



From the activity list all users from the organisation will be able to see all the Activity and DPIA that your organisation has created or been named in, however they will only be able to access these if they have been added as a contributor to a DPIA.
 Authors are added as a contributor by default to the DPIA

ACTIVITY USER ROLE MATRIX

Function/Task	Author of Activity	Internal Organisational User		External Contributor		Contributor with ISG Viewer Role at any Organisation
		Contributor	Non- Contributor	Licensed	Unlicensed	
Activity						
View Activity list	✓	✓	✓	✓	✓	✓
View Activity	✓	✓	✗	✓	✓ (Only when user is a contributor)	✓
Add Activity	✓	✓	✓			✗
Edit Activity	✓	✓	✗	✗	✗	✗
Archive an Activity	✓	✓	✗	✗	✓ (Only when user is in the owning organisation)	✗
Add a DPIA	✓	✓	✗	✗	✗	✗
Copy a DPIA	✓	✓	✗	✗	✗	✗
Screening						
View Screening Tab	✓	✓	✗	✓	✓	✓
Edit Screening Tab	✓	✓	✗	✓	✗	✗
Submit Screening	✓	✓	✗	✓	✗	✗
Contacts						
View Contacts Tab	✓	✓	✗	✓	✓	✓
Add an organisation	✓	✓	✗	✓	✗	✗
Remove Organisation	✓	✗	✗	✗	✗	✗
Add a Contributor	✓	✓	✗	✓	✗	✗
Remove a Contributor	✓	✓	✗	✗	✗	✗
Tasks						
View Tasks Tab	✓	✓	✗	✓	✓	✓
Add a task	✓	✓	✗	✓	✗	✗
Action a task	✓	✓	✗	✓	✓	✗
Archive a task	✓	✗	✗	✗	✗	✗
DPIA						
View DPIA Tab	✓	✓	✗	✓	✓	✓
Save the DPIA	✓	✓	✗	✓	✓	✗
Upload Document on DPIA Question	✓	✓	✗	✓	✓	✗
Assign Task	✓	✓	✗	✓	✗	✗
Risk Assessment						
View Risk Tab	✓	✓	✗	✓	✓	✓
Generate Risk Assessment	✓	✓	✗	✗	✗	✗
Refresh Risk Assessment	✓	✓	✗	✗	✗	✗
Add a Manual Risk	✓	✓	✗	✓	✓	✗
Delete Risks	✓	✓	✗	✗ (Only risks the user has created)	✗ (Only risks the user has created)	✗
Manage Existing Risk	✓	✓	✗	✗	✗	✗
Additional Documents						
View Additional Documents Tab	✓	✓	✗	✓	✓	✓
Upload Additional Document	✓	✓	✗	✓	✓	✗
Delete Additional Document	✓	✓	✗	✗ (Only able to delete documents the user themselves uploaded)	✗ (Only able to delete documents the user themselves uploaded)	✗
Approval						
View Approval Tab	✓	✓	✗	✓	✓	✓
Save Executive Summary	✓	✓	✗	✗	✗	✗
Request Approval	✓	✗	✗	✗	✗	✗
Finalise	✓	✗	✗	✗	✗	✗