

Date

Prepared for

Prepared by

Controller  
 Processor

## Data Sources

Where do you collect data? (website form, event website, app signup)  
Who actively transfers data to you? (business partner, lead generation)



## Data Categories

What types and categories of data do you collect? (email, name, date of birth, photo).

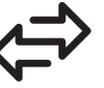
★ Mark 'special categories of data' (see GDPR Art. 9) with a colored sticker.



## Data Recipients/Transfers

To whom do you transfer data? (accountant, tax authorities, partner company).

★ Mark recipients outside of the EU with a colored sticker.



## Data Subjects



About whom do you collect personal data?  
(customers, partners, users, advisors, employees, job applicants).

## Purposes for Data Collection



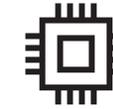
What are the purposes for collecting the data?  
(providing the requested service to the user, monitoring performance and keeping system secure).

## Data Processing Activities



Which key activities do you undertake with the data?  
(keep a database of leads, administer event attendance, analyse behaviour of website visitors, register users of a system, maintain records of attendance).

## Data Processors



Who processes data on your behalf?  
(web hosting, email, analytics, cloud storage, data entry service, hr portal, etc.)

★ Mark processors outside of the EU with a colored sticker.

## Technical & Org. Measures



Which measures do you have in place to secure the data?  
(IT security policy, strong passwords on accounts, disk encryption, file encryption, two-factor authentication, needs-based access, GDPR training).

