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| **Overview of Processing Activities**  **under Article 30(1) GDPR**  **Controller** | Cover Page |
| **Controller Details**  Name and contact information of the individual / legal person / agency / body etc.  Name  Street  ZIP code  City  Telephone  E-Mail address  Internet URL | |
| **If applicable, Details of Joint Controllers**  Name  Street  ZIP code  City  Telephone  E-Mail address | |
| **Details of Controller’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 | |

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| Processing Activity: Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Index No.: \_\_\_\_\_ |
| Commencement date: | | | Date of most recent modification: | |
| Responsible Department  Point of Contact  Telephone  E-Mail Address (Art. 30(1)(2)(a) GDPR) | |  | | |
| Purposes of the Processing (Art. 30(1)(2)(b) GDPR) | |  | | |
| Optional: Name of the process(es) employed | |  | | |
| Description of the Categories of affected Data Subjects  (Art. 30(1)(2)(c) GDPR) | | Employees  Applicants  Suppliers  Customers  Patients | | |
| Description of the Categories of Personal Data  (Art. 30(1)(2)(c) GDPR) | | Special Categories of Personal Data (Art. 9 GDPR): | | |
| Categories of Recipients to whom Personal Data have been – or will be - disclosed  (Art. 30(1)(2)(d) GDPR) | Internal Recipients (authorized users / users with access rights)  Department / Function | | | |
| External Recipients  Categories of Recipients | | | |
| Third Countries or International Organizations (identify by category) | | | |
| If applicable, Transfers of Personal Data to a Third Country or International Organization  (Art. 30(1)(2)(e) GDPR)  Identification of Specific Transfer Recipients | Transfers do not occur and are not planned to occur  Transfers are made as follows:  Third Country or International Organization (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 | | | |
| Retention/Deletion Periods for the Various Categories of Personal Data (Art. 30(1)(2)(f) GDPR) |  | | | |

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| Technical and Organizational Measures (TOMs) implemented to ensure Information Security under Art. 32(1) GDPR (Art. 30(1)(2)(g) 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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Controller Date Signature