



RECORDS OF PROCESSING ACTIVITIES



Data Controller

- **Name and contact details** of controller, joint controller, controllers representative and data protection officer
- **Purposes** of processing
- Description of **categories of data subjects** and categories of **personal data**
- **Categories of recipients** to whom personal data has been or will be **disclosed**, incl recipients in 3rd countries or international orgs
- **Transfers** of personal data to a 3rd country or international org, incl. identification of that 3rd country or org and, in the case of transfers referred to in the 2nd subparagraph of Art. 49(1), documentation of suitable safeguards
- **Time limits** for data erasure
- General description of the technical and organisational **security measures** referred to in Article 32(1).

Data Processor

- **Name and contact details** of processor/processors and each controller on behalf of which the processor is acting and where applicable, of controllers's or processors representative and the data protection officer.
- **Categories** of processing carried out on behalf of each controller
- **Transfers** of personal data to a 3rd country or international org, incl. identification of that 3rd country or org and, in the case of transfers referred to in the 2nd subparagraph of Art. 49(1), documentation of suitable safeguards
- General description of the technical and organisational **security measures** referred to in Article 32(1).

These will not apply to organisations employing fewer than 250 persons unless:

- Processing is likely to result in a risk to the rights and freedoms of data subjects
- Processing is not occasional, or
- Processing includes special categories of data (Art. 9) or personal data relating to criminal convictions/offences (Art. 10)