



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;

Changes to legislation: *Data Protection Act 2018, Section 61 is up to date with all changes known to be in force on or before 25 May 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes*

- (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.

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Changes and effects yet to be applied to the whole Act associated Parts and Chapters:

Whole provisions yet to be inserted into this Act (including any effects on those provisions):

- s. 204(1)(l) inserted by [S.I. 2024/374 Sch. 5 para. 7](#)
- Sch. 3 para. 8(1)(y) added by [2022 c. 18 \(N.I.\) Sch. 3 para. 78\(3\)](#)