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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 GDPRForm 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 DepartmentPoint of ContactTelephoneE-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