

CWT - Template - Record of Processing Activity

Version: 1.0

Date: 1 September 2018

Processing ID						
1. System(s) Name						
2. Last Reviewed						
Actors	Name	Address	Zip Code	Town	Country	Outside EU?
3. Data Controller						
4. Data Processor						
5. Data Protection Officer						
6. Point of Contact (POC)- Business Stakeholder						
Purposes of Data Processing						
7. Principal Purpose						
8. Other Purposes						
Security Measures				Other		
9. Technical Security Measures	<input type="checkbox"/> Access Control to Offices	<input type="checkbox"/> Logical Access Control to Data	Availability Control			
	<input type="checkbox"/> Access Control to IT Systems	<input type="checkbox"/> Disclosure and Transmission Control	Segregation Control			
10. Organizational Security Measures	<input type="checkbox"/> Data Control	Management of Security/ Risks/Incidents/Breaches	Training			
	<input type="checkbox"/> Job Control		<input type="checkbox"/> Audits			

Categories of Personal Data	Description	Time Limits for Data Archiving/Erasure
11. Marital Status & Title, Name, Photos		
12. Personal Life (Life Habits, Family Status)		
13. Financial and Tax Information (income, financial position, tax situation, etc.)		
14. Connection Data		
15. Geographic Data		

Sensitive Personal Data	Description	Time Limits for Data Archiving/Erasure
16. Data Pertaining to Racial or Ethnic Identity		
17. Data Pertaining to Political Opinions		
18. Data Related to Religious Identity		
19. Data Related to Trade Union Membership		
20. Genetic Data		
21. Biometric Data		
22. Health Data		
23. Sexual Orientation Data		
24. Criminal History Data		
25. Government ID Number		

Data Subjects	
26. Categories of Data Subjects	<input type="checkbox"/> Third Party Contractor <input type="checkbox"/> Employee <input type="checkbox"/> Vendor/Supplier <input type="checkbox"/> Candidates <input type="checkbox"/> Prospective Clients <input type="checkbox"/> Clients <input type="checkbox"/> Other
27. Description	

28. Data Recipients		Type of Recipient		Name of Recipient		
Recipient 1	<input type="checkbox"/> Intragroup	External				
Recipient 2	<input type="checkbox"/> Intragroup	External				
Recipient 3	<input type="checkbox"/> Intragroup	External				
Recipient 4	<input type="checkbox"/> Intragroup	External				
Transfers Outside of the EU	29. Type of Recipient		Country	30. Legal Basis for Transfer	31. Attachment to Relevant Document	
Recipient 1	<input type="checkbox"/> Intragroup	External				
Recipient 2	<input type="checkbox"/> Intragroup	External				
Recipient 3	<input type="checkbox"/> Intragroup	External				
Recipient 4	<input type="checkbox"/> Intragroup	External				