

Record of Processing Activities of the Processor (Art. 30(2) GDPR)

No.	Processing Activity	Purpose of Processing	Categories of Data Subjects	Categories of Personal Data	Legal Basis	Recipients (if applicable)	Retention Period	Third-Country Transfer (yes/no)
1	Transcription and Logging of Meetings	Provision of meeting transcripts and summaries	Meeting participants (e.g., customers, business partners, client's employees)	Audio recordings, transcripts, metadata (participants, time, duration)	Art. 6 GDPR (data processing on behalf)	None	30 days after contract termination or upon controller's instruction	No

Additional Information

- **TOMs (Technical and Organisational Measures):** See Annex 1
- **Data Protection Officer:**
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