

Record of processing activities (Art. 30 GDPR)

Template for an organisation on the Canvos workplace. Controller: your organisation. Processor for the workplace: Canvos (Belgium), processing in the EU.

Organisation: _____

Contact / DPO: _____

Date of last update: _____

Processing activity	Purpose	Data subjects	Categories of data	Legal basis	Recipients / processor	Transfer outside EU	Retention period	Measures
Email	Business communication with customers, suppliers and colleagues	Customers, suppliers, employees, contacts	Name, email address, content of messages and attachments	Contract, legal obligation, legitimate interest	Employees by role; Canvos	None	7 years (retention policy)	TOM
Files and documents	Storage of and collaboration on documents	Customers, employees, third parties in documents	Content of documents; sensitive categories via labels	Contract, legal obligation	Employees by group; Canvos	None	Per retention policy; bin 30 d, versions 90 d	TOM
Calendar	Scheduling appointments and meetings	Employees, customers, invitees	Name, email address, time, subject, location	Contract, legitimate interest	Employees; Canvos	None	Duration of the relationship	TOM
Contacts	Address book of business relations	Customers, suppliers, contacts	Name, function, organisation, email, phone	Legitimate interest	Employees; Canvos	None	Duration of the relationship	TOM
Chat and video meetings	Internal and external communication	Employees, external participants	Name, messages, shared files	Legitimate interest	Employees; Canvos	None	Per retention policy	TOM
Vault	Management of passwords and secrets	Employees	Username, encrypted secrets	Legitimate interest	Employees with vault rights; Canvos	None	Duration of use	TOM, encrypted
User management and logs	Security, access control, accountability	Employees	Username, IP address, country, device, time, actions	Legitimate interest; legal obligation (NIS2)	Administrators; Canvos	None	Audit log 2 years (retention policy)	TOM
Backups	Business continuity and recovery	All of the above	Encrypted copy of the above data	Legitimate interest; legal obligation	Canvos (encrypted, key held by organisation)	None	30 daily, 12 weekly copies	AES-256, own key
Own activities outside the workplace (complete)								

TOM / MTO = Technical and organisational measures (workplace): TLS, AES-256 backups with own key, two-factor authentication, roles and rights per group, data classification and DLP, sharing policy with password and expiry, login log with detection, hashed and anchored evidence chain, retention executed automatically, hosting in the EU. Organisational (complete): policy, training, leaver procedure, incident plan.

Working document accompanying the guide on canvos.eu. Not legal advice; have it reviewed by your DPO or adviser. Retention periods: copy the values from your Retention policy in Canvos.