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| **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 [ ]  NName 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 GDPRForm of address Title (e.g. Dr.) Surname, First Name Street ZIP code City Telephone E-Mail Address  |

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| **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         |

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| 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:  |

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| 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)) |

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Processor Date Signature