**Controller record of processing activities under its responsibility (Article 30(1) GDPR)**

Information about the controller

1. The name of the controller is:
2. The contact details of the controller are:
3. The controller’s representative is:
4. The contact details of the controller’s representative are:
5. The data protection officer is:
6. The contact details of the data protection officer are:

[Information about the joint controller

1. [This type of data processing activity] is jointly controlled with:
2. The joint controller’s contact details are:
3. The joint controller’s representative is:
4. The contact details of the joint controller’s representative are:
5. The data protection officer of the joint controller is:
6. The contact details of the joint controller’s data protection officer are:]

Purposes of the processing

1. To market and promote the firm
2. To administer the employee relationship
3. [other]

The categories of individuals whose personal data is processed

1. Clients of the firm
2. Employees of the firm
3. [other]

The categories of personal data processed

[List of categories]

The categories of recipients to whom the personal data have been or will be disclosed including recipients in third countries or international organisations;

1. Book-keeper
2. Accountant
3. Law Society of Ireland
4. Practice management solution
5. Email provider
6. Bank
7. Revenue Commissioners
8. [other]

Transfers to third countries or international organisations, including the transfer mechanism safeguards

|  |  |  |
| --- | --- | --- |
| Personal Data | Destination Country/International Organisation | Transfer Mechanism Safeguards |
| Personal data on practice management system | Canada | Adequacy determination (Article 45 GDPR) |
| Personal data to client’s US legal representation in US litigation | US | Derogation – Transfer necessary for the establishment, exercise or defence of legal claims (Article 49 (e) GDPR) |
| [additional transfers] |  |  |

Where possible, the envisaged time limits for erasure of the different categories of data

[List/See retention policy]

Where possible, a general description of the technical and organisational security measures referred to in Article 32(1).

1. All staff use encrypted laptops
2. Access controls related to HR files
3. Hard copy HR files stored in locked cabinet
4. [other]