

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 1  Address Line 2  Address Line 3 | | | | |
| Email | | | contact.name@xyz.com | | | | |
| Outside EU? | | |  | | | | |
| Global Privacy Officer | | | | | | | |
| Name | | | DPO Name | | | | |
| Address | | | Address Line 1  Address Line 2  City, State, Country Zip | | | | |
| Email | | | Email address | | | | |
| Business/Product Owner | | | | | | | |
| Name | | | First Name | | Last Name | | |
| Address | | | Address Line 1  Address Line 2  Address 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  Other  If 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](mailto:GlobalPrivacy@carlsonwagonlit.com)