

# Processing regulations under Art. 5 and 6 FDPO

**Company / Authority**

**Name of the processing activity**

## Internal Organization

Competent internal body

Other internal departments involved

Tasks in the context of data processing

## Documentation of the processing procedure

Short description of the processing, if not apparent from existing documentation (see below)

Short description of the systems used, if not apparent from existing documentation (see below)

- |   |   |
|---|---|
| <input type="checkbox"/> Privacy notice<br>Link/reference <input type="text"/>                                  | <input type="checkbox"/> Records of processing activities<br>Link/reference <input type="text"/>                    |
| <input type="checkbox"/> Documentation Data Protection Impact Assessment<br>Link/reference <input type="text"/> | <input type="checkbox"/> Documentation of IT assets (manual, graphics, etc.)<br>Link/reference <input type="text"/> |
| <input type="checkbox"/> Manuals<br>Link/reference <input type="text"/>   | <input type="checkbox"/> Documentation of data flows (e.g. chart)<br>Link/reference <input type="text"/>            |
| <input type="checkbox"/> <input type="text"/>   | <input type="checkbox"/> <input type="text"/>   |

## Documentation of the control procedure

- |   |   |
|---|---|
| <input type="checkbox"/> Role and access concept<br>Link/reference <input type="text"/> | <input type="checkbox"/> Data protection policies / guidelines<br>Link/reference <input type="text"/> |
| <input type="checkbox"/> Access right process<br>Link/reference <input type="text"/>    | <input type="checkbox"/> Additional subject rights process<br>Link/reference <input type="text"/>     |
| <input type="checkbox"/> <input type="text"/>   | <input type="checkbox"/> <input type="text"/>   |

## Technical and organizational measures

- |  |  |
|--|--|
| <input type="checkbox"/> List of TOMS<br>Link/reference <input type="text"/>                           | <input type="checkbox"/> Certification (e.g. ISO/IEC 27001, "VDSZ")<br>Link/reference <input type="text"/> |
| <input type="checkbox"/> Information security management system<br>Link/reference <input type="text"/> | <input type="checkbox"/> Reports from internal or external audits<br>Link/reference <input type="text"/>   |
| <input checked="" type="checkbox"/> <input type="text"/>   | <input type="checkbox"/> <input type="text"/>  |

This document is reviewed  annually  every  years – and is updated if necessary.

**Version**  **Date**

