Process
Templates

Category	Process	Short Description
Compliance	Policy Management	Rollout of new policies in the company, for example due to legal changes. This process template serves to ensure that everyone concerned by the policy is informed and that the informed persons also confirm that they have read and understood the guidelines.
	Corporate Gifting Management	Depending on various test criteria, the process checks wether an employee is allowed to receive gifts or not. Every gift that is received by an employee, needs to be checked.
	Internal Inquiry	Internal inquiry to company data protection officer on general data protection issues, request for information from data subjects, complaint from data subjects, technical backup of data, etc. The data protection officer merely clarifies the facts and documents the result.
	Business Partner Integrity Management or Business Partner Due Diligence	Risk assessment and screening of business partners to prevent corruption and money laundering. Companies must protect themselves from being associated with bribery or other forms of corruption and money laundering by a business partner or within the supply chain by a subcontractor. Otherwise, there is the threat of enormous fines and trade bans, up to and including imprisonment.
	Compliance Case Management	Process for recording, checking and reliably documenting incidents, inquiries and notices, including the management of measures.
Risk Management	Risk Management	Process that creates risks and controls and documents the implementation of measures on a critical risk.
Tax Compliance	Error Report during Control Execution	Process is used to document identified errors in the performance of the VAT audit. Transition to risk management if any risk is existing.

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Tax Compliance	Process Change Documentation	Process is used to document procedural changes in the performance of the VAT audit. Transition to risk management if any risk is existing.
	Assessment of Special Circumstances from a Tax Perspective	Process serves to document identified specialities in the performance of the VAT audit. Transition to risk management if any risk is existing.
	Implementation of VAT-VA and VIE	Process for managing the execution and control of the advance VAT return.
GDPR	Data Deletion	As part of the information process, a customer can request that his data will be deleted. This needs to be proved by the company accordingly.
	Information Request	Upon request, a company must provide all stored data about the customer within one month. The process documents this procedure and supports the collection of where the data is stored.
	Records of Processing Activities (Responsible Persons, Data Processor, TOMs)	Process serves to document which data is collected for which purpose and what is done with the data. This must be set for each data type (employee data, customer data).
	Template Process for Processing Directories for Responsible Persons	There are sector- and organisation-dependent templates for the process "Processing directory for responsible persons". Users can load pre-filled templates for processing directories from a list and start the process "Processing directories for responsible persons".
	Data Breach Management	Suspicion of Data Breach is reported and checked by the data protection officer. Merely the test, measures and results are documented.