



# Data Protection Act 2018

## 2018 CHAPTER 12

### PART 3

#### LAW ENFORCEMENT PROCESSING

### CHAPTER 4

#### CONTROLLER AND PROCESSOR

#### *General obligations*

#### **61 Records of processing activities**

- (1) Each controller must maintain a record of all categories of processing activities for which the controller is responsible.
- (2) The controller's record must contain the following information—
  - (a) the name and contact details of the controller;
  - (b) where applicable, the name and contact details of the joint controller;
  - (c) where applicable, the name and contact details of the data protection officer;
  - (d) the purposes of the processing;
  - (e) the categories of recipients to whom personal data has been or will be disclosed (including recipients in third countries or international organisations);
  - (f) a description of the categories of—
    - (i) data subject, and
    - (ii) personal data;
  - (g) where applicable, details of the use of profiling;
  - (h) where applicable, the categories of transfers of personal data to a third country or an international organisation;

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*Status: This is the original version (as it was originally enacted).*

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- (i) an indication of the legal basis for the processing operations, including transfers, for which the personal data is intended;
  - (j) where possible, the envisaged time limits for erasure of the different categories of personal data;
  - (k) where possible, a general description of the technical and organisational security measures referred to in section 66.
- (3) Each processor must maintain a record of all categories of processing activities carried out on behalf of a controller.
- (4) The processor's record must contain the following information—
- (a) the name and contact details of the processor and of any other processors engaged by the processor in accordance with section 59(3);
  - (b) the name and contact details of the controller on behalf of which the processor is acting;
  - (c) where applicable, the name and contact details of the data protection officer;
  - (d) the categories of processing carried out on behalf of the controller;
  - (e) where applicable, details of transfers of personal data to a third country or an international organisation where explicitly instructed to do so by the controller, including the identification of that third country or international organisation;
  - (f) where possible, a general description of the technical and organisational security measures referred to in section 66.
- (5) The controller and the processor must make the records kept under this section available to the Commissioner on request.