

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 to 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).

