

COMP Article 28

17.10.2013

Article 28

Documentation

1. Each controller and processor ~~and, if any, the controller's representative,~~ shall maintain **regularly updated** documentation necessary to fulfill the requirements laid down in this Regulation.

2. In addition, each controller and processor shall maintain documentation of the following information:

(a) the name and contact details of the controller, or any joint controller or processor, and of the representative, if any;

(b) the name and contact details of the data protection officer, if any;

(c) the name and contact details of the controllers to whom personal data are disclosed, if any.

Recitals

(65) In order to **be able to** demonstrate compliance with this Regulation, the controller or processor should maintain **the documentation document**~~each processing operations necessary in order to fulfill the requirements laid down in this Regulation.~~ Each controller and processor should be obliged to co-operate with the supervisory authority and make this documentation, on request, available to it, so that it might serve for ~~monitoring those processing operations evaluating the compliance with this Regulation.~~ **However, equal emphasis and significance should be placed on good practice and compliance and not just the completion of documentation.**