

Vendor Record of Processing Activity Form

|  |
| --- |
| Processing ID |
| Processing Name | E.g. Traveler profile management; travel booking requests management; call recordings; client relationship management; invoicing; prospects’ management; meetings & events requests management; etc.  |
| Date of the last review of the Record of Processing Activity Form | Select date. |
| Entity |
| Which entity is collecting and processing personal data? | Entity |
| Address | Address Line 1Address Line 2Address Line 3 |
| Email | contact.name@xyz.com |
| Outside EU? |  |
| Global Privacy Officer |
| Name | DPO Name |
| Address | Address Line 1Address Line 2City, State, Country Zip |
| Email | Email address |
| Business/Product Owner |
| Name | First Name  | Last Name |
| Address | Address Line 1Address Line 2Address Line 3 |
| Email | point.of.contact.name@xyz.com |
| Purposes of Data Processing |
| Principal Purpose | Click here to enter text. |
| Sub-purposes | Click here to enter text. |
| Security Measures |
| Technical Security Measures | [ ]  Access Control to Offices[ ]  Access Control to IT Systems[ ]  Logical Access Control to Data[ ]  Disclosure and transmission control[ ]  Availability Control[ ]  Segregation Control[ ]  Software Properties | Insert relevant attachments as objects: (In ribbon, go to Insert >Object >Object >Create from File >Browse >Display as Icon >OK) |
|  |
| Organizational Security Measures | [ ]  Data Control[ ]  Job Control[ ]  Management of Security, Risks, Incidents, or Breaches[ ]  Training[ ]  Audits | Insert attachments as objects: (In ribbon, go to Insert >Object >Object >Create from File >Browse >Display as Icon >OK) |
| Categories of Personal Data |
| ****Description**** | ****Data retention time limit**** |
| Contact data/Title | [ ]  Marital status[ ]  Title/form of address[ ]  Contact data[ ]  Name/Surname[ ]  Other If other please describe. | Enter years or months. |
| Personal Life | [ ]  Family status[ ]  Hobbies[ ]  Other If other, please describe. | Enter years or months. |
| Professional Life | [ ]  CV[ ]  Employer[ ]  Employment[ ]  Academic history and training[ ]  Diplomas[ ]  Professional distinctions[ ]  Other If other, please describe. | Enter years or months. |
| Financial and Tax Information | [ ]  Income[ ]  Financial position[ ]  Tax situation[ ]  Other If other, please describe. | Enter years or months. |
| Connection Data | [ ]  IP Addresses[ ]  Logs[ ]  Terminal and connection identifiers[ ]  Date, time, time zone information[ ]  OtherIf other, please describe. | Enter years or months. |
| Geographic data | [ ]  Physical movements and location[ ]  GPS[ ]  Global System for Mobile (GSM) Communications data[ ]  Other If other, please describe. | Enter years or months. |
| Internet Data | [ ]  Cookies[ ]  Data trackers[ ]  Browsing data[ ]  Data traffic measurements[ ]  Other If other, please describe. | Enter years or months. |
| ****Special Categories of Personal Data**** |
| ****Description**** | ****Time Limits for data retention**** |
| Data pertaining to racial or ethnic identity | Click here to enter text. | Enter years or months. |
| Data Pertaining to political opinions | Click here to enter text. | Enter years or months. |
| Data related to religious identity | E.g. Meal preferences, special service requests related to religion (halal meals, kosher meals, vegan meals). | Enter years or months. |
| Data related to Trade Union Membership | Click here to enter text. | Enter years or months. |
| Genetic Data | Click here to enter text. | Enter years or months. |
| Biometric Data | Click here to enter text. | Enter years or months. |
| Health Data | Special service requests related to disability, smoking preferences, meal preferences related to health: gluten-free, allergies, vegan, vegetarian, etc. | Enter years or months. |
| Sexual Orientation Data | Click here to enter text. | Enter years or months. |
| Criminal History | Click here to enter text. | Enter years or months. |
| Government ID Number | Passport number, national ID number, Driver’s License number | Enter years or months. |
| Data Subjects |
| ****Categories of Data Subjects**** | ****Description**** |
| [ ]  Job Candidates[ ]  Employee[ ]  Job Contractors[ ]  Prospective Clients[ ]  Clients[ ]  Travelers[ ]  Attendees[ ]  Suppliers/Vendors | Click here to enter text. |
| Data recipients |
| ****Recipient**** | ****Categories and Entity names**** |
| Internal (Group entities) | Entity names. |
| External (Third party Vendors) | E.g. Entity types. |
| External Sub-contractors | E.g. External sub-contractors. |
|  |  |
| Transfers outside EU |
| ****Recipient**** | ****EU/Local Country?**** | ****Legal Basis for Transfer**** | ****Attachment**** |
| Internal | Select one. | Enter Legal Basis |  |
| External | Select one. | Enter Legal Basis |  |
| External Sub-contractors | Select one. | Enter Legal Basis |  |



For confirmation the form was submitted, please check your email sent folder. Otherwise, please attach this form to an email and send to GlobalPrivacy@carlsonwagonlit.com