

**Annex 2: 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 and video 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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