# [Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

## Data Processing Record Sheet

A record of processing activities: one unified register of what personal data is processed, why, and for how long, plus a separate sharing log and a review record.

Keep one row per processing activity, not one row per system or per team. An activity is a distinct purpose for using personal data, such as administering employment, handling customer orders, or responding to enquiries. Update the register whenever an activity starts, changes, or stops, and review it at least on the rhythm stated below. Categories, not individuals, belong in this record: name types of people and types of data, never list named individuals.

**Organisation:** _____

**Record owner:** _____

**Data protection contact:** _____

**Review rhythm:** _____

**Date of the last review:** _____

**Processing activities register**

| Reference | Processing activity | Purpose | Lawful basis relied on | Categories of people | Categories of personal data | Retention period | Activity owner |
|---|---|---|---|---|---|---|---|
| [Activity reference] | [Name of the processing activity] | [Purpose of the processing] | [Lawful basis relied on] | [Categories of people whose data is processed] | [Categories of personal data processed] | [Retention period for this activity] | [Full name of the activity owner] |
| [Activity reference] | [Name of the processing activity] | [Purpose of the processing] | [Lawful basis relied on] | [Categories of people whose data is processed] | [Categories of personal data processed] | [Retention period for this activity] | [Full name of the activity owner] |
| [Activity reference] | [Name of the processing activity] | [Purpose of the processing] | [Lawful basis relied on] | [Categories of people whose data is processed] | [Categories of personal data processed] | [Retention period for this activity] | [Full name of the activity owner] |
| [Activity reference] | [Name of the processing activity] | [Purpose of the processing] | [Lawful basis relied on] | [Categories of people whose data is processed] | [Categories of personal data processed] | [Retention period for this activity] | [Full name of the activity owner] |
| [Activity reference] | [Name of the processing activity] | [Purpose of the processing] | [Lawful basis relied on] | [Categories of people whose data is processed] | [Categories of personal data processed] | [Retention period for this activity] | [Full name of the activity owner] |
| [Activity reference] | [Name of the processing activity] | [Purpose of the processing] | [Lawful basis relied on] | [Categories of people whose data is processed] | [Categories of personal data processed] | [Retention period for this activity] | [Full name of the activity owner] |
| [Activity reference] | [Name of the processing activity] | [Purpose of the processing] | [Lawful basis relied on] | [Categories of people whose data is | [Categories of personal data processed] | [Retention period for this activity] | [Full name of the activity owner] |

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| Reference | Processing activity | Purpose | Lawful basis relied on | Categories of people | Categories of personal data | Retention period | Activity owner |
|---|---|---|---|---|---|---|---|
| | | | | processed] | | | |
| [Activity reference] | [Name of the processing activity] | [Purpose of the processing] | [Lawful basis relied on] | [Categories of people whose data is processed] | [Categories of personal data processed] | [Retention period for this activity] | [Full name of the activity owner] |

**Sharing, recipients, and transfers log** Record every recipient outside your own organisation who receives personal data for an activity in the register, and every transfer to another country, with the safeguard that applies. If there is no transfer, state that there is no transfer for that activity rather than leaving the row blank.

| Activity reference | Recipient or processor | Data shared | Transfer destination, if any | Safeguard for the transfer | Date recorded |
|---|---|---|---|---|---|
| [Activity reference] | [Name of the recipient or processor] | [Categories of data shared] | [Transfer destination, if any] | [Safeguard for the transfer] | [Date recorded] |
| [Activity reference] | [Name of the recipient or processor] | [Categories of data shared] | [Transfer destination, if any] | [Safeguard for the transfer] | [Date recorded] |
| [Activity reference] | [Name of the recipient or processor] | [Categories of data shared] | [Transfer destination, if any] | [Safeguard for the transfer] | [Date recorded] |
| [Activity reference] | [Name of the recipient or processor] | [Categories of data shared] | [Transfer destination, if any] | [Safeguard for the transfer] | [Date recorded] |
| [Activity reference] | [Name of the recipient or processor] | [Categories of data shared] | [Transfer destination, if any] | [Safeguard for the transfer] | [Date recorded] |
| [Activity reference] | [Name of the recipient or processor] | [Categories of data shared] | [Transfer destination, if any] | [Safeguard for the transfer] | [Date recorded] |
| [Activity reference] | [Name of the recipient or processor] | [Categories of data shared] | [Transfer destination, if any] | [Safeguard for the transfer] | [Date recorded] |
| [Activity reference] | [Name of the recipient or processor] | [Categories of data shared] | [Transfer destination, if any] | [Safeguard for the transfer] | [Date recorded] |

**Security measures and review** For each activity, record the main technical and organisational measures that protect the data, and the outcome of the last review. Measures should be specific enough to check, such as access limited to named roles, encryption in transit and at rest, or regular access reviews, rather than a general statement that data is kept secure.

| Activity reference | Systems used | Security measures in place | Assessment needed | Last reviewed | Next review due |
|---|---|---|---|---|---|
| [Activity reference] | [Systems used for this activity] | [Security measures in place] | [Whether a further assessment is needed] | [Date of the last review] | [Date the next review is due] |
| [Activity reference] | [Systems used for this activity] | [Security measures in place] | [Whether a further assessment is needed] | [Date of the last review] | [Date the next review is due] |

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| Activity reference | Systems used | Security measures in place | Assessment needed | Last reviewed | Next review due |
|---|---|---|---|---|---|
| [Activity reference] | [Systems used for this activity] | [Security measures in place] | [Whether a further assessment is needed] | [Date of the last review] | [Date the next review is due] |
| [Activity reference] | [Systems used for this activity] | [Security measures in place] | [Whether a further assessment is needed] | [Date of the last review] | [Date the next review is due] |
| [Activity reference] | [Systems used for this activity] | [Security measures in place] | [Whether a further assessment is needed] | [Date of the last review] | [Date the next review is due] |
| [Activity reference] | [Systems used for this activity] | [Security measures in place] | [Whether a further assessment is needed] | [Date of the last review] | [Date the next review is due] |
| [Activity reference] | [Systems used for this activity] | [Security measures in place] | [Whether a further assessment is needed] | [Date of the last review] | [Date the next review is due] |
| [Activity reference] | [Systems used for this activity] | [Security measures in place] | [Whether a further assessment is needed] | [Date of the last review] | [Date the next review is due] |

**Special categories and children** Where an activity involves sensitive personal data, such as health information, or data about children, record that fact in the register row for that activity, state the additional condition relied on in the lawful basis column, and note any extra safeguards in the security table. If no activity involves such data, record that position at the next review so the check itself is evidenced.

### Summary

**Processing activities recorded:** _____

**Activities with a recipient outside the organisation:** _____

**Activities involving a transfer to another country:** _____

**Activities overdue for review:** _____

**Date of the next review:** _____

### Record sign-off

**Record owner: Signature:** _____ **Full name:** [Full name of the record owner] **Date:** [Date of signing]

**Data protection contact: Signature:** _____ **Full name:** [Full name of the data protection contact] **Date:** [Date of signing]