

GDPR Record of Processing (ROPA) Template

Document a processing activity as required by Article 30 of the GDPR

Record of Processing Activities (ROPA)

Article 30 of the General Data Protection Regulation (Regulation (EU) 2016/679) requires controllers to keep a record of their processing activities. Complete one record per processing activity. Replace the highlighted fields with your own details.

Controller name and contact details:

Data protection officer, if you have one:

Name of this processing activity:

Date completed or last reviewed:

Purpose of the processing

Why you process this personal data:

Lawful basis

Lawful basis you rely on (for example contract, consent, legal obligation, legitimate interests):

Categories of data subjects

Whose data you process (for example customers, newsletter subscribers, suppliers):

Categories of personal data

Types of data (for example name, address, email, order history):

Any special category data, if applicable:

Recipients

List anyone the data is shared with, including processors.

Recipient	Purpose of sharing

Transfers outside the EEA

Any transfers to countries outside the EEA:

Safeguards in place for those transfers:

Retention

How long you keep this data and why:

Security measures

Technical and organisational measures that protect the data:

This template is a general starting point and is not legal advice. Article 30 also allows a limited exemption for some smaller organisations, so check whether and how it applies to you.