

Minimum Record on the Personal Data Processing Activity

1. **Name of the data processing activity**
Brief and fitting name
2. **Purpose of processing**
WHY, what is the purpose why the given activity is carried out, what type of use is envisaged; is it indispensable to process the data?
3. **Description of processing**
WHAT is carried out during the processing of personal data and HOW, a detailed description of processing activities; system/systems used during the processing; connection to other systems
4. **Data controller**
Name of the institution and component part of the institution; contact person (person in charge), process owner, if applicable (provided that he/she has been appointed)
5. **Data processor**
Name of the institution and component part of the institution (only if different from the data controller); information on the contract concluded with the processor, validity of the contract
6. **Description of personal data**
 - (a) Overview of personal data: A detailed overview of personal data occurring in the processing activity;
 - (b) Personal data category: A list of personal data categories (see the code list);
 - (c) Personal data storage period: How long personal data are stored, who is in charge or where the storage period is specified.
7. **Personal data subjects**
 - (a) Data subject category: Category of data subjects concerned by the activity (see the code list)
 - (b) Number of data subjects according to the order of magnitude: Approximate number of data subjects (according to the order of magnitude)
8. **Legal ground for the processing of personal data**
See the code list (in compliance with the law, performance of a contract, consent of a data subject, etc.). If applicable, the following note shall be added: "We are not able to specify, legal consultation necessary".
9. **Type of processing and manner of data storage**
In which form the personal data are primarily processed [automated/manual/camera surveillance] and stored [digital/paper copies]
10. **Access to personal data**
 - (a) Who has access to personal data and to which extent: Describe in words
 - (b) Categorization of recipients of personal data: To whom the personal data are submitted (within the institution/CR/EU);
 - (c) Submission of personal data outside the EU: no / yes (to whom, which personal data, how)

11. Data suppliers

Who supplies the personal data and in which manner, from which source the data are taken, etc.

12. Priority [prioritized/non-prioritized]

Prioritized: The processing activity presents high risks to the rights and freedoms of data subjects; it is necessary to deal with it in a prioritized manner. Non-prioritized: The processing in question is non-prioritized, may be dealt with in order of priority.