]

2. Description of Processing Activities

Processing Element	Description
Activity Name	
Department Responsible	
Purpose of Processing	
Legal Basis	
Categories of Data Subjects	
Categories of Personal Data	
Sensitive Personal Data (Yes/No)	
Data Source	
Recipients / Third Parties	

Cross-Border Transfers (Yes/No)	
Destination Country (if applicable)	
Retention Period	
Security Measures	Description of technical and organizational safeguards applied

Security Safeguards

For each processing activity, organizations must provide a clear description of technical and organizational safeguards applied, such as:

- Access controls and role-based permissions
- Encryption (at rest and in transit)
- Pseudonymization or anonymization
- Secure storage environments
- Network and system security measures
- Staff confidentiality obligations
- Logging and monitoring mechanisms
- Incident response procedures

3. Processors (if applicable)

Name of Processor: _____
 Address: _____
 Services Provided: _____

Data Processing Agreement in place:

- Yes
- No

4. Review & Update

This record shall be kept up to date and made available to the Somalia Data Protection Authority upon request.

Date of Last Review: _____
 Reviewed by: _____
 Signature: _____
 Date: _____

Disclaimer

This template is provided by the Somalia Data Protection Authority for general guidance purposes. Organizations remain responsible for ensuring compliance with the Somalia Data Protection Act No. 005 (2023). Use of this template does not constitute approval or certification by the DPA.

