|  |  |
| --- | --- |
| **Overview of Processing Activities**  **under Article 30(2) GDPR**  **Processor** | Cover Page |
| **Processor Details**  Name and contact information of the individual / legal person / agency / body etc.  Corporate Group Y  N  Name  Street  ZIP code  City  Telephone  E-Mail Address  Internet URL | |
| **If applicable, Details of Additional Joint Processors**  Name  Street  ZIP code  City  Telephone  E-Mail Address | |
| **Details of Processor’s Representative**  Name and contact information of the individual / legal person / agency / body etc.  Name  Street  ZIP code  City  Telephone  E-Mail Address | |
| **Details of the Data Protection Officer**\* (if external, provide street address)  \* to the extent a DPO has been appointed under Article 37 GDPR  Form of address Title (e.g. Dr.)  Surname, First Name  Street  ZIP code  City  Telephone  E-Mail Address | |

|  |  |  |
| --- | --- | --- |
| **Details of the Controller** | | Index No.: \_\_\_\_\_ |
| Company  (Customer)  (Art. 30(2)(a)) | Name  Street  ZIP code  City  Telephone  E-Mail | |
| Categories of Processing Activities performed on behalf of the Controller  (Art. 30(2)(b) GDPR)  (with details concerning each category of processing performed) | Document Destruction / Shredding  Archiving  Internal Communications  Cloud Services  Financial Accounting  Hosting of E-Mail System  Hosting of Internet System  Hosting of Processing Activities              Payroll  Human Resources Administration  Marketing / Letter Shop  Recording of Time Worked  Travel Expenses  Other | |

|  |  |
| --- | --- |
| If applicable, Transfers of Personal Data to a Third Country or International Organization (Art. 30(2)(c) GDPR)  Identification of Specific Data Recipients | Transfers do not occur and are not planned to occur  Transfers are made as follows:  Third Countries or International Organizations (identify by name) |
| To the extent that Transfers fall under Art. 49(1) para. 2 GDPR [*Note: These are one-time transfers affecting a “limited number” of individuals made on the basis of “compelling legitimate interests”*]: | Documentation of Sufficient Safeguards for Transfers |
| Subcontractors | Name: |

|  |
| --- |
| Technical and Organizational Measures (TOMs) implemented to ensure Information Security under Art. 32(1) GDPR (Art. 30(2)(d) GDPR)  *For guidance on describing Information Security TOMs, see points 6.7 and 6.8 of the Data Protection Conferences “Tips for the Index of Processing Activities”* (available [in German] [here](http://www.alstonprivacy.com/wp-content/uploads/2018/02/DSK-Hinweise_zum_Verzeichnis_von_Verarbeitungstaetigkeiten.pdf)) |

……………………………… …………………… …………………………........

Processor Date Signature