



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?

Yes No

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

Contact data/Title

- Marital status
- Title/form of address
- Contact data
- Name/Surname
- Other If other please describe.

Data retention time limit

[Enter years or months.](#)

Personal Life

- Family status
- Hobbies

[Enter years or months.](#)

- | | | |
|-------------------------------|---|------------------------|
| | <input type="checkbox"/> Other If other, please describe. | |
| Professional Life | <input type="checkbox"/> CV | Enter years or months. |
| | <input type="checkbox"/> Employer | |
| | <input type="checkbox"/> Employment | |
| | <input type="checkbox"/> Academic history and training | |
| | <input type="checkbox"/> Diplomas | |
| | <input type="checkbox"/> Professional distinctions | |
| | <input type="checkbox"/> Other If other, please describe. | |
| Financial and Tax Information | <input type="checkbox"/> Income | Enter years or months. |
| | <input type="checkbox"/> Financial position | |
| | <input type="checkbox"/> Tax situation | |
| | <input type="checkbox"/> Other If other, please describe. | |
| Connection Data | <input type="checkbox"/> IP Addresses | Enter years or months. |
| | <input type="checkbox"/> Logs | |
| | <input type="checkbox"/> Terminal and connection identifiers | |
| | <input type="checkbox"/> Date, time, time zone information | |
| | <input type="checkbox"/> Other | |
| | If other, please describe. | |
| Geographic data | <input type="checkbox"/> Physical movements and location | Enter years or months. |
| | <input type="checkbox"/> GPS | |
| | <input type="checkbox"/> Global System for Mobile (GSM) Communications data | |
| | <input type="checkbox"/> Other If other, please describe. | |
| Internet Data | <input type="checkbox"/> Cookies | Enter years or months. |
| | <input type="checkbox"/> Data trackers | |
| | <input type="checkbox"/> Browsing data | |
| | <input type="checkbox"/> Data traffic measurements | |

Other If other, please describe.

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

Job Candidates

Employee

Job Contractors

Prospective Clients

Clients

Travelers

Attendees

Description

[Click here to enter text.](#)

Suppliers/Vendors

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	

Submit

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