Controllers Processing Activity Log

1. the name and contact details of the controller
2. name and contract details of any joint controller,
3. the details of the controller's nominated representative
4. the details of the data protection officer, if any;

 (e) the purpose(s) of the processing;

(f) a description of categories of data subjects and of the categories of personal data;

(g) the categories of recipients to whom the personal data have been or will be disclosed

including recipients in third countries;

(h) where applicable, with transfers of data to a third country or an international organisation, the identification of that third country or international organisation

(i) the documentation of appropriate safeguards;

(j) where possible, the envisaged time limits for erasure of the different categories of data;

(k) where possible, a general description of the technical and organisational security

measures being deployed by the Controller

**Processor’s Activity Log**

(a) the name and contact details of each controller on behalf of which the processor is acting, and of the controller's or the processor’s representative, and the data protection officer, if any;

(b) the categories of processing carried out on behalf of each controller;

(c) where applicable, transfers of data to a third country or an international organisation, including the identification of that third country or international organisation

(d) the documentation of appropriate safeguards;

(e) where possible, a general description of the technical and organisational security

measures being taken

**Data Breach Log**

 A log of incidents which indicate a weakness in data management structures within the organisation

**Data Breach Notification Report template**

1. description the nature of the personal data breach including where possible,
2. the categories and approximate number of data subjects concerned and
3. the categories and approximate number of data records concerned;

(d) the name and contact details of the data protection officer or other contact from whom more information can be obtained;

 (e) an outline of the likely consequences of the personal data breach;

(f) an outline of the measures taken or proposed to be taken by the controller to address the

personal data breach, including, where appropriate, to mitigate its possible adverse

effects.

**Privacy Impact Assessment Template**

1. a systematic description of the envisaged processing operations and
2. description of the purposes of the processing, including where applicable the basis for the legitimate interest pursued by the controller;

(c) an assessment of the necessity and proportionality of the processing operations in

relation to the purposes (i.e. justification for conducting the processing in this way);

(d) an assessment of the risks to the rights and freedoms of data subjects;

(e) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of personal data and to demonstrate compliance with this Regulation

(f) Details of compliance with approved codes of conduct by the relevant controllers or processors

(g) Details of data subjects and other stakeholders involved in the assessment of the intended processing

(h) Whether the respective Member States / Supervisory Authority has deemed it mandatory for the PIA to be carried out

(i) Details where the controller has consulted the supervisory authority prior to the processing of personal data

(j) Details of any response from the Supervisory Authority with regard to the intended processing

**Prior Consultation with the Supervisory Authority re PIA**

6. When consulting the supervisory authority pursuant to paragraph 2, the controller shall

provide the supervisory authority with

(a) an outline of the respective responsibilities of controller, joint controllers and

processors involved in the processing,

(b) the purposes and means of the intended processing;

(c) the measures and safeguards provided to protect the rights and freedoms of data subjects pursuant to this Regulation;

(d) where applicable, the contact details of the data protection officer;

(e) the initial data protection impact assessment and

(f) any other information requested by the supervisory authority.