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GDPR007 Records of processing

**GDPR Toolkit Records:**

Introduction:

This form may be used to keep compliant records of processing. An organisation employing at least 250 people are required to maintain records of their personal data processing activities. Organisations will also be required to maintain records if the processing it carries out is likely to result in a risk to the rights and freedoms of data subjects, the processing is frequent or regular, or the processing includes (sensitive) special categories of data, including criminal convictions.

For further guidance on this topic, do refer to the appropriate pages on our HR portal.

How to generate your form:

Throughout the form, you will see icons and highlighted areas (see key below). The icons used are for guidance on how to amend the document and should be deleted from the final document, together with any non-applicable optional information/tables.

Key:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| INFORMATION  This icon demonstrates the text is for information only. | ACTION  This icon means you need to make an amendment to the text. | OPTIONAL  This icon means the advice provided is optional. | WARNING  This icon means the text is important. Please take note of the advice. |

Any text you find highlighted should be amended to suit your customisations and/or removed from the document.

Customising your form:

In addition to the text emphasised with icons and highlights, you can also amend the font, margins and footer information to suit your needs.

All fonts used throughout the document are set in the Styles panel (under the Home Tab in Word 2007+). To change the font settings, right click on the style and click M*odify*. Make the appropriate changes and click OK. Your document will automatically update wherever that style is used.

To remove the icons, click on them and press delete.

You will find a checklist of customisations at the end of the document. Please run though this once you have completed your customisations. You will also need to **delete this page by clicking Insert -> Cover Page -> Remove Current Cover Page.**

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|  |  |  |  |
| --- | --- | --- | --- |
| Tracker | | | |
| Process | Department | Date | Record owner |
|  |  |  |  |



|  |  |
| --- | --- |
| Contact details | |
| **Controller** | |
| Full Name |  |
| Telephone |  |
| Work Mobile |  |
| Email |  |
| Office Address |  |
| <Optional> **Controller Representative** | |
| Full Name |  |
| Telephone |  |
| Work Mobile |  |
| Email |  |
| Office Address |  |
| <Optional> **Data Protection Officer** | |
| Full Name |  |
| Telephone |  |
| Work Mobile |  |
| Email |  |
| Office Address |  |
| **Processor** | |
| Full Name |  |
| Telephone |  |
| Work Mobile |  |
| Email |  |
| Office Address |  |
| <Optional> **Second Processor** | |
| Full Name |  |
| Telephone |  |
| Work Mobile |  |
| Email |  |
| Office Address |  |
| <Optional> **Additional Controller** | |
| Full Name |  |
| Telephone |  |
| Work Mobile |  |
| Email |  |
| Office Address |  |



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Data | | | | | |
| Purpose |  | | | | |
| Data Subject Groups  (eg employees, agency staff, customers) |  | | | | |
|  | | | | |
|  | | | | |
| Personal Data Categories  (eg ‘addresses’, ‘bank details’, ‘medical history’) |  | | | | |
|  | | | | |
|  | | | | |
| Recipient Groups  Including Third Parties  (eg line managers, occupational health) |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| Is any data going out of the UK and EU? |  | | | | |
| **(If data is leaving the EU)** Measures taken to confirm GDPR compliance outside the EU. | Data affected | Recipients | Is there an adequacy decision? | If no, state measures and safeguards. | Data subject notified |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |



|  |  |
| --- | --- |
| Safeguards | |
| <Optional: include if data will be transferred> Safeguards in place for any transfers of data |  |
|  |
|  |
| Duration data will be held before it is erased.  (Specific dates or rationale for keeping the data.) |  |
|  |
|  |
| Privacy Measures |  |
|  |
|  |
| Technical Security Measures (Including cyber security.) |  |
|  |
|  |
| Organisational Security Measures |  |
|  |
|  |

**Processor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Processor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Controller/Representative Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Controller/Representative Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist

Upon completion of customisations please ensure you have:

* customised all relevant text and removed pink highlighted text
* removed all icons
* diarised a reminder to review and update the form
* removed the front cover (see instructions on front cover)
* removed this checklist!