**Template: Erasure concept**

*This table is based on a template provided by the State Commissioner for Data Protection and Freedom of Information of Baden-Württemberg (Germany). The table helps with the creation of a deletion concept in tabular form.*

*The points listed are only examples.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Processing activity | Category of affected persons | Category of personal data | Purpose omission (deletion obligation according to Art. 17 para. 1 GDPR) | if statutory retention obligation or limitation period (Art. 17 (3) GDPR) | Triggering event | Deletion period | Deletion rule | Type of deletion | Has the concept been implemented? |
| *Name of the processing* | *Categories of persons (employees, customers, etc.)* | *Data categories* | *At what point does the purpose expire?* | *What legal bases exist in addition to the GDPR?* | *What is the triggering event?* | *Time specification* |  | *Manual or automatic* | *Yes / no / in implementation* |
| Application procedure | Applicants | Contact details,  curriculum vitae,  certificates | End of the application procedure | § Section 61b (1) ArbGG (3 months from filing of claim) | Cancellation | 4 month | Delete documents of unsuccessful applicants 4 months after rejection | manually | Yes |
| Personnel data | Employees | Personnel data  Master data  Working hours  Tax data | End of the employment relationship | 10 years according to tax law XYZ | End of the employment relationship | 10 years | 10 years after termination of the employment relationship | manually | Yes |
| Company website | Website visitors | IP-Addresses | After visiting the website | - | After visiting the website | 30 days | 30 days after visiting the website | automatically | Yes |
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