[Your company logo]

COMPANYNAME FRANCE

**GDPR Project Scope**

|  |  |  |
| --- | --- | --- |
| Document ID  […] | Created by  […] | Date prepared  […] |
| Document version  [,,,] | Reviewed by  […] | Date reviewed  […] |
| Effective date  […] | Approved by  […] | Date approved  […] |

**Document Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Revision Date** | **Reviewed by** | **Revision Description** |
| 0.1 | YYY/MM/DD | [*the name of the person in charge*] | Added a new section |
| 0.2 | YYY/MM/DD | [*the name of the person in charge*] | Changed the user category of the document |
|  |  |  |  |
|  |  |  |  |

**Table of contents**

[1. Purpose, scope and users 4](#_Toc534640657)

[2. Reference documents 4](#_Toc534640658)

[3. Definition of GDPR scope 4](#_Toc534640659)

[3.1. Processes and services 4](#_Toc534640660)

[3.2. Organizational units 5](#_Toc534640661)

[3.3. Locations 5](#_Toc534640662)

[3.4. Networks and IT infrastructure 5](#_Toc534640663)

[4. Validity and document management 5](#_Toc534640664)

# Purpose, scope and users

The purpose of this document is to clearly define the boundaries of the GDPR assessment project in CompanyName France.

This document is applied to all processes, activities, locations, assets that involve the processing of personal data.

Users of this document are members of CompanyName France management, members of the project team, the external consultants performing the assessment against GDPR requirements and other parties that might be interested in receiving the information on how CompanyName France processes the data of its clients.

# Reference documents

* EU GDPR 2016/679 (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC)
* *Loi Informatique et Libertés du 6 janvier 1978*,as amended by the law n° 2018-493 of 20th June 2018 in order to implement under French Law some specifications of the GDPR
* The security guide of the CNIL (version of July 2018)
* French labor regulations relating to the surveillance of employees and employees right to privacy and article 1121-1 of French Labor Code

# Definition of GDPR scope

The organization needs to define the boundaries of the assessment against GDPR requirements, in order to decide which main and supporting assets needs to be identified and protect. Information assets that are labeled as personal data will need to be protected no matter whether it is additionally stored, processed or transferred in or out of the assessment scope. The fact that some personal data is available outside of the scope because it transferred to a third party, doesn't mean that the safeguards and security measures don’t have to be applied.

Taking into account the legal, regulatory, contractual and other requirements, the GDPR assessment scope is defined as specified in the following items:

## Processes and services

The processes and sub-processes assessed against the GDPR requirements are:

* Customer/Contractor/Partner relationship,
* HR contracts - existing employees,
* Recruiting activities - prospecting CVs,
* Payslips,
* Badge logging,
* Remote access to corporate resources using VPN client,
* Outsiders and employees visiting the premises

## Organizational units

CompanyName France acts as a subsidiary of CompanyName, the mother company. Its main purpose is to provide support to the existing customers and acquire new business accounts. The organizational units included in the scope are: IT, Sales and Marketing, Financial, HR departments. Although there is a tight collaboration and interdependence between CompanyName France and CompanyName, the assessment is made only of the processes managed by CompanyName France. Therefore, the organizational units under the same name which exist also in Italy, are left out of the assessment scope.

## Locations

The physical boundaries within which the assessment is being carried out is limited to the physical office of CompanyName France located in Paris.

## Networks and IT infrastructure

The following IT infrastructure and supporting assets are included in the scope of the assessment:

File server, Badge server, CRM tool database, Ticketing system database, HR Tool database, Laptops, Printers, Email & Collaboration Server, Border router, Video surveillance system, Backup server, Anti-Virus.

# Validity and document management

This document is valid as of [date].

The owner of this document is [job title], who must check and, if necessary, update the document at least once a year.

[job title]

[name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature]