

ABSTRACT

XYZ Institution is an educational institution that does not yet have a personal data security method, one of the methods that can be used is in the General Data Protection Regulation (GDPR) article 30 concerning Records of Processing Activities (RoPA) and the Personal Data Protection Act (UU PDP) article 31 concerning recording personal data processing activities. The purpose of the study is to create a RoPA model that has an Enterprise Architecture approach and to create final results in the form of a model and recommendations for improving information technology and personal data security for institutions. The methods used are literature studies, observations, interviews and identification, with the creation of a RoPA model using The Open Group Framework (TOGAF) assisted by the National Institute of Standards and Technology (NIST) Privacy Framework for compliance criteria and formulation of recommendations, as well as measuring capabilities and maturity levels using the Control Objectives for Information and Related Technologies (COBIT) 2019 Framework. This study produces a RoPA model and recommendations that can be used to improve institutional information technology, especially in the field of personal data.

Keywords: *Records of Processing Activities, Enterprise Architecture, GDPR, UU PDP, TOGAF, NIST Privacy Framework, COBIT 2019 Framework.*