## Annex I – template for the record of categories of processing activities carried out on behalf of a controller

Based on Article 31(2) of Regulation (EU) 2018/1725, each processor shall maintain a record of all categories of processing activities carried out on behalf of a controller. The list of fields presented in this table fulfils the requirements described in the Regulation. The processors may use it as a template for the required record of the categories of processing activities carried out on behalf of a European Commission for the Erasmus+ and European Solidarity Corps decentralised actions managed by the National Agencies. The processors should keep the record for audit purposes for the data retention period defined in the privacy statement (<https://ec.europa.eu/erasmus-esc-personal-data>).

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Name and contact details(for publication to the general public)** | **Data Protection Officer(if applicable)** |  |  |
| Name |   | Name |   |  |  |
| Address |   | Address |   |  |  |
| Email |   | Email |   |  |  |
| Telephone |   | Telephone |   |  |  |
|  |  |  |  |  |  |
| **Name of the processing operation** | **Controller** | **Transfer to third countries or international organisations** | **Description of the technical and organisational security measures** |
| **Name** | **Address** | **Contact** |
| Erasmus+ and European Solidarity Corps (2021-2027): grant management and organisation registration for decentralised actions (<https://ec.europa.eu/erasmus-esc-personal-data>, DPR-EC-06826) | European Commission: Education, Youth, Sport and Culture (EAC) | Directorate-General for Education and CultureEuropean Commission1049 Bruxelles/BrusselBelgium | eu-erasmus-esc-personal-data@ec.europa.eu |  (optional) |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

*NB. The first line of the above table serves as an example for one processing operation. The table should be populated with as many lines as there are processing operations.*