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[organization logo]

[organization name]

**GUIDELINES FOR DATA INVENTORY AND PROCESSING ACTIVITIES MAPPING**

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# Scope, Purpose and Users

The purpose of this document is to provide guidance to [Company Name] (“The Company”) for establishing and maintaining a record of processing activities.

The users of this document are the Data Protection Officer, and the representatives of the business units responsible for processing personal data.

# Reference Documents

* Article 30 of the EU GDPR 2016/679 (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC)
* [relevant national law or regulation for GDPR implementation]
* [other local laws and regulations]

# Building a Personal Data Record

## The Purpose of the Inventory or Processing Activities

In order to have a common approach toward providing accountability and compliance with the provisions of the EU GDPR, and to enable the Company to have a clear view of its processing activities, the Inventory of Processing Activities will be used to record and keep track of the Company’s processing activities of personal data.

The Inventory of Processing Activities is primarily an internal document that will help employees of the Company to better understand how and why personal data needs to be processed, as well as how to develop policies and procedures to protect the data. It is an important part of the accountability responsibility of an organization. Further, in the event of an investigation by the Supervisory Authorities, it will be used to prove that the Company is aware and in control of its data operations.

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