Ashford Business Services Ltd

Data Processing Record Sheet

A record of processing activities: one unified register of what personal data is processed, why, and for how long, plus a separate sharing log and a review record.

Keep one row per processing activity, not one row per system or per team. An activity is a distinct purpose for using personal data, such as administering employment, handling customer orders, or responding to enquiries. Update the register whenever an activity starts, changes, or stops, and review it at least on the rhythm stated below. Categories, not individuals, belong in this record: name types of people and types of data, never list named individuals.

Detail	Your details
Organisation	Sarah Mitchell
Record owner	James Patel
Data protection contact	Sarah Mitchell
Review rhythm	Review rhythm for this record
Date of the last review	9 November 2027

Processing activities register

Reference	Processing activity	Purpose	Lawful basis relied on	Categories of people	Categories of personal data	Retention period	Activity owner
JOB-1042	Sarah Mitchell	Purpose of the processing as agreed at the meeting.	Lawful basis relied on	Categories of people whose data is processed	Categories of personal data processed	November 2026	James Patel
JOB-1042	Sarah Mitchell	Purpose of the processing as agreed at the meeting.	Lawful basis relied on	Categories of people whose data is processed	Categories of personal data processed	November 2026	James Patel
JOB-1042	Sarah Mitchell	Purpose of the processing as agreed at the meeting.	Lawful basis relied on	Categories of people whose data is processed	Categories of personal data processed	November 2026	James Patel
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Sharing, recipients, and transfers log

Record every recipient outside your own organisation who receives personal data for an activity in the register, and every transfer to another country, with the safeguard that applies. If there is no transfer, state that there is no transfer for that activity rather than leaving the row blank.

Activity reference	Recipient or processor	Data shared	Transfer destination, if any	Safeguard for the transfer	Date recorded
JOB-1042	Sarah Mitchell	Categories of data shared	Transfer destination, if any	Safeguard for the transfer	9 November 2026
JOB-1042	Sarah Mitchell	Categories of data shared	Transfer destination, if any	Safeguard for the transfer	9 November 2026
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Security measures and review

For each activity, record the main technical and organisational measures that protect the data, and the outcome of the last review. Measures should be specific enough to check, such as access limited to named roles, encryption in transit and at rest, or regular access reviews, rather than a general statement that data is kept secure.

Activity reference	Systems used	Security measures in place	Assessment needed	Last reviewed	Next review due
JOB-1042	Systems used for this activity	Security measures in place	Whether a further assessment is needed	9 November 2027	9 November 2027
JOB-1042	Systems used for this activity	Security measures in place	Whether a further assessment is needed	9 November 2027	9 November 2027
JOB-1042	Systems used for this activity	Security measures in place	Whether a further assessment is needed	9 November 2027	9 November 2027
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Activity reference	Systems used	Security measures in place	Assessment needed	Last reviewed	Next review due
			is needed		

Special categories and children

Where an activity involves sensitive personal data, such as health information, or data about children, record that fact in the register row for that activity, state the additional condition relied on in the lawful basis column, and note any extra safeguards in the security table. If no activity involves such data, record that position at the next review so the check itself is evidenced.

Summary

Measure	Result
Processing activities recorded	Number of processing activities recorded
Activities with a recipient outside the organisation	Number of activities with an external recipient
Activities involving a transfer to another country	Number of activities involving a transfer
Activities overdue for review	Number of activities overdue for review
Date of the next review	9 November 2027

Record sign-off

Role	Full name	Signature	Date
Record owner	James Patel		9 November 2026
Data protection contact	Sarah Mitchell		9 November 2026