

Sheet template of the record of processing activities

Processing n° 1			
Name and address of the controller			
Implementation date	[...]		
Principal purpose of the processing	[e.g. management of commercial relationship, human resources management, customer loyalty, etc.]		
Details of the purposes of the processing	<ul style="list-style-type: none"> • ... • ... 		
Service responsible for implementation with access to data	[e.g. recruitment department, IT department, direction, Web hosters, etc.]		
Function of the person of the service to whom the right of access is exercised			
Categories of data subjects and of the categories of personal data	[e.g. employees,]		
Data processed	Categories of data processed	Details of data processed	
	Identification data	<ul style="list-style-type: none"> • Name and surname • Function • Date of birth • Domicile • Etc. 	
Categories of recipients	Categories of recipients	Data concerned	
	e.g. collaborators of human resources department	All	
Processors	Processors or categories of processors	Data concerned	Purposes

Data flow	Recipients	Country of destination	Data concerned	Purposes
Location of data hosting				
Retention period				
Update	[period during which the data are useful from an operational point of view and archive retention period]			

TEMPLATE