ICDPPC Global Privacy and Data Protection Awards

2018

Entry Form

Deadline 29 June 2018

To submit an entry to the ICDPPC Global Privacy and Data Protection Awards please complete and email this   form to ExCoSecretariat@icdppc.org no later than 29 June 2018.

Note: ICDPPC member authorities can submit as many entries as they wish but a separate form should be used   for each different entry. Please complete the entry in English.

1. **Contact details for this entry**:
   a. Name and email address of person completing this form:
   b. Name of Data Protection or Privacy Authority: **National Institute for Transparency, Access to Information and Personal Data Protection (INAI Mexico)**

2. **Eligibility**: By submitting this entry I confirm that:
   a. The Authority is a member of the International Conference of Data Protection and Privacy Commissioners.
   b. The initiative described in this entry was undertaken since the last edition.
   c. I am aware that the information in the entry (other than the contact details in 1(a) above) will be publicised   by the ICDPPC Secretariat.

3. Please indicate which **category or categories** you wish to enter (delete those that do not apply; you can enter multiple   categories):
   a. Education and public awareness
   b. Accountability
   c. **Innovation**

4. **Description of the initiative**
   a. Please provide a brief summary of the initiative (no more than 75 words):

   > The tool "Privacy Notices Generator for the Public Sector" (GAP for the public sector) is an application compatible with the most used internet browsers that allows data controllers in the public sector to generate privacy notices in accordance with the corresponding law, based on an automated questionnaire. This, in order to comply with the information principle.

   b. Please provide a full description of the initiative (no more than 350 words):

   > The central axis of the GAP for the public sector tool is based on the design of a dynamic questionnaire implemented in html format, which is composed of sections which include questions that consider the mandatory information elements that the privacy notice must have in accordance with the General Law on Protection of Personal Data Held by Obligated Parties (LGPDPPSO) and its General Guidelines.
   >
   > The dynamic questionnaire consists of eleven sections: (i) statistical information; (ii) modality of the privacy notice; (iii) name of the data controller; (iv) address of the data controller; (v) purposes of the processing; (vi) personal data collected; (vii) transfers of personal data; (viii) legal basis; (ix) mechanisms, means and procedure for the exercise of the rights to access, rectification, cancellation and opposition; (x) changes to the privacy notice; and (xi) site where the privacy notice can be consulted.
   >
   > This development is accessible from a web page. The tool has a registration system, which

allows users to recover their password and delete their account. It also allows a period of inactivity before closing session, it validates the data entered by the user and indicates the incidents that are found during the filling of the information. Likewise, it includes help icons which can be consulted to: a) obtain supporting information to answer any given question; b) access to the LGPDPPSO for its prompt consultation, and c) access to the tool's user manual.

On the other hand, the tool includes an administration manager on the number and types of privacy notices that can be made, allowing users to have no limits on the amount of privacy notices that they need to generate. In addition, each privacy notice is stored individually with the information that has been included in the responses of the dynamic questionnaire, so the system orders the finalized or unfinished privacy notices from the most recent to the oldest on a board.

Users can perform any of the following activities from their session:
- Generate privacy notices in full or short versions;
- Download the privacy notices, which have been generated in Word or PDF formats;
- Modify privacy notices; and
- Remove previous privacy notices.

c. Please explain why you think the initiative deserves to be recognised by an award (no more than 200 words)

The GAP for the public sector was developed from the analysis of the regulatory framework applicable to the public sector. Therefore, with the systematization of the information and the design of the dynamic questionnaire, those data controllers that use this tool can obtain information regarding what should be contained in a privacy notice. Furthermore, the tool allows the users to create any privacy notices that they require by imputing the relevant information into the tool's questionnaire. Also, they can generate all the privacy notices that they require, depending on the personal data they process, without being specialists on this matter.

Through the questionnaire, the tool identifies and validates the user's responses, showing the questions and / or sections required for each type of privacy notice, based on the previous responses. It also has interactive elements that include help information without having to leave the questionnaire. These elements allow any user to elaborate, through the tool, in an approximate time of one or two hours, a privacy notice in editable format.

We consider that the GAP for the public sector is an ideal tool to facilitate public sector data controllers' compliance with the information principle.

d. Include a photograph or image if you wish (note this will help illustrate the description of the entry on the ICDPPC website; the image can be pasted into the entry or send as an attachment or a link may be provided): …………………………………………….

Figura 1. *View of the access page to the GAP for the Public Sector*

Figura 2. *View of the homepage of the GAP for the Public Sector*

e. Please provide the most relevant link on the authority's website to the initiative (if applicable) (The website content does not need to be in English): …………………………………… http://gapsectorpublico.inai.org.mx/

f. Please provide any other relevant links that you wish that help explain the initiative or its impact or success (e.g. links to news reports or articles): ……………………………………..