

Register of Personal Data Processing Activities

Who has to keep a data register?

The GDPR requires the controller as well as the processors to examine all their data processing activities and enter them in a register.

Keeping such a register is mandatory for all companies that employ **more than 250 people**. Smaller companies are required to keep a register when a processing can entail a risk for the rights and freedoms of the persons concerned, or to conduct regular processing.

This last exception entails that virtually **all employers** will have to keep a data register. Personnel management is not an occasional processing operation in fact.

Finally, all companies are advised to keep such a register even when it is not mandatory, because the register will enable the employer to show that its processing activities are compliant with the regulation.

What information does the register have to contain?

This register, which provides a holistic view of the processing activities carried out in a company, must be in **written (or electronic) form and must be clear and easy to understand**.

It must comprise the following information:

- **Who?** The name and particulars of the controller and, where applicable, the joint controller, the controller's representative and the data protection officer;
- **Why?** The purposes of the processing;
- **Who?** A description of the categories of the persons concerned and the categories of personal data;
- **Where?** The categories of addressees to whom the personal data were or will be provided; where necessary, the transfers of personal data to a third country or an international organization;
- **How much time?** Insofar as possible, the relevant timeframes for the deletion of the different data categories;
- **How?** Insofar as possible, a general description of the technical and organizational security measures.

Please note that Securex can place a sample processing register at your disposal.

Penalties for failure to keep a register?

Any violation of this requirement may be punishable by an administrative fine of up to €10,000,000 or, in the case of a company, up to 2% of the total worldwide turnover generated in the previous financial year, whichever amount is higher.

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