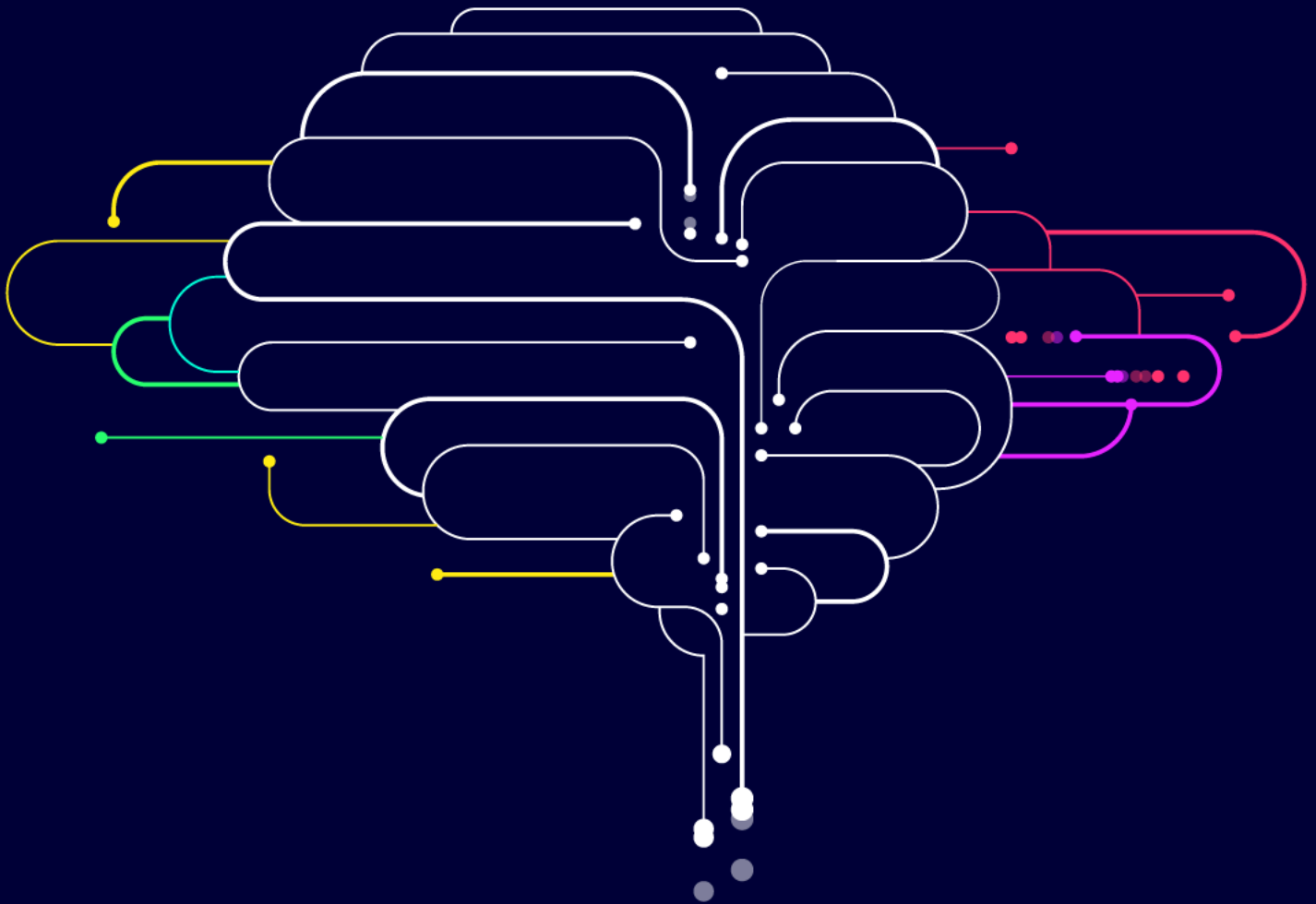# TrustArc

25+Time-Saving AI Prompts

to Quickly Complete Your Data Mapping/ROPA Inventory

Maintaining a current and accurate data inventory doesn't have to be an uphill battle. With TrustArc's AI-powered Data Mapping & Risk Manager solution, we have begun to conquer the data inventory beast. TrustArc has created 25+ common business processing activity descriptors (or as they say in the AI-world —"**prompts**" concise instructions that guide AI to generate specific outputs) to automate the development of records of processing activities (ROPAs).

These prompts provide a simple and time saving starting point for business process owners, compliance, security and privacy teams. Compliance audits, risk assessments, or everyday operations. Each "prompt" has 4 simple steps. Simple to customize, making it easy to fit your organization's unique processes and data needs—so your team can focus on what matters most.

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4-Steps to Use These "Prompts"

1. **IDENTIFY:** Start with a clear objective. Identify business processing activity you need to document.
2. **COPY:** Choose and copy a "prompt" that best fits your business processing activity.
3. **PASTE**: Paste the "prompt" into TrustArc's AI Autofill. (Review the output for accuracy and compliance.)
4. **CUSTOMIZE:** Make adjustments to reflect your specific systems, tools, and team roles.

> ***Customization Reminder***:
> *AI Autofill generates outputs based on the information provided in your prompts and existing data inventory. Outputs require review and adjustments to ensure accuracy and compliance with your organization's standards.*

Customer Data Management

1. **Customer Data Deletion Requests**
   I'm creating a business process record for *Customer Data Deletion Requests*. This process involves logging, verifying, and completing customer data removal requests to maintain GDPR compliance. Steps include logging the request, validating the requestor's identity, and deleting customer records across our CRM, cloud storage, and analytics systems. The Privacy and Compliance teams manage this process, using *TrustArc* for tracking and *Salesforce* for CRM management.

2. **Customer Account Creation**
   I'm creating a business process record for Customer Account Creation. This process involves collecting, validating, and recording customer information for account setup and service access. Data elements include customer name, email address, phone number, payment details, and account preferences. Systems involved include Salesforce for CRM and TrustArc for compliance tracking. The Sales and Customer Support teams manage this process, with data hosted in the EU and retained for 7 years to meet regulatory requirements.

3. **Customer Identity Verification Process**
   I'm creating a business process record for *Customer Identity Verification*. This process involves verifying customer identity as a security measure for access control and fraud prevention. Key steps include initial identity verification, system access logging, and secure documentation. Our Customer Success and IT Security

teams handle this process using *ID.me* for verification and *Salesforce* for tracking customer data.

4. **Direct Marketing to Customers**
I'm creating a business process record for Direct Marketing to Customers. This process involves sending targeted marketing materials, such as email campaigns and promotions, to engage customers and drive sales. Data elements include customer names, email addresses, purchase history, and marketing preferences. Systems involved include HubSpot and Salesforce Marketing Cloud. The Marketing team manages this process, with data stored in US-based cloud servers and retained for 2 years, adhering to GDPR and CAN-SPAM compliance requirements.

Human Resources

5. **Employee Onboarding Process**
I'm creating a business process record for *Employee Onboarding*. This includes steps such as sending offer letters, completing paperwork, conducting orientation, and assigning mentors. HR oversees the process using *DocuSign* for document completion and *Zoom* for virtual orientations.

6. **Employee Offboarding Process**
I'm creating a business process record for *Employee Offboarding*. This involves revoking system access, collecting company assets, and ensuring data privacy compliance. The HR and IT teams manage this using *Workday* for HR data and *Okta* for access management.

7. **Benefits Administration**
I'm creating a business process record for *Employee Health Data Collection for Wellness Programs*. This involves gathering health-related data for wellness initiatives, while ensuring privacy. HR manages this process with secure storage in our *Workday* system, ensuring compliance with data protection standards.

8. **Talent Recruitment**
I'm creating a business process record for Talent Recruitment. This process involves sourcing, evaluating, and hiring candidates for open roles. Data elements include candidate names, contact information, resumes, interview notes, and background check results. Systems involved include LinkedIn Recruiter, Greenhouse ATS, and internal HR databases. Managed by the HR team, data is retained for 1 year for unsuccessful candidates and 7 years post-hiring for successful candidates. Data is hosted on US-based secure servers to comply with applicable data protection regulations.

Disclaimer: *These examples are for illustrative purposes. Adjustments may be needed to align with your organization's requirements and compliance standards.*

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Business Operations

9. **Customer Data Upload**

   I'm creating a business process record for Customer Data Upload. This process involves transferring bulk customer information into internal systems for operational use. Data elements include customer names, contact details, and purchase history. Systems involved are Salesforce and secure FTP servers. The Operations team oversees this process, with data retained for 5 years.

10. **Data Cleansing**

    I'm creating a business process record for Data Cleansing. This process ensures customer data accuracy by removing duplicates and outdated information. Data elements include email addresses, phone numbers, and mailing addresses. Systems involved are Salesforce and DataRobot. Managed by the Data Management team, data is hosted in the US and updated quarterly.

11. **Import of Contacts from an Acquisition**

    I'm creating a business process record for Import of Contacts from an Acquisition. This process integrates customer records from acquired entities. Data elements include customer names, purchase history, and contact details. Systems involved include Salesforce and M&A databases. Managed by the Mergers and Acquisitions team, data is hosted in EU servers and retained indefinitely for audit purposes.

12. **Integrated Analytics**

    I'm creating a business process record for Integrated Analytics. This process consolidates customer and sales data for reporting and insights. Data elements include transaction records, customer demographics, and marketing performance metrics. Systems involved are Tableau and SAP. The Analytics team manages this process, with data retention for 3 years.

Finance

13. **Adding New Employee in Expense System**

    I'm creating a business process record for Adding New Employees in the Expense System. This process involves on-boarding employees into systems for expense reporting and reimbursement. Data elements include employee names, roles, and bank details. Systems involved include SAP Concur and QuickBooks. The Finance team manages this process, with data retained for 7 years for audit and compliance purposes.

14. **Adding New Supplier in Online Bank**

    I'm creating a business process record for Adding New Suppliers in the Online Banking System. This process

ensures vendor payment details are added and verified. Data elements include supplier names, bank details, and tax IDs. Systems involved include online banking portals and SAP. The Procurement and Finance teams manage this process, with data retained for 10 years for regulatory compliance.

15. Accounts Payable

I'm creating a business process record for Bank Payments. This process involves initiating and tracking employee OOP reimbursements to an employee and vendor service/supplier payments. Data elements include account numbers, payment amounts, and transaction IDs. Systems involved include online banking platforms and ERP systems. The Finance team manages this process, with data retained for 7 years for audit purposes.

16. Accounts Receivables

I'm creating a business process record for Accounts Receivables. This process generates invoices for customers and tracks payments. Data elements include customer names, postal address, email, mobile phone, invoice amounts, and payment statuses. Systems involved include QuickBooks and SAP. The Finance team manages this process, with data retained for 7 years for tax compliance.

17. Payroll

I'm creating a business process record for Payroll Management. This process calculates and distributes employee salaries, including deductions and benefits. Data elements include employee names, bank details, tax information, and salary amounts. Systems involved include ADP and QuickBooks. The HR and Finance teams manage this process, and records are retained for 7 years in compliance with tax regulations.

18. Credit Card Payments

I'm creating a business process record for Credit Card Payments. This process tracks and manages organizational credit card transactions. Data elements include cardholder names, transaction amounts, and vendor details. Systems involved include online banking systems and expense management platforms. The Finance team manages this process, and records are retained for 5 years for audit purposes.

Data and AI Governance

19. AI Model Training Data Collection

I'm creating a business process record for *AI Model Training Data Collection*. This involves gathering, anonymizing, and storing data sets for AI training, ensuring compliance with data privacy policies. The Data Science team uses *AWS* for secure storage and custom tools for data anonymization.

20. Automated AI Decision Review

I'm creating a business process record for *Automated AI Decision Review*. This process reviews AI-driven

decisions impacting users, ensuring model transparency and fairness. The AI and Legal teams collaborate, document reviews in ServiceNow, and store records in *AWS*.

Info Security Processes

21. Creating Google Drive Access for Employees and Contractors

I'm creating a business process record for Google Drive Access Creation. This process involves granting or revoking access to Google Drive resources for employees and contractors. Data elements include employee and contractor names, access levels, and approval logs. Systems involved include Google Admin and Okta. The IT Security team manages this process, and logs are retained for 1 year.

22. Database Access Request

I'm creating a business process record for Database Access Requests. This process involves managing employee and contractor access to organizational databases. Data elements include user IDs and passwords, access levels, and approval records. Systems involved include MySQL and Okta. The IT Security team manages this process, and logs are retained for 3 years.

23. Physical Security: Access Controls

I'm creating a business process record for Physical Security Access Controls. This process involves issuing and managing access credentials for physical office spaces. Data elements include employee names, access card IDs, biometrics (fingerprints) and access logs. Systems involved include badge management systems. The Info Security team manages this process, and records are retained for 2 years.

24. User Group Access

I'm creating a business process record for User Group Access Management. This process tracks the assignment of users to specific groups with defined permissions. Data elements include user IDs, group names, and access logs. Systems involved include Active Directory and Okta. The IT Security team manages this process, and records are retained for 3 years.

IT Processes

25. Asset Management – Cloud

I'm creating a business process record for Cloud Asset Management. This process involves tracking and managing cloud-based assets used across the organization. Data elements include asset IDs, user assignments, access levels, and usage logs. Systems involved include AWS and Azure Management Console. The IT Asset

Management team manages this process, and records are retained for 5 years for audit and compliance purposes.

26. Asset Management – On-site

I'm creating a business process record for On-site Asset Management. This process tracks the deployment and usage of physical IT assets like servers and storage devices. Data elements include serial numbers, location details, and assigned users. Systems involved include internal inventory systems and asset tracking software. The IT Infrastructure team manages this process, and data is retained for the lifespan of the asset plus 2 years.

27. User Access Rights

I'm creating a business process record for User Access Rights Management. This process assigns and revokes user access to organizational systems and data. Data elements include user IDs, roles, and access logs. Systems involved include Active Directory and Okta. The IT Security team manages this process, and logs are retained for 3 years post-access termination for compliance.

28. Data Storage

I'm creating a business process record for Data Storage Management. This process governs how and where organizational data is stored to ensure security and accessibility. Data elements include file metadata, storage locations, and access logs. Systems involved include OneDrive, AWS S3, and SharePoint. The IT team manages this process, and records are retained based on organizational policies (typically 7 years for compliance).

Disclaimer:
AI Autofill relies on the quality and completeness of the provided data. Incomplete prompts or data inventories may lead to outputs that require further manual adjustments.

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Q: **Does AI Autofill guarantee compliance with GDPR or other regulations?**

A: No. TrustArc's AI Autofill tool is a support tool for compliance efforts, not a replacement for your organization's legal and compliance reviews.

Q: **What sources does AI Autofill use?**

A: AI Autofill relies on publicly accessible sources such as Wikipedia and Crunchbase, combined with metadata from your data inventory.

Q: **How do I adapt these prompts for my specific needs?**

A: Update the tools, systems, and roles mentioned in each prompt to match your organization's workflows.

Disclaimer:
TrustArc's AI Autofill tool is designed to support your compliance efforts by streamlining record creation. It does not guarantee full regulatory compliance. All outputs should be reviewed by your organization's compliance or legal teams.

Contact Us for Support

Need assistance with AI Autofill or have questions about using these prompts?

CONTACT OUR TEAM

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