

Information Asset Registry

Client	Everest Limited	Data Asset	E Financials (Suppliers who are companies)
Entry Date	24/03/2019	Data Code	79206911-3A2A-45C1-A2C4
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Suppliers and Contractors	Process Purpose	PAYMENTS - For the purposes of payments or refunds
Legal Basis	<input type="checkbox"/> Legal Requirement <input checked="" type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	6 years	Runs From	Date created
			Buffer
Business Area	Supplier Engagement	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Andrew Burnett	Data Source	Business partner or client
Approx. No of Records	TBA	Storage State	Data in database structure
Approx. No of Data Subjects	TBA	Storage Physical Location	In known multiple cloud server locations
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input checked="" type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? TBA Likelihood of breach 1 to 5 2 Breach risk severity 1 to 5 2 Risk rating 1 to 25 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) Nikki: who hosts this? (ii) check article 28 terms, (iii) what security do they operate? (iv) approx. how many suppliers who are companies?		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	E Financials (Suppliers who are individuals)
Entry Date	27/03/2019	Data Code	79206911-3A2A-45C1-A2C4
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Suppliers and Contractors	Process Purpose	PAYMENTS - For the purposes of payments or refunds
Legal Basis	<input type="checkbox"/> Legal Requirement <input checked="" type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	6 years	Runs From	Date created
			Buffer
Business Area	Supplier Engagement	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Andrew Burnett	Data Source	Business partner or client
Approx. No of Records	TBA	Storage State	Data in database structure
Approx. No of Data Subjects	TBA	Storage Physical Location	In known multiple cloud server locations
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input checked="" type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? TBA Likelihood of breach 1 to 5 2 Breach risk severity 1 to 5 3 Risk rating 1 to 25 6
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input checked="" type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input checked="" type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input checked="" type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) Nikki: who hosts this? (ii) check article 28 terms, (iii) what security do they operate? (iv) approx. how many suppliers who are individuals?		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Job Sheet
Entry Date	24/03/2019	Data Code	79206911-3A2A-45C1-A2C4
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	SERVICE DELIVERY - To provide our services to clients
Legal Basis	<input type="checkbox"/> Legal Requirement <input checked="" type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	Duration of installation only	Runs From	Date created
			Buffer n/a
Business Area	Customer Engagement	Measures to ensure accuracy	N/A
Person responsible for data asset	Branch Managers / Installation Managers	Data Source	Internally input by staff member
Approx. No of Records	TBA	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	TBA	Storage Physical Location	Installers' care then confidentially shredded
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			Retained installers (i.e. Sub Contractors) <input type="checkbox"/> Yes <input type="checkbox"/> No TBA 5 3 15
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) need approx. numbers, (ii) check installers' contracts contain article 28 terms		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	CSS - Customer Data
Entry Date	27/03/2019	Data Code	D0B152D5-D682-4CF3-9521-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Customers	Process Purpose	SERVICE DELIVERY - To provide our services to clients
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	15 years	Runs From	date installation finalised
			Buffer
Business Area	Customer Engagement	Measures to ensure accuracy	N/A
Person responsible for data asset	Branch Managers / Installation Managers	Data Source	Internally input by staff member
Approx. No of Records	TBA	Storage State	Data in database structure
Approx. No of Data Subjects	TBA	Storage Physical Location	Client's address in both locked office and
Access	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 4 Risk rating 1 to 25 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input checked="" type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) contains sales agreement, (ii) survey, (iii) service issues during warranty period		Document
Advice Notes	(i) data would be better protected when segregated with user access controls, (ii) print controls, (iii) export controls, (iv) recommend expressions of opinion are kept clean for access fulfilment purposes		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	New installer starter information (copies)
Entry Date	27/03/2019	Data Code	C4571161-ACED-4B2B-AFAC-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Suppliers and Contractors	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	3 months	Runs From	Date created
			Buffer
Business Area	Customer Engagement	Measures to ensure accuracy	N/A
Person responsible for data asset	Branch Managers / Installation Managers	Data Source	Data Subject directly
Approx. No of Records	TBA	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	TBA	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls		<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls
		List other organisations or individuals who access	
		Overseas transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No
		GDPR Compliant Terms signed?	N/A
		Likelihood of breach 1 to 5	2
		Breach risk severity 1 to 5	3
		Risk rating 1 to 25	6
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input checked="" type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) emergency contact		Document
Advice Notes	(i) approx. how many records		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Installer training records in training matrix
Entry Date	27/03/2019	Data Code	CBC6567D-B1E2-4AB9-BA79- <input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Suppliers and Contractors	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	TBA	Runs From	Buffer
Business Area	Customer Engagement	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Branch Managers / Installation Managers	Data Source	Internally input by staff member
Approx. No of Records	1	Storage State	Spreadsheet document
Approx. No of Data Subjects	TBA	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input checked="" type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 1 Risk rating 1 to 25 1
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) how long do we need to retain this data for? (ii) approx. how many data subjects?		
Instructions required	<input checked="" type="checkbox"/> Yes		


Information Asset Registry

Client	Everest Limited	Data Asset	Payroll - PAYE Reports
Entry Date	24/03/2019	Data Code	EE4331C4-433E-43E5-AA13
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	PAYROLL - To administer pay, tax, NI and other deductions and allowances
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Income Tax (PAYE) Regs 2003	LIA Name
Retention Period	3 years	Runs From	End of relevant tax year
			Buffer
Business Area	Payroll	Measures to ensure accuracy	N/A
Person responsible for data asset	Finance Director	Data Source	Internally input by staff member
Approx. No of Records	3600	Storage State	TBA
Approx. No of Data Subjects	3600	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input checked="" type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input checked="" type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Payroll – Employee Information Form
Entry Date	24/03/2019	Data Code	2C333901-BCA7-4116-B085
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Income Tax (PAYE) Regs 2003	LIA Name
Retention Period	3 years	Runs From	End of relevant tax year
			Buffer
Business Area	Payroll	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Finance Director	Data Source	Data Subject directly
Approx. No of Records	1200	Storage State	TBA
Approx. No of Data Subjects	1200	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input checked="" type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input checked="" type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input checked="" type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input checked="" type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input checked="" type="checkbox"/> Working hours		
Notes	Document		
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Confidential Personal Information - New Starters
Entry Date	24/03/2019	Data Code	73FA7339-F310-42DF-947D
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	PAYROLL - To administer pay, tax, NI and other deductions and allowances
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Income Tax (PAYE) Regs 2003	LIA Name
Retention Period	3 years	Runs From	End of relevant tax year
			Buffer
Business Area	Payroll	Measures to ensure accuracy	
Person responsible for data asset	Finance Director	Data Source	Data Subject directly
Approx. No of Records	1200	Storage State	TBA
Approx. No of Data Subjects	1200	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input checked="" type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls		<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls
		List other organisations or individuals who access	
		Overseas transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No
		GDPR Compliant Terms signed?	N/A
		Likelihood of breach 1 to 5	1
		Breach risk severity 1 to 5	3
		Risk rating 1 to 25	3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input checked="" type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input checked="" type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input checked="" type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) contains special category personal data, i.e. race and ethnicity which could be better gathered on a separate anonymous form (ii) footer reads 'Personal information provided by you will be processed by Everest Limited in accordance with the Data Protection Acts 1984 and 1998' and should be updated and include link to privacy notice for employees.		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Payroll – P45
Entry Date	24/03/2019	Data Code	2C112217-4E96-4868-B3EE
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	PAYROLL - To administer pay, tax, NI and other deductions and allowances
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Income Tax (PAYE) Regs 2003	LIA Name
Retention Period	3 years	Runs From	End of relevant tax year
			Buffer
Business Area	Payroll	Measures to ensure accuracy	
Person responsible for data asset	Finance Director	Data Source	Data Subject directly
Approx. No of Records	600	Storage State	TBA
Approx. No of Data Subjects	600	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input checked="" type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		


Information Asset Registry

Client	Everest Limited	Data Asset	Payroll – P60
Entry Date	24/03/2019	Data Code	E6D05CED-769B-4895-A59B
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	PAYROLL - To administer pay, tax, NI and other deductions and allowances
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Income Tax (PAYE) Regs 2003	LIA Name
Retention Period	3 years	Runs From	End of relevant tax year
			Buffer
Business Area	Payroll	Measures to ensure accuracy	
Person responsible for data asset	Finance Director	Data Source	Data Subject directly
Approx. No of Records	3600	Storage State	TBA
Approx. No of Data Subjects	3600	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input checked="" type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	Document		
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Payroll – Pensions Reports
Entry Date	24/03/2019	Data Code	7923D5CC-9270-44AF-9863
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	PENSIONS – To administer pension enrolment and payment.
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Pensions Act 2008	LIA Name
Retention Period	6 years	Runs From	End of relevant tax year
			Buffer
Business Area	Payroll	Measures to ensure accuracy	
Person responsible for data asset	Finance Director	Data Source	Data Subject directly
Approx. No of Records	7200	Storage State	TBA
Approx. No of Data Subjects	7200	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input checked="" type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Cheque Requisition Form
Entry Date	23/05/2019	Data Code	A13CFC28-55B2-42F7-BE76-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	All	Process Purpose	PAYMENTS - For the purposes of payments or refunds
Legal Basis	<input type="checkbox"/> Legal Requirement <input checked="" type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	TBA	Runs From	TBA
		Buffer	
Business Area	Finance	Measures to ensure accuracy	N/A
Person responsible for data asset	Finance Director	Data Source	Data Subject and internally input
Approx. No of Records	TBA	Storage State	TBA
Approx. No of Data Subjects	TBA	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls		List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls		
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Personnel File Summary
Entry Date	24/03/2019	Data Code	F2ECEC0D-A35B-45F5-BC5C
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Administration of Employment
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Head of HR	Data Source	Data Subject and internally input
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
Data Item	<input type="checkbox"/> Appearance and size <input checked="" type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input checked="" type="checkbox"/> Commencement / termination dates <input checked="" type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input checked="" type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input checked="" type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input checked="" type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input checked="" type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input checked="" type="checkbox"/> Working hours		
Notes	Document		
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Employee Application Covering Letter
Entry Date	24/03/2019	Data Code	93E38951-07CD-4003-BD6F
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	RECRUITMENT - For the purposes of recruitment
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Staff Application Documents
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 1 Risk rating 1 to 25 1
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	CV (Unsuccessful Applicant)
Entry Date	24/03/2019	Data Code	57A748BD-006A-42AE-B370
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	RECRUITMENT - For the purposes of recruitment
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Staff Application Documents
Retention Period	6 months	Runs From	Date created
			Buffer n/a
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1000	Storage State	Data in database structure
Approx. No of Data Subjects	1000	Storage Physical Location	Location other than client's address in both
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input checked="" type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input checked="" type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	Article 14 (5) (a) Exception relied on in relation to Privacy Notice for Referee personal data		Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		


Information Asset Registry

Client	Everest Limited	Data Asset	Successful Applicant Offer Letter
Entry Date	24/03/2019	Data Code	E4F89BE7-4C3D-4E14-848D
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	RECRUITMENT - For the purposes of recruitment
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer n/a
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject and internally input
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 2 Breach risk severity 1 to 5 2 Risk rating 1 to 25 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input checked="" type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input checked="" type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Right to Work Documents
Entry Date	24/03/2019	Data Code	36FB5C09-8EBA-4018-9C87- <input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	LAWFUL - To ensure our activities are within the law
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function Legal Requirement Details Immigration Asylum & Nationality Act 2006 - LIA Name		
Retention Period	2 years	Runs From	Termination of employment Buffer + 1 month
Business Area	Human Resources	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 4 Risk rating 1 to 25 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input checked="" type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) we can hold on to this for longer than 2 years from termination if we can satisfy legitimate interest test		
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Contract of Employment / Statement of Employment Particulars
Entry Date	24/03/2019	Data Code	39C723AD-61BF-4AEF-B708
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	LAWFUL - To ensure our activities are within the law
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Employment Rights Act 1996 s.1	LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access External HR / Legal Advisors Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 2 Breach risk severity 1 to 5 3 Risk rating 1 to 25 6
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input checked="" type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input checked="" type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input checked="" type="checkbox"/> Work contact details <input checked="" type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Contract Variation Letter
Entry Date	24/03/2019	Data Code	14800366-C385-457B-B1FA
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	LAWFUL - To ensure our activities are within the law
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Employment Rights Act 1996 s.1	LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 2 Breach risk severity 1 to 5 2 Risk rating 1 to 25 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input checked="" type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input checked="" type="checkbox"/> Work contact details <input checked="" type="checkbox"/> Working hours
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	DBS Check (unsuccessful applicant)
Entry Date	24/03/2019	Data Code	20ED7B85-4D26-44CE-A0C6
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	LEGITIMATE INTEREST - To attain some other legitimate interest (refer to Legitimate
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	DBS Reference Number
Retention Period	6 months	Runs From	Date created
			Buffer n/a
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Publicly available source
Approx. No of Records	0	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	0	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Yes 1 4 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	HR Performance Appraisal / Development Plan
Entry Date	24/03/2019	Data Code	458266D6-B6AA-47B4-A424-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Appraisal Forms and Related
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	5000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	5000	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Yes 1 2 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input checked="" type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Attendance Sheets
Entry Date	24/03/2019	Data Code	0DF26667-FE9D-4EE1-8B64-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Administration of Employment
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	5000	Storage State	Spreadsheet document
Approx. No of Data Subjects	5000	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input checked="" type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input checked="" type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
Data Item	<input type="checkbox"/> Appearance and size <input checked="" type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Disciplinary Records
Entry Date	24/03/2019	Data Code	20D0F9E7-F338-4FAD-BC1B
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Administration of Employment
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	300	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	300	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Yes 1 3 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input checked="" type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Grievance Records
Entry Date	24/03/2019	Data Code	9F818B74-5788-4FFB-966E-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Administration of Employment
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	20	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	20	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Yes 1 3 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	same as disciplinary		
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Passport
Entry Date	24/03/2019	Data Code	C67CC87F-E3BF-42B6-A7FC
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	RECRUITMENT - For the purposes of recruitment
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Immigration (Restrictions on Employment)	LIA Name
Retention Period	2 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	TBA	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls		<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls
		List other organisations or individuals who access	
		Overseas transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No
		GDPR Compliant Terms signed?	N/A
		Likelihood of breach 1 to 5	1
		Breach risk severity 1 to 5	5
		Risk rating 1 to 25	5
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input checked="" type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input checked="" type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Document

Information Asset Registry

Client	Everest Limited	Data Asset	References
Entry Date	24/03/2019	Data Code	57909D40-F8CD-40BE-ADE5
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	THIRD PARTY	Process Purpose	RECRUITMENT - For the purposes of recruitment
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Reference Requests and Responses
Retention Period	6 years	Runs From	Termination of employment
			Buffer + 1 year
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	3600	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	3600	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input checked="" type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input checked="" type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	Article 14 (5) (a) Exception relied on in relation to Privacy Notice		Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	GP Fit Notes
Entry Date	24/03/2019	Data Code	CB6F5F0C-5172-4A3E-A5A2
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	BENEFITS - To provide benefits to employees and workers
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Statutory Sick Pay Regs 1982 Reg 2	LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	The data subject's medical advisor/s
Approx. No of Records	2000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	2000	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input checked="" type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Overseas transfer GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 4 Risk rating 1 to 25 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input checked="" type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	Document		
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Sickness Self-cert Form
Entry Date	24/03/2019	Data Code	1A6679E1-96E1-41D1-A270
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	LEGITIMATE INTEREST - To attain some other legitimate interest
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Sickness Self-cert Forms and Related
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	4000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	4000	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input checked="" type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Yes 1 4 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input checked="" type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Employee Application Form (Successful Applicant)
Entry Date	24/03/2019	Data Code	57A748BD-006A-42AE-B370
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	RECRUITMENT - For the purposes of recruitment
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Staff Application Documents
Retention Period	6 years	Runs From	Termination of employment
			Buffer + 1 year
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Overseas transfer GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input checked="" type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input checked="" type="checkbox"/> Recruitment records <input checked="" type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input checked="" type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	Article 14 (5) (a) Exception relied on in relation to Privacy Notice for Referee personal data		Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Contracts - E sign
Entry Date	27/03/2019	Data Code	920946A9-0CF2-471A-B397-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	CONTRACT - To generate appropriate contractual documentation
Legal Basis	<input type="checkbox"/> Legal Requirement <input checked="" type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	TBA	Storage State	Scanned copy in electronic filing system
Approx. No of Data Subjects	TBA	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 2 Breach risk severity 1 to 5 3 Risk rating 1 to 25 6
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	HR Resourcer Tracker Spreadsheets
Entry Date	27/03/2019	Data Code	14AD39B2-91A5-41DE-84EE
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Applicants for employment	Process Purpose	RECRUITMENT - For the purposes of recruitment
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	2 years	Runs From	Date created
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Head of HR	Data Source	Various
Approx. No of Records	7,500	Storage State	Spreadsheet document
Approx. No of Data Subjects	7,500	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input checked="" type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	DBS Check Reference
Entry Date	27/03/2019	Data Code	20ED7B85-4D26-44CE-A0C6
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Suppliers and Contractors	Process Purpose	LEGITIMATE INTEREST - To attain some other legitimate interest (refer to Legitimate
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	DBS Reference Number
Retention Period	6 years	Runs From	Termination of contract or last engagement
		Buffer	n/a
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Publicly available source
Approx. No of Records	2000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	2000	Storage Physical Location	Client's address in locked cabinet
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 4 Risk rating 1 to 25 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Personal Details Form
Entry Date	27/03/2019	Data Code	0C434285-0049-44DA-A0CD
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Administration of employment
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	Data Subject requested to notify changes
Person responsible for data asset	Head of HR	Data Source	Data Subject and internally input
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Overseas transfer GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input checked="" type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input checked="" type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) also includes emergency contact information (ii) electronic copy held also		Document
Advice Notes	(i) suggest we have equal opportunities monitoring on a separate anonymous form in future		
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Medical Referral Consent Form
Entry Date	27/03/2019	Data Code	2826B472-98F3-4705-A62E- <input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	CARE – To comply with our duty of care and consider adjustments
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function Legal Requirement Details: Equality Act 2010 LIA Name		
Retention Period	6 years	Runs From	Termination of employment Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	200	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access OH Provider / External HR / Legal Advisors Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5: 1 Breach risk severity 1 to 5: 2 Risk rating 1 to 25: 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	Document		
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		


Information Asset Registry

Client	Everest Limited	Data Asset	Occupational Health Advice
Entry Date	27/03/2019	Data Code	784E8EC6-CF99-4FD8-AD80- <input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	CARE – To comply with our duty of care and consider adjustments
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function Legal Requirement Details: Equality Act 2010 LIA Name		
Retention Period	6 years	Runs From	Termination of employment Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	The data subject's medical advisor/s
Approx. No of Records	200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	200	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access External HR / Legal Advisors Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5: 3 Breach risk severity 1 to 5: 5 Risk rating 1 to 25: 15
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Gender <input type="checkbox"/> Photographs <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Genetic or biometric information (S) <input checked="" type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Authentication questions or answers <input checked="" type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> Recruitment records <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> References <input type="checkbox"/> Contractual requirements <input type="checkbox"/> IP Address <input type="checkbox"/> Right to work information <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> IT system usage records <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Location Data <input type="checkbox"/> Signature <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Marital status <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Details of payments or deductions <input checked="" type="checkbox"/> Names <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Employment History <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Work contact details <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Personal contact details <input type="checkbox"/> Working hours <input type="checkbox"/> Financial information		
Notes	Document		
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		


Information Asset Registry

Client	Everest Limited	Data Asset	CV (Successful Applicant)
Entry Date	27/03/2019	Data Code	57A748BD-006A-42AE-B370
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	RECRUITMENT - For the purposes of recruitment
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Staff Application Documents
Retention Period	6 years	Runs From	Termination of employment
		Buffer	n/a
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1000	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Overseas transfer GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input checked="" type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input checked="" type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	Article 14 (5) (a) Exception relied on in relation to Privacy Notice for Referee personal data		Document
Advice Notes	(i) Logic Melon are data controller in their own right		
Instructions required	<input type="checkbox"/> Yes		


Information Asset Registry

Client	Everest Limited	Data Asset	Payment of benefits on death form
Entry Date	23/05/2019	Data Code	114C4B6A-8EAF-4DC5-AAAC
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	BENEFITS - To provide benefits to employees and workers
Legal Basis	<input type="checkbox"/> Legal Requirement <input checked="" type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer + 1 year
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1000	Storage State	Scanned copy in electronic filing system
Approx. No of Data Subjects	1000	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Royal London (but see advice note (i)) Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) assumed that Royal London Mutual is a data controller in its own right and not a processor		
Instructions required	<input type="checkbox"/> Yes		


Information Asset Registry

Client	Everest Limited	Data Asset	Termination Form
Entry Date	17/06/2019	Data Code	E1F1198C-B057-4124-B90F
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	HUMAN RESOURCES - To process personnel matters including appraisal, professional
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Administration of employment
Retention Period	6 years	Runs From	Termination of employment Buffer + 1 year
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records		Storage State	Hard copy in manual filing system
Approx. No of Data Subjects		Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access SDC HR Overseas transfer <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input checked="" type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input checked="" type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input checked="" type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input checked="" type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		


Information Asset Registry

Client	Everest Limited	Data Asset	Group Personal Pension Opt Out Form
Entry Date	17/06/2019	Data Code	316CED6E-7A65-4B90-A27E-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	LAWFUL - To ensure our activities are within the law
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Pensions Act 2008 and Pension Regulator	LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer + 1 year
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records		Storage State	Hard copy in manual filing system
Approx. No of Data Subjects		Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Hartley Wadsworth Overseas transfer <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 2 Breach risk severity 1 to 5 3 Risk rating 1 to 25 6
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input checked="" type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) Hartley Wadsworth will be data controller also so article 28 terms not required		Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		


Information Asset Registry

Client	Everest Limited	Data Asset	Pension - Auto Enrolment New Starter Employee Information Form
Entry Date	17/06/2019	Data Code	E057C01E-99C9-41AB-A7AF
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	LAWFUL - To ensure our activities are within the law
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Pensions Act 2008 and Pension Regulator	LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer + 1 year
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records		Storage State	Hard copy in manual filing system
Approx. No of Data Subjects		Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Hartley Wadsworth Overseas transfer <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 2 Breach risk severity 1 to 5 4 Risk rating 1 to 25 8
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input checked="" type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input checked="" type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Recruitment Request Form
Entry Date	17/06/2019	Data Code	A4885DAA-2D22-44DF-8141
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	HUMAN RESOURCES - To process personnel matters including appraisal, professional
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Administration of employment
Retention Period	TBA	Runs From	TBA
		Buffer	TBA
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records		Storage State	Data in database structure
Approx. No of Data Subjects		Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 1 Risk rating 1 to 25 1
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input checked="" type="checkbox"/> Commencement / termination dates <input checked="" type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input checked="" type="checkbox"/> Working hours		
Notes	(i) this record does not seem to contain any personal data; can it be linked to an individual when recruitment has taken place?		Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Payroll and Position Change Form
Entry Date	17/06/2019	Data Code	E8686383-68CA-43B1-908C
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	HUMAN RESOURCES - To process personnel matters including appraisal, professional
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Administration of employment
Retention Period	TBA	Runs From	TBA
		Buffer	TBA
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	TBA	Storage State	Data in database structure
Approx. No of Data Subjects	TBA	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input checked="" type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	MS Office 365
Entry Date	27/03/2019	Data Code	CE7EBDC3-3FB3-445A-A417
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	All	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Email Correspondance
Retention Period	6 months	Runs From	Date created
			Buffer
Business Area	All	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of IT	Data Source	Various
Approx. No of Records	TBA	Storage State	Data in database structure
Approx. No of Data Subjects	TBA	Storage Physical Location	In known multiple cloud server locations
Access	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input checked="" type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input checked="" type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Microsoft Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 3 Breach risk severity 1 to 5 2 Risk rating 1 to 25 6
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input checked="" type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input checked="" type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	Document		
Advice Notes	(i) is retention period correct? (ii) how long is archive retained?		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Mobile Phone Handsets & Tablets
Entry Date	27/03/2019	Data Code	5ECA2BCD-388A-4A93-AEE7
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	Email Correspondance
Retention Period	6 months	Runs From	Date created
			Buffer
Business Area	All	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of IT	Data Source	Various
Approx. No of Records	TBA	Storage State	Data in database structure
Approx. No of Data Subjects	TBA	Storage Physical Location	In unknown multiple cloud server locations
Access	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 4 Breach risk severity 1 to 5 3 Risk rating 1 to 25 12
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input checked="" type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input checked="" type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) who is mobile phone provider?		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	CSS - Legal (which have become a claim)
Entry Date	28/03/2019	Data Code	8E54D859-5AA5-4F59-A31C
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	CLAIMS - To retain documents that may be relevant to legal claims
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	25 years	Runs From	fitment date
			Buffer
Business Area	Legal	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Legal	Data Source	Data Subject directly
Approx. No of Records	2,000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	2,000	Storage Physical Location	Location other than client's address in
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			Legal Advisors / Expert Witnesses <input type="checkbox"/> Yes <input type="checkbox"/> No Yes 1 3 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input checked="" type="checkbox"/> Contractual requirements <input checked="" type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input checked="" type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input checked="" type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input checked="" type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) check article 28 terms, (ii) consider creating legal agreement for expert witnesses and include article 28 terms, (iii) IT to amend retention period (iv) however consider retention where service call raised near end of warranty period		
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Hard Copy File (which have become a claim)
Entry Date	28/03/2019	Data Code	8E54D859-5AA5-4F59-A31C
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	CLAIMS - To retain documents that may be relevant to legal claims
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	6 years	Runs From	End of litigation process
			Buffer
Business Area	Legal	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Legal	Data Source	Data Subject directly
Approx. No of Records	2,000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	2,000	Storage Physical Location	Location other than client's address in
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			Legal Advisors / Expert Witnesses <input type="checkbox"/> Yes <input type="checkbox"/> No Yes 1 3 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input checked="" type="checkbox"/> Contractual requirements <input checked="" type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input checked="" type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input checked="" type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input checked="" type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) check article 28 terms, (ii) consider creating legal agreement for expert witnesses and include article 28 terms		
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Fitters Public Liability Insurance
Entry Date	28/03/2019	Data Code	71B423EF-7ADA-4803-8CD9
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Suppliers and Contractors	Process Purpose	CONTRACT - To ensure other parties perform their contracted duties
Legal Basis	<input type="checkbox"/> Legal Requirement <input checked="" type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	25 years	Runs From	fitment date
			Buffer
Business Area	Legal	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Head of Legal	Data Source	Data Subject directly
Approx. No of Records	TBA	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	TBA	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 1 Risk rating 1 to 25 1
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input checked="" type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) business centres have files for each subcontract which will contain a copy of the public liability insurance certificate		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Credit Control Checks
Entry Date	28/03/2019	Data Code	75441D5E-485E-4461-AFA2- <input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	CREDIT CHECKS - To vet for creditworthiness
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	2 years	Runs From	Date created
			Buffer + 6 months
Business Area	Legal	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Legal	Data Source	Data Subject directly
Approx. No of Records	500	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	500	Storage Physical Location	Client's address in locked office
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 4 Risk rating 1 to 25 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input checked="" type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Access Request Files
Entry Date	28/03/2019	Data Code	9B075101-7F7A-46A1-8C7B
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	All	Process Purpose	LAWFUL - To ensure our activities are within the law
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	TBA	LIA Name
Retention Period	6 months	Runs From	Date request fulfilled
			Buffer
Business Area	Customer Relations	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Legal	Data Source	Various
Approx. No of Records	100	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	100	Storage Physical Location	Client's address in locked cabinet
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls		<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls
		List other organisations or individuals who access	
		Overseas transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No
		GDPR Compliant Terms signed?	N/A
		Likelihood of breach 1 to 5	1
		Breach risk severity 1 to 5	4
		Risk rating 1 to 25	4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) categories of personal data are all that appear in other data assets		Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Data Access Log Sheet
Entry Date	28/03/2019	Data Code	C0B9F517-2982-4CE1-9FF4-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	All	Process Purpose	LAWFUL - To ensure our activities are within the law
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	TBA	LIA Name
Retention Period	6 months	Runs From	Date request fulfilled
			Buffer
Business Area	Customer Relations	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Head of Legal	Data Source	Various
Approx. No of Records	1	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	100	Storage Physical Location	Client's address in locked office
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) personal contact details is postcode only if no contract number		Document
Advice Notes	(i) transfer to spreadsheet so that old data can be removed		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Personal Injury Claims
Entry Date	28/03/2019	Data Code	4A3FA868-28EA-473D-822A
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	All	Process Purpose	CLAIMS - To retain documents that may be relevant to legal claims
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	Duration of litigation plus 6 years	Runs From	Data litigation concluded
			Buffer
Business Area	Legal	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Legal	Data Source	Various
Approx. No of Records	100	Storage State	Scanned copy in electronic filing system
Approx. No of Data Subjects	100	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input checked="" type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? TBA Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 4 Risk rating 1 to 25 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input checked="" type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) this is on F: drive on company server, (ii) these go back many years		Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Customer Finance Complaints and Compliance Files
Entry Date	28/03/2019	Data Code	A2AC3F1C-0C1C-4F5F-9759
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	CLAIMS - To retain documents that may be relevant to legal claims
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	TBA	Runs From	Buffer
Business Area	Customer Relations	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Legal	Data Source	Data Subject directly
Approx. No of Records	200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	200	Storage Physical Location	Client's address in locked office
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input checked="" type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) how long do we need to retain this for?		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Maher Bird Associates web domain database
Entry Date	28/03/2019	Data Code	893F79C4-9F23-47D0-ADA2
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	MARKETING - To market to leads
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	6 months	Runs From	Date created
			Buffer
Business Area	Marketing	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Marketing	Data Source	Data Subject directly
Approx. No of Records	65000	Storage State	Data in database structure
Approx. No of Data Subjects	54000	Storage Physical Location	In known multiple cloud server locations
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input checked="" type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			Maher Bird Associates <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No TBA 2 3 6
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) check article 28 terms in MBA contract, (ii)		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	ConnexOne Dialler
Entry Date	28/03/2019	Data Code	939A0329-F6C2-4C5A-9350- <input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	MARKETING - To market to leads
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	6 months	Runs From	Date created
			Buffer
Business Area	Marketing	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Marketing	Data Source	Data Subject directly
Approx. No of Records	65000	Storage State	Data in database structure
Approx. No of Data Subjects	54000	Storage Physical Location	In known multiple cloud server locations
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access ConnexOne Dialler Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? TBA Likelihood of breach 1 to 5 2 Breach risk severity 1 to 5 3 Risk rating 1 to 25 6
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) check article 28 terms, (ii)		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	CSS Appointment (Lifetime Guarantee Converts to Customer)
Entry Date	28/03/2019	Data Code	E3AF1F64-061C-4C60-9355
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	MARKETING - To market to leads
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	*LEI re 25 years inc. impact on sales
Retention Period	25 years	Runs From	fitment date Buffer
Business Area	Marketing	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Marketing	Data Source	Data Subject directly
Approx. No of Records	2,000,000	Storage State	Data in database structure
Approx. No of Data Subjects	2,000,000	Storage Physical Location	Client's address in both locked office and
Access	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? TBA Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) check article 28 terms , (ii) check numbers for records and data subjects		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	CSS Appointment (Prev. Enquiries)
Entry Date	28/03/2019	Data Code	E3AF1F64-061C-4C60-9355
			<input type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	MARKETING - To market to leads
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	3 years	Runs From	Date created
			Buffer
Business Area	Marketing	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Marketing	Data Source	Data Subject directly
Approx. No of Records	2,000,000	Storage State	Data in database structure
Approx. No of Data Subjects	2,000,000	Storage Physical Location	Client's address in both locked office and
Access	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? TBA Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) understand this is not in place yet but is an aspiration and so included on this basis		Document
Advice Notes	(i) check article 28 terms , (ii) check numbers for records and data subjects, (iii) IT to arrange removal of records after 3 years from CSS		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	CSS Sales Consultant Diary
Entry Date	28/03/2019	Data Code	E3AF1F64-061C-4C60-9355
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	MARKETING - To market to leads
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	TBA	Runs From	fitment date
			Buffer
Business Area	Marketing	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Marketing	Data Source	Data Subject directly
Approx. No of Records	2,000,000	Storage State	Data in database structure
Approx. No of Data Subjects	2,000,000	Storage Physical Location	Client's address in both locked office and
Access	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			Sales Consultants <input type="checkbox"/> Yes <input type="checkbox"/> No TBA 1 1 1
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	Document		
Advice Notes	(i) check article 28 terms , (ii) check numbers for records and data subjects (iii) check how long data is available to Sales Consultants		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Supply Contract
Entry Date	28/03/2019	Data Code	F177874E-1582-4774-8432-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	SERVICE DELIVERY - To provide our services to clients
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	LIA Name	** LIA for 25 years ditto above **
Retention Period	25 years	Runs From	fitment date
			Buffer
Business Area	Marketing	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Marketing	Data Source	Data Subject directly
Approx. No of Records	TBA	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	TBA	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access EDM Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? TBA Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	Document		
Advice Notes	(i) how many docs ? (ii) article 28 terms for EDM, (iii) docs are scanned @ EDM then destroyed [DMC: check this with Sales Admin, Denise Whitby and Jade Snugg]		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Dialler Database
Entry Date	28/03/2019	Data Code	939A0329-F6C2-4C5A-9350- <input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	MARKETING - To market to leads
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	6 months	Runs From	Date created
			Buffer
Business Area	Marketing	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Marketing	Data Source	Data Subject directly
Approx. No of Records	65000	Storage State	Data in database structure
Approx. No of Data Subjects	54000	Storage Physical Location	In known multiple cloud server locations
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			ConnexOne Dialler <input type="checkbox"/> Yes <input type="checkbox"/> No TBA 1 3 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) check article 28 terms, (ii)		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Photograph Permission Forms
Entry Date	28/03/2019	Data Code	5B068D9E-94DE-4E86-8709-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	MARKETING - To market to leads
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	15 years	Runs From	fitment date
			Buffer
Business Area	Marketing	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Marketing	Data Source	Data Subject directly
Approx. No of Records	500	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	500	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 1 Risk rating 1 to 25 1
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Archive of Paper Applications for Credit
Entry Date	24/03/2019	Data Code	79206911-3A2A-45C1-A2C4
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	ARCHIVE - To maintain appropriate historical records
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	10 years	Runs From	Date created
			Buffer
Business Area	Finance	Measures to ensure accuracy	N/A
Person responsible for data asset	John Grethe	Data Source	Data Subject directly
Approx. No of Records	20,000	Storage State	Scanned copy in electronic filing system
Approx. No of Data Subjects	20,000	Storage Physical Location	Location other than client's address in
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input checked="" type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			EDM (Scanning and archive) <input type="checkbox"/> Yes <input type="checkbox"/> No TBA 2 4 8
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) do EDM's terms of business include article 28 terms?		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Reports of Early Settlement
Entry Date	27/03/2019	Data Code	44CA6036-C4CF-411F-BB03
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	ANALYSIS - To undertake data analytics for internal staff management or external service
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	2 years	Runs From	Date created
			Buffer
Business Area	Finance	Measures to ensure accuracy	N/A
Person responsible for data asset	John Grethe	Data Source	Third-party referral
Approx. No of Records	20,000	Storage State	Spreadsheet document
Approx. No of Data Subjects	20,000	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input checked="" type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input checked="" type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) contact details is post code only		Document
Advice Notes	(i) relevance to business is because commission gets clawed back		
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	DVLA D796/ADD Form
Entry Date	24/03/2019	Data Code	3C944352-7C30-4999-8DC1
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	LAWFUL - To ensure our activities are within the law
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Road Traffic Act 1998	LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Fleet Management	Measures to ensure accuracy	N/A
Person responsible for data asset	Operations Director	Data Source	Data Subject directly
Approx. No of Records	TBA	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	TBA	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input checked="" type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) do we retain any data asset for this? (ii) who is responsible for fleet management? (iii) how and where is this data stored? (iv) what security measures? (v) is it shared externally {e.g. with insurer}?		
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Document

