	Client	Everest Limite	d		Data Asset	E Financi	ials (Suppliers wl	ho are companies)
En	try Date	24/03/2019			Data Code	7920691	1-3A2A-45C1-A2	
Data	Subject	Suppliers and Contrac	ctors Process	s Purpose	PAYMENTS - For	_	_	unds
Lega	l Basis	Legal Requirement	X Contractual Necessity	Legitima	te Interest	nsent Vital	Interest Pub	lic Function
		Legal Requirement D	etails			LIA Name		
Retention	n Period	6 years	I	Runs From	Date created			Buffer
	Business		gement	N	leasures to ensure	accuracy U	lser-reliant updat	e
Pers	son respor for data	AUDIEW DIIIIE	tt		Data	Source B	susiness partner of	or client
	Apı	prox. No of Records	TBA		Storaç	ge State [[]	Data in database	structure
	Approx. I	No of Data Subjects	TBA		Storage Physical L	_ocation Ir	n known multiple	cloud server locations
	Access	All staff X Staff	f need to know 🗌 All mana	gement	Management nee	ed to know 🔲 l'	T	ccounts
•	x Acces	s controls				List other orgar individuals w		? Cloud hosting company ?
measures	☐ Backı		System access controls				eas transfer	Yes No
			Tranfer controls		GDP	R Compliant Te		ТВА
	Data s	segregation	Two Factor Authentication		02.		e e.gea.	
	X Encry	ption	Lloor input controls			Likelihood of b		2
	Physic	cal access controls	User input controls			Breach risk se	·	2
						RISKI	ating 1 to 25	4
Data Item	Appea	arance and size		Gende	r		Photogr	aphs
	Attend	dance and leave record	s				Pregnar	ncy / maternity records
	Authe	ntication questions or a	nswers	Genetic	c or biometric infor	mation (S)	Recruitr	ment records
		·		Health	or Medical Data (S	S)	□ Deferee	
	Comn	nencement / terminatior	i dates	☐ ID docu	uments (e.g. passp	oort, driving licen	Referen	ces
	Contra	actual requirements		☐ IP Add	2291		Right to	work information
	Corre	spondence including sta	atements of opinion or intent				Sicknes	s absence records (S)
	Crimir	nal record checks / deta	ills (S)	☐ IT syste	em usage records		Signatu	re
			· /	Location	n Data			
	Date (of Birth		Marital	status			nedia ID and related info
	Detail	s of payments or deduc	etions	x Names			Trade u	nion membership (S)
	_ Emplo	oyer/s name/s					Unique	identifier number or code
	☐ Emplo	oyment benefits (e.g. pe	ension, etc)	Nationa	ality, race or ethnic	city (S)	Usernar	mes and passwords
			, ,	☐ Notes I	oiographical in natu	ure		·
	☐ Employment History☐ Expressions of opinions regarding data subject			☐ Payroll	, tax and NICs info	ormation	□ vvork co	ontact details
				Y Person	al contact details		Working	hours
	Finan	cial information		<u> </u>	S. Johnaol actallo			
Notes	3							Document
Advice		(i) Nikki: who hosts the	nis? (ii) check article 28 term	s, (iii) what s	security do thev op	erate? (iv) appro	ox. how manv sui	
Notes		companies?	· , · · · · · · · · · · · · · · · · · ·	, ())	(·-) - PP-(·		
Instructio requir		x Yes						

	Client	Everest Limite	d		Data Asset	E Financia	als (Suppliers wi	ho are individuals)
En	try Date	27/03/2019			Data Code	79206911	-3A2A-45C1-A2 er	
Data	Subject	Suppliers and Contract	ctors Process	s Purpose	PAYMENTS - For	the purposes of	payments or ref	iunds
Lega	l Basis	Legal Requirement	X Contractual Necessity	Legitima	te Interest Co	nsent	nterest Pub	lic Function
		Legal Requirement D	etails			LIA Name		
Retention	n Period	6 years	1	Runs From	Date created			Buffer
	Business		gement	N	Measures to ensure	e accuracy Us	ser-reliant updat	е
Pers	son respor for data	AUDIEW DIIIIE	tt		Data	Source Bu	usiness partner o	or client
	Apı	prox. No of Records	TBA		Stora	ge State D	ata in database	structure
	Approx. I	No of Data Subjects	TBA		Storage Physical I	Location In	known multiple	cloud server locations
	Access	All staff X Staff	f need to know 🔲 All mana	gement	Management nee	ed to know 🔲 IT	HR A	ccounts
Security	x Acces	s controls				List other organi		? Cloud hosting company ?
measures	☐ Backu		System access controls				as transfer	Yes No
			Tranfer controls		GDF	PR Compliant Ten		ТВА
	Data s	segregation	Two Factor Authentication		02.	, compliant roll	e e.gea.	
	X Encry	ption	Lloor input controls			Likelihood of br		2
	Physic	cal access controls	User input controls			Breach risk se	•	3
						RISK I	ting 1 to 25	6
Data Item	Appea	arance and size		Gende	r		Photogr	aphs
	Attend	dance and leave record	s	Gende	1		Pregnar	ncy / maternity records
	Authe	ntication questions or a	nswers	Geneti	c or biometric infor	mation (S)	Recruitr	ment records
		·		Health	or Medical Data (S	3)	□ Deferen	
	Comn	nencement / terminatior	i dates	☐ ID doc	uments (e.g. passp	oort, driving licend	Referen	ces
	X Contra	actual requirements		☐ IP Add	ress		Right to	work information
	Corre	spondence including sta	atements of opinion or intent				Sicknes	s absence records (S)
	Crimir	nal record checks / deta	ills (S)	☐ IT syst	em usage records		☐ Signatui	re
			· ,	Location	on Data			
	Date (of Birth		☐ Marital	status		_ Social n	nedia ID and related info
	Detail	s of payments or deduc	etions	X Names	•		Trade u	nion membership (S)
	_ Emplo	oyer/s name/s					X Unique	identifier number or code
	Emplo	oyment benefits (e.g. pe	ension, etc)	Nation	ality, race or ethnic	city (S)	Usernar	mes and passwords
	Employment benefits (e.g. pension, etc)				biographical in nat	ure		·
	Employment HistoryExpressions of opinions regarding data subject			☐ Payroll	, tax and NICs info	ormation	X Work co	ontact details
				Y Derson	nal contact details		Working	hours
	X Finan	cial information		<u> </u>	iai contact uctalis			
<u>.</u>								_
Notes Advice		(i) Nikki: who boots 4	nie? (ii) check article 20 torm	e (iii) what	sacurity do thay an	perate? (iv) approx	v how many arr	Document
Notes		individuals?	nis? (ii) check article 28 term	o, (III) WIIdl S	security do triey op	rerate: (IV) approx	∧. How Illally Su¦	pplicis will ale
Instructio requir		X Yes						

	Client Ev	verest Limited			Data Asset	Job Sheet			
Ent	ry Date 24	4/03/2019			Data Code	79206911-3A	2A-45C1-A2		
Data S	Subject Clients a	nd their Employees	Proces	s Purpose	SERVICE DELIVERY -	To provide our	services to	clients	
Legal	Basis Legal R	Requirement X Contract	ual Necessity	Legitimat	te Interest Consent	☐ Vital Intere	est 🗌 Pub	lic Function	
	Legal Re	quirement Details			LIA N	lame			
Retention	Period Duration	of installation only		Runs From	Date created			Buffer n/a	
	Business Area C	ustomer Engagement		N	leasures to ensure accu	racy N/A			
Pers	on responsible Br	ranch Managers / Installat	ion Managers		Data Source	ce Interna	ally 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	on Install	ers' care the	en confidentially sh	redded
	Access All s	taff X Staff need to know	w 🗌 All mana	agement 🗌	Management need to k	now 🗌 IT	HR A	ccounts	
Security measures	Access controls	System acce	ess controls			other organisati dividuals who a		Retained insta	lers (i.e. Sub Contractors
	Backups	_ ,				Overseas to	ransfer	Yes No	
	Data segregation				GDPR Cor	mpliant Terms	signed?	TBA	
	Encryption	Two Factor	Authentication		Like	lihood of breac	h 1 to 5	5	
	Dhysical access	User input o	ontrols		Bre	ach risk severit	ty 1 to 5	3	
	Physical access	Controls				Risk rating	1 to 25	15	
Data Item	Appearance and	size		Gender	r		Photogr	aphs	
	Attendance and	Attendance and leave records				~ (C)	Pregnar	ncy / maternity reco	ords
	Authentication qu	uestions or answers		Genetic	c or biometric information	n (S)	Recruitr	nent records	
	Commencement	/ termination dates		Health	or Medical Data (S)		Referen	ces	
				☐ ID docu	uments (e.g. passport, d	riving licence)			
	Contractual requ	irements		☐ IP Addr	ress		☐ Right to	work information	
	Correspondence	including statements of c	pinion or inten		em usage records		Sicknes	s absence records	(S)
	Criminal record of	checks / details (S)			-		Signatu	re	
	Date of Birth			Locatio	n Data		Social m	nedia ID and relate	d info
	Details of payme	ents or deductions		Marital	status		Trade u	nion membership (S)
	☐ Employer/s name	o/s		X Names			□ Unique i	identifier number o	or code
				National	ality, race or ethnicity (S))			
	Employment ben	nefits (e.g. pension, etc)		X Notes b	piographical in nature		Usernar	nes and password	S
	Employment His	tory		Payroll	, tax and NICs information	an.	☐ Work co	ntact details	
	Expressions of o	pinions regarding data su	bject			JII	Working	hours	
	Financial informa	ation		X Person	al contact details				
Notes	·								Document
Advice Notes	(i) need	approx. numbers, (ii) ched	ck installers' co	ntracts conta	in article 28 terms				
Instruction require									

	Client Everest Limited				Data Asset	CSS - Cust	Customer Data			
En	itry Date	27/03/2019	9		Data Code	D0B152D5	-D682-4CF3-9	9521-		
						X Controlle	r Process	or		
Data	Subject	Customers	Pro	cess Purpose	SERVICE DELIVI	ERY - To provide o	our services to	clients		
Lega	l Basis	Legal Requireme	ent Contractual Necess	ity X Legitim	ate Interest Co	nsent Uital In	terest 🗌 Pub	olic Function		
		Legal Requiremer	nt Details			LIA Name				
Retention	n Period	15 years		Runs From	date installation	n finalised		Buffer		
	Business	Area Customer I	Engagement		Measures to ensure	e accuracy N/A	A			
Pers	son respoi	Branch Ma	nagers / Installation Manage	ers	Data	Source Inte	ernally input by	v staff member		
	for data Ap	prox. No of Records	ТВА		Stora	ge State Da	ita in database	e structure		
	_	No of Data Subjects			Storage Physical I	_	ent's address i	n both locked office and		
	Access	X All staff	Staff need to know	nanagement [Management nee	ed to know 🔲 IT	☐ HR ☐ A	Accounts		
Security measures	Acces	ss controls	System access controls	.		List other organis individuals wh				
	Backı	ups		•		Oversea	s transfer	Yes No		
	_ Data	segregation	Tranfer controls		GDF	PR Compliant Term	ns signed?	N/A		
	_ Encry	yntion	☐ Two Factor Authenticat	ion		Likelihood of bre	each 1 to 5	1		
	Littly	puon	User input controls			Breach risk seve		4		
	Physi	cal access controls				Risk rati	ing 1 to 25	4		
Data Item	Appea	arance and size		Gend	er		Photog	raphs		
	Atten	dance and leave rec	ords				Pregna	ncy / maternity records		
	Authe	entication questions	or answers	∐ Gene	tic or biometric infor	mation (S)	Recruit	ment records		
	☐ Comr	mencement / termina	ation dates	Healtl	h or Medical Data (S	3)	Referer	nces		
				☐ ID do	cuments (e.g. pass	oort, driving licence	e)			
	Contr	actual requirements		☐ IP Ad	dress		☐ Right to	work information		
	Corre	spondence including	g statements of opinion or in		stem usage records		Sicknes	ss absence records (S)		
	Crimin	nal record checks / o	details (S)	II Sys	stem usage records		X Signatu	ire		
	Date	of Birth		Locat	ion Data		Social r	media ID and related info		
			du aliana	Marita	al status					
	Detail	ls of payments or de	ductions	x Name	es		Trade u	ınion membership (S)		
	Emplo	oyer/s name/s		□ Natio	nality, race or ethnic	city (S)	Unique	identifier number or code		
	_ Emplo	oyment benefits (e.g	. pension, etc)		•		Userna	mes and passwords		
	☐ Employment History			X Notes	s biographical in nat	ure	☐ Work co	ontact details		
				Payro	oll, tax and NICs info	ormation	□ Morkins	a bouro		
	Expressions of opinions regarding data subject			X Perso	onal contact details		☐ Working	y nours		
	x Finan	cial information								
Notes	S	(i) contains sales	agreement, (ii) survey, (iii) s	service issues o	during warranty peri	od		Document		
	Advice (i) data would be better protected when segregate recommend expressions of opinion are kept clear			egated with use	er access controls, (ii) print controlls, (i	ii) export contr	rolls, (iv)		
Instructic requir		X Yes								

	Client Everest Limited				Data Asset	New inst	aller starter infor	r starter information (copies)		
En	Entry Date 27/03/2019				Data Code	C457116	61-ACED-4B2B- <i>F</i>	AFAC-		
						X Contro	ller Processo	or		
Data :	Subject	Suppliers and Cor	ntractors F	Process Purpos	e MANAGEMENT -	To effectively m	nanage our staff,	their activities and o	ur tangible assets	
Lega	l Basis	Legal Requirement	ent	ssity X Legiti	imate Interest	nsent Vital	Interest Pub	olic Function		
		Legal Requiremer	nt Details			LIA Name				
Retention	n Period	3 months		Runs Fro	om Date created			Buffer		
	Business	Area Customer I	Engagement		Measures to ensure	accuracy N	I/A			
Pers	on respon for data	Branch Wa	nagers / Installation Mana	agers	Data	Source D	Oata Subject dire	ctly		
	App	orox. No of Records	TBA		Storag	ge State	Hard copy in mar	nual filing system		
	Approx. N	No of Data Subjects	TBA		Storage Physical L	n both locked office a	and			
	Access	All staff X S	Staff need to know Al	l management	Management nee	d to know 🔲 I	T HR A	accounts		
Security	Acces	s controls				List other organindividuals v				
measures	Backu	ps	System access controls		Overseas t			Yes No		
	□ Data s	segregation	Tranfer controls		GDP	R Compliant Te	rms signed?	N/A		
			☐ Two Factor Authentic	ation						
	Encry	ption	User input controls			Likelihood of be		2 3		
	Physic	cal access controls					rating 1 to 25	6		
	_ A						_	and the		
Data Item	Appea	arance and size		Ger	nder		Photogr	rapns		
	Attend	lance and leave rec	cords	Ger	netic or biometric inforr	mation (S)	Pregna	ncy / maternity recor	ds	
	Authe	ntication questions	or answers				Recruit	ment records		
	Comm	nencement / termina	ation dates	☐ Hea	alth or Medical Data (S	S)	Referer	nces		
	Contro	actual requirements		X ID o	documents (e.g. passp	ort, driving licer	,			
	Contra	actual requirements			Address		□ Right to			
	Corres	spondence including	g statements of opinion or		system usage records		Sicknes	ss absence records (S)	
	Crimin	nal record checks / o	details (S)				Signatu	re		
	X Date of	of Birth		Loc	ation Data		☐ Social r	nedia ID and related	info	
	□ Details	s of payments or de	ductions	☐ Mai	rital status		□ Trade u	ınion membership (S	A	
			ductions	× Nar	mes				,	
	Emplo	yer/s name/s		□ Nat	ionality, race or ethnic	ity (S)	Unique	identifier number or	code	
	Emplo	yment benefits (e.g	. pension, etc)		•		Userna	mes and passwords		
	Emplo	yment History			es biographical in natu	ure	☐ Work co	ontact details		
	☐ Expres	ssions of opinions r	egarding data subject	☐ Pay	roll, tax and NICs info	rmation	☐ Working	n hours		
		·	-ga. ag data odbject	X Per	sonal contact details		77011111			
	x Financ	cial information								
Notes	3	(i) emergency co	ntact						Document	
Advice (i) approx. how many records Notes										
Instructio requir		X Yes								

	Client Everest Lim	nited	Data Asset Inst	aller training records in t	training matrix
En	try Date 27/03/2019			C6567D-B1E2-4AB9-BA	.79-
	Subject Suppliers and Con		Purpose MANAGEMENT - To effective X Legitimate Interest Consent		eir activities and our tangible assets
Lega	I Basis □ Legal Requireme Legal Requiremen		LIA Name		, i dilonoli
Retention	Period TBA	ŗ	Runs From	E	Buffer
		Engagement	Measures to ensure accuracy	User-reliant update	
Pers	on responsible Branch Mar for data asset	nagers / Installation Managers	Data Source	Internally input by st	taff member
	Approx. No of Records		Storage State	Spreadsheet docum	nent
	Approx. No of Data Subjects	TBA	Storage Physical Location	Client's address in t	ooth locked office and
	Access All staff X S	taff need to know All mana	gement	☐ IT ☐ HR ☐ Acc	counts
Security measures	Access controls	V Custom concess controls		organisations or uals who access	
medodreo	X Backups	X System access controls	0	verseas transfer	Yes No
	X Data segregation	Tranfer controls	GDPR Complia	nt Terms signed?	N/A
		☐ Two Factor Authentication			
	Encryption	User input controls		d of breach 1 to 5 isk severity 1 to 5	1
	X Physical access controls	_ '		Risk rating 1 to 25	1
			·	tion rating it to 20	•
Data Item	Appearance and size		Gender	☐ Photograp	phs
	Attendance and leave reco	ords		Pregnanc	y / maternity records
	Authentication questions of	or answers	Genetic or biometric information (S)	Recruitme	ent records
	Commencement / termina	tion dates	Health or Medical Data (S)	Reference	es
	Contractual requirements		☐ ID documents (e.g. passport, driving	·	ork information
	☐ Correspondence including	statements of opinion or intent	☐ IP Address	Sickness	absence records (S)
	Criminal record checks / d	otaile (S)	☐ IT system usage records	□ Signaturo	
	Criminal record checks / d	etalis (3)	Location Data	Signature	
	Date of Birth		Marital status	Social me	dia ID and related info
	Details of payments or dec	ductions		Trade uni	on membership (S)
	Employer/s name/s		X Names	Unique ide	entifier number or code
	Employment benefits (e.g.	pension, etc)	Nationality, race or ethnicity (S)	Username	es and passwords
	☐ Employment History		X Notes biographical in nature	☐ Work conf	tact details
	Expressions of opinions re	egarding data subject	Payroll, tax and NICs information	☐ Working h	nours
	Financial information		Personal contact details		
Notes Advice Notes	e (i) how long do we	e need to retain this data for? (ii)	approx. how many data subjects?		Document
Instructio	ns X Yes				

	Client Evere	est Limited	Data Asset Pay	roll - PAYE Reports	
Ent	ry Date 24/03	3/2019		1331C4-433E-43E5-A	
Data S	Subject EMPLOYEE	Proces	s Purpose PAYROLL - To administer pa	ay, tax, NI and other o	deductions and allowances
Legal	Baolo .	uirement	-	Vital Interest	olic Function
Retention	Period 3 years		Runs From End of relevant tax year		Buffer
I	Business Area Payro	oll	Measures to ensure accuracy	N/A	
Perso	on responsible Finar for data asset	nce Director	Data Source	Internally input by	staff member
	Approx. No of Re	ecords 3600	Storage State	TBA	
	Approx. No of Data Su	bjects 3600	Storage Physical Location	TBA	
	Access All staff	f Staff need to know All mana	agement	☐ IT ☐ HR 🕱 A	Accounts
Security	Access controls			organisations or	
measures	□ Daelu :::a	System access controls		uals who access Overseas transfer	Yes No
	Backups	Tranfer controls			
	☐ Data segregation	☐ Two Factor Authentication	GDPR Compila	nt Terms signed?	N/A
	Encryption	- Two Factor Addictitions	Likelihoo	d of breach 1 to 5	1
	☐ Physical access cor	☐ User input controls	Breach r	isk severity 1 to 5	2
	yo.ca. access co.		F	Risk rating 1 to 25	2
Data Item	Appearance and siz	ze	Gender	Photog	raphs
	Attendance and lea	ve records	Genetic or biometric information (S)	Pregna	ncy / maternity records
	Authentication ques	stions or answers	Genetic or biometric information (S)	Recruit	ment records
	Commencement / te	ermination dates	Health or Medical Data (S)	Referer	nces
	Contractual requirer	ments	☐ ID documents (e.g. passport, driving	·	work information
			☐ IP Address		
	Correspondence inc	cluding statements of opinion or intent	i ☐ IT system usage records	Sicknes	ss absence records (S)
	Criminal record che	cks / details (S)		Signatu	ıre
	☐ Date of Birth		Location Data	☐ Social r	media ID and related info
	□ Dotails of navments	or doductions	Marital status	□ Trada i	union momborobin (S)
	Details of payments	s or deductions	X Names	Trade t	union membership (S)
	Employer/s name/s		☐ Nationality, race or ethnicity (S)	Unique	identifier number or code
	Employment benefit	ts (e.g. pension, etc)		Userna	mes and passwords
	Employment History	V	Notes biographical in nature	□ Work c	ontact details
			Payroll, tax and NICs information		
		ions regarding data subject	Personal contact details	☐ Working	g nours
	▼ Financial information	n			
Notes					Document
Advice Notes					
Instruction require					

	Client Everest Li	mited	Data Asset Payro	oll – Employee Inform	nation Form
En	try Date 24/03/201	9	Data Code 2C33	3901-BCA7-4116-B0	85
			X Cor	ntroller Processo	r
Data	Subject EMPLOYEE	Process	Purpose MANAGEMENT - To effectivel	ly manage our staff, t	heir activities and our tangible assets
Lega	l Basis 🛛 🗴 Legal Requirem	ent Contractual Necessity	☐ Legitimate Interest ☐ Consent ☐ Vi	ital Interest	ic Function
	Legal Requireme	nt Details Income Tax (PAYE	E) Regs 2003 LIA Name		
Retention	Period 3 years	ı	Runs From End of relevant tax year		Buffer
	Business Area Payroll		Measures to ensure accuracy	User-reliant update	e
Pers	son responsible Finance D	irector	Data Source	Data Subject direc	tly
	for data asset Approx. No of Records	s 1200	Storage State	TBA	
	Approx. No of Data Subjects	1200	Storage Physical Location	ТВА	
	Access All staff	Staff need to know All mana	gement	☐ IT ☐ HR ☐ A	ccounts
Security measures	Access controls	Cyptom agains controls		rganisations or als who access	
mododi oo	Backups	System access controls	Ove	erseas transfer	Yes No
	☐ Data segregation	Tranfer controls	GDPR Compliant	t Terms signed?	N/A
	Encryption	☐ Two Factor Authentication	Likelihood	of breach 1 to 5	1
		User input controls		k severity 1 to 5	3
	Physical access controls		Ris	sk rating 1 to 25	3
Data Item	Appearance and size		M Oandar	Photogra	aphs
	Attendance and leave red	cords	X Gender	☐ Pregnan	cy / maternity records
	Authentication questions	or answers	Genetic or biometric information (S)	Recruitn	nent records
	X Commencement / termin	ation dates	Health or Medical Data (S)	Referen	ces
	Contractual requirements	3	☐ ID documents (e.g. passport, driving li		work information
		g statements of opinion or intent	☐ IP Address		s absence records (S)
		,	☐ IT system usage records		, ,
	Criminal record checks /	details (S)	Location Data	X Signatur	e
	X Date of Birth		X Marital status	Social m	edia ID and related info
	☐ Details of payments or de	eductions		☐ Trade ur	nion membership (S)
	☐ Employer/s name/s		X Names	X Unique i	dentifier number or code
	Employment benefits (e.g	a. pension. etc)	☐ Nationality, race or ethnicity (S)	Usernan	nes and passwords
		<i>y</i> . p ,	☐ Notes biographical in nature		
	X Employment History		Payroll, tax and NICs information		ntact details
	Expressions of opinions	regarding data subject	X Personal contact details	X Working	hours
	X Financial information				
Notes	S				Document
Advice Notes					
Instructio	ons X Yes				

	Client	Everest Lim	ted		Data Asset	Confidential F	Personal Inf	ormation - New Starters
En	try Date	24/03/2019			Data Code	73FA7339-F3		
Data :	Subject E	EMPLOYEE	Pro	cess Purpose	PAYROLL - To admir	nister pay, tax, N	I and other o	deductions and allowances
Lega	l Basis X	Legal Requiremen	nt Contractual Necess	ity 🗌 Legitim	nate Interest Conse	nt 🗌 Vital Inter	rest 🗌 Pul	blic Function
	L	₋egal Requirement	Details Income Tax (F	PAYE) Regs 20	003 LIA	Name		
Retention	n Period (3 years		Runs From	End of relevant tax	year		Buffer
	Business Ar	,			Measures to ensure ac	curacy		
Pers	son responsil for data ass		ector		Data Sou	urce Data	Subject dire	ectly
	Appro	ox. No of Records	1200		Storage S	State TBA		
	Approx. No	of Data Subjects	1200		Storage Physical Loca	ation TBA		
	Access	All staff St	aff need to know 🔲 All m	nanagement [X Management need to	know IT	X HR X	Accounts
Security	Access	controls			Lis	st other organisat		
measures	Backups	3	System access controls	3		Overseas t		☐ Yes ☐ No
			Tranfer controls		GDPR (Compliant Terms	signed?	N/A
	∐ Data seg	gregation	Two Factor Authenticat	ion	obi in c	omphant ronno	oigiioù:	
	Encryptic	on	Lloor input controls			kelihood of bread		1
	☐ Physical	access controls	User input controls		В	reach risk severi	•	3
						Risk ratino	g 1 to 25	3
Data Item	Appeara	ance and size		Gend	ler		Photog	raphs
	Attendar	nce and leave reco	rds				Pregna	ncy / maternity records
	Authenti	cation questions o	answers	Gene	etic or biometric informat	tion (S)	Recruit	ment records
		·		☐ Healt	h or Medical Data (S)			
	Commer	ncement / terminat	on dates	☐ ID do	cuments (e.g. passport,	, driving licence)	Refere	nces
	Contract	tual requirements			ldress		Right to	o work information
	Correspo	ondence including	statements of opinion or in		idiess		Sicknes	ss absence records (S)
	Criminal	record checks / de	etails (S)	☐ IT sys	stem usage records		X Signatu	ıre
			(-,	X Locat	tion Data			
	X Date of E	Birth		☐ Marita	al status		Social i	media ID and related info
	Details o	of payments or ded	uctions	V Nome	20		Trade ι	union membership (S)
	Employe	er/s name/s		× Name	55		X Unique	identifier number or code
	☐ Employn	ment benefits (e.g.	nension etc)	x Natio	nality, race or ethnicity	(S)	Userna	mes and passwords
			porioion, oto)	Notes	s biographical in nature			·
	Employn	nent History		Payro	oll, tax and NICs informa	ation	Work c	ontact details
	Expressi	ions of opinions re	garding data subject				Workin	g hours
	x Financia	al information		X Perso	onal contact details			
Notes	S							Document
Advice		(i) contains special	category personal data, i.	e. race and eth	nnicity which could be be	etter gathered on	a separate	
Notes	S	(ii) footer reads 'Pe	rsonal information provided be should be updated and inclu-	by you will be pr	ocessed by Everest Limite			
Instructio requir	-	X Yes						

	Client	Everest Lii	nited			Data As	sset	Payroll – P4	0	
Enti	Entry Date 24/03/2019					Data C		2C112217-4 X Controller	E96-4868-B3	
Data S	Subject	EMPLOYEE		Proces	s Purpose	PAYROLL	- To administ	ter pay, tax, N	I and other o	deductions and allowances
Legal	Basis	▼ Legal Requirem Legal Requirement Legal Req		ntractual Necessity Income Tax (PAY			☐ Consent LIA N		rest 🗌 Put	olic Function
Retention	Period	3 years			Runs From	End of re	elevant tax ye	ear		Buffer
I	Business	Area Payroll			M	easures to	ensure accu	racy		
Perso	on respor for data		irector				Data Sourc	e Data	Subject dire	ectly
	Ap	prox. No of Records	600				Storage Sta	te TBA		
	Approx.	No of Data Subjects	600		5	Storage Phy	ysical Locatio	on TBA		
,	Access	All staff	Staff need to	know All mana	agement	Manageme	ent need to k	now 🗌 IT	☐ HR ☐ A	Accounts
Security	Acces	ss controls						ther organisa		
measures			System	access controls			ine	dividuals who Overseas		Yes No
	Backu		Tranfer	controls			GDPR Cor	npliant Terms		N/A
	Data s	segregation	☐ Two Fa	actor Authentication			ODI IX COI	nphant renns	signed:	N/A
	_ Encry	ption	□ Hear in	put controls				lihood of brea		1
	Physic	cal access controls	Oser iii	put controls			Brea	ach risk sever Risk ratin	-	2
								Nisk ratin	g 1 to 25	2
Data Item	Appea	arance and size			Gender				Photog	raphs
	Attend	dance and leave red	cords		Constin	or biomotr	ia information	. (8)	Pregna	ncy / maternity records
	Authe	entication questions	or answers		Genetic	or biometr	ic informatior	1 (3)	Recruit	ment records
	Comn	nencement / termina	ation dates		Health o	or Medical I	Data (S)		Referer	nces
	Contr	actual requirements			☐ ID docu	ments (e.g	. passport, dr	riving licence)		work information
	Contra	actual requirements	j.		☐ IP Addr	ess			□ Right to	work information
	Corre	spondence including	g statement	s of opinion or intent		em usage re	ecords		Sicknes	ss absence records (S)
	Crimir	nal record checks / o	details (S)			J			Signatu	ıre
	Date of	of Birth			Location	n Dala			Social r	media ID and related info
	Detail	s of payments or de	eductions		Marital s	status			Trade u	union membership (S)
					x Names					identifier number or code
		oyer/s name/s			Nationa	lity, race or	ethnicity (S)		□ O⊓ique	identifier number of code
	Emplo	oyment benefits (e.g	j. pension, e	etc)	Notes b	iographical	in nature		Userna	mes and passwords
	Emplo	oyment History							Work c	ontact details
	Expressions of opinions regarding data subject		ıta subject	A Payloli,	tax and mi	Cs information	п	Working	g hours	
	X Finan	cial information			Persona	al contact d	etails			
Notes										Document
Advice										Document
Notes	;									
Instructior require		X Yes								

	Client	Everest Li	mited			Data As	sset	Payroll – P60)		
Ent	Entry Date 24/03/2019				Data C		E6D05CED-	769B-4895- <i>F</i>			
Data S	Subject	EMPLOYEE		Proces	s Purpose	PAYROLL	- To administ	er pay, tax, N	I and other o	deductions and allowances	
Legal	Basis	▼ Legal Requirem Legal Requireme		ntractual Necessity Income Tax (PAY			Consent		rest 🗌 Put	olic Function	
Retention	Period	3 years			Runs From	End of re	elevant tax ye	ear		Buffer	
ı	Business	Area Payroll			M	easures to	ensure accu	acy			
Perso	on respor for data		irector				Data Sourc	e Data	Subject dire	ctly	
		prox. No of Records	s 360	0			Storage Sta	te TBA			
	Approx.	No of Data Subjects	s 360	0	\$	Storage Phy	ysical Locatio	n TBA			
	Access	All staff	Staff need to	know All mana	agement	Manageme	ent need to ki	now 🗌 IT	☐ HR ☐ A	Accounts	
Security	Acces	ss controls						ther organisa			
measures			System	access controls			ind	dividuals who Overseas		Yes No	
	Backu		Tranfer	controls			GDPR Con	npliant Terms		N/A	
	Data s	segregation	☐ Two Fa	actor Authentication			ODI IX OOI	iipiiant reims	signed:	IN/A	
	_ Encry	ption	I lear in	put controls				ihood of brea		1	
	Physic	cal access controls		put controls			Brea	ach risk sever Risk ratin		2	
								Nisk rating	g 1 to 25	2	
Data Item	Appea	arance and size			Gender				Photog	raphs	
	Attend	dance and leave red	cords		Constin	or biomotr	ia information	· (C)	Pregna	ncy / maternity records	
	Authe	entication questions	or answers		Genetic	or biometi	ic informatior	1 (3)	Recruit	ment records	
	Comn	nencement / termin	ation dates		Health o	or Medical I	Data (S)		Refere	nces	
	Contr	actual requirements	_		☐ ID docu	ments (e.g	. passport, dr	iving licence)	□ Dight to	work information	
	Contra	actual requirements	•		☐ IP Addr	ess			□ Right to	work information	
	Corre	spondence includin	g statement	s of opinion or intent		em usage re	ecords		Sicknes	ss absence records (S)	
	Crimir	nal record checks /	details (S)		_ ,	J			Signatu	ıre	
	Date of	of Birth			Location	n Data			Social	media ID and related info	
	Detail	s of payments or de	eductions		Marital	status			Trade ι	union membership (S)	
					x Names					identifier number or code	
		oyer/s name/s			Nationa	lity, race or	ethnicity (S)		□ O⊓ique	identifier number of code	
	Emplo	oyment benefits (e.ç	j. pension, e	etc)	Notes b	iographical	l in nature		Userna	mes and passwords	
	Emplo	syment History							Work c	ontact details	
	Expre	essions of opinions i	regarding da	ta subject			Cs information	n I	Working	g hours	
	X Finan	cial information			Persona	al contact d	letails				
NI_1											. ~ 4
Notes Advice										Docume	π
Notes											
Instruction require		X Yes									

	Client	Everest Li	mited			Data Asset	ŀ	Payroll – Pe	nsions Repoi	rts	
Ent	Entry Date 24/03/2019					Data Code		7923D5CC-9	9270-44AF-9		
Data S	Subject	EMPLOYEE		Proces	s Purpose F	PENSIONS – To	adminis	ter pension	enrolment ar	nd payment.	
Legal	l Basis	▼ Legal Requirem Legal Requireme		ntractual Necessity Pensions Act 2008	_ •	e Interest 🔲 C	onsent LIA Nar		erest 🗌 Pub	olic Function	
Retention	Period	6 years			Runs From	End of relevar	nt tax yea	ır		Buffer	
	Business	Area Payroll			Me	easures to ensur	re accura	ісу			
Pers	on respor	FILIALICE L	irector			Data	a Source	Data	Subject dire	ectly	
		prox. No of Records	s 720	0		Stora	age State	TBA			
	Approx.	No of Data Subjects	s 720	0	S	Storage Physical	Location	TBA			
	Access	All staff	Staff need to	o know 🔲 All mana	agement 🗌	Management ne	ed to kno	ow 🗌 IT	☐ HR ☐ A	Accounts	
Security	Acces	ss controls						ner organisa			
measures			Systen	n access controls			inar	viduals who Overseas		Yes No	
	Backı		Tranfe	r controls		GD	PR Comi	oliant Terms		N/A	
	Data	segregation	☐ Two Fa	actor Authentication		OD	i it com	Jilani Tenne	s signed :	TW/A	
	_ Encry	ption	Ulsor ir	put controls				nood of brea		1	
	Physi	cal access controls		iput controis			Bread	ch risk sever Risk ratin	-	2	
								Nisk raum	g 1 to 25	۷	
Data Item	Appea	arance and size			Gender				Photog	raphs	
	Attend	dance and leave re	cords			ar hiamatria infa	rmation	(C)	Pregna	ncy / maternity records	
	Authe	entication questions	or answers		Genetic	or biometric info	omation	(3)	Recruit	ment records	
	Comr	nencement / termin	ation dates		☐ Health o	or Medical Data ((S)		Referer	nces	
	Contr	actual requirements	_		☐ ID docui	ments (e.g. pass	sport, driv	ving licence)		work information	
	Contr	actual requirements	•		☐ IP Addre	ess			Right to	work information	
	Corre	spondence includin	g statement	s of opinion or intent		m usage records	S		Sicknes	ss absence records (S)	
	Crimii	nal record checks /	details (S)			•			Signatu	ıre	
	Date	of Birth			Location	i Dala			Social r	media ID and related info	
	Detail	s of payments or de	eductions		Marital s	status			Trade u	union membership (S)	
					x Names					identifier number or code	
		oyer/s name/s			National	lity, race or ethni	icity (S)		Onlique	identifier number of code	
	Emplo	oyment benefits (e.ç	ງ. pension, ຄ	etc)	Notes bi	iographical in na	ature		Userna	mes and passwords	
	Emplo	oyment History							☐ Work co	ontact details	
	Expre	essions of opinions i	regarding da	ata subject	X Payloli,	tax and NICs inf	ioimation		☐ Working	g hours	
	X Finan	cial information			Persona	al contact details					
N1-4											~ 1
Notes Advice										Documer	ΙĹ
Notes											
Instruction require		X Yes									

	Client	Everest Lim	ited		Data Asset	Cheque Requ	isition Form		
Ent	Entry Date 23/05/2019			Data Code	A13CFC28-5	5B2-42F7-BI			
Data S	Subject All		Process	s Purpose	PAYMENTS - For the	purposes of pay	ments or ref	unds	
Legal	l Basis 🔲 Leg	gal Requireme	nt X Contractual Necessity	Legitimate	e Interest Conser	nt	est Pub	lic Function	
	Lega	l Requiremen	t Details		LIA	Name			
Retention	Period TBA			Runs From	ТВА			Buffer	
	Business Area	Finance		М	easures to ensure acc	curacy N/A			
Pers	son responsible for data asset	Finance Dir	ector		Data Sou	rce Data S	Subject and	internally input	
		lo of Records	TBA		Storage S	tate TBA			
	Approx. No of D	Data Subjects	TBA	5	Storage Physical Loca	tion TBA			
	Access	All staff 🛛 🕱 S	taff need to know 🗌 All mana	agement	Management need to	know 🗌 IT 📗	HR A	ccounts	
Security	Access contr	rols				t other organisati individuals who a			
measures	Backups		System access controls			Overseas to	ransfer	Yes No	
	Data cograg	otion	Tranfer controls		GDPR C	ompliant Terms	signed?		
	Data segrega	alion	☐ Two Factor Authentication			·			
	Encryption		User input controls			celihood of breac		1	
	Physical acc	ess controls	coopat contacto		ВІ	reach risk severit Risk rating		3	
						rtiokrating	1 10 20	· ·	
Data Item	Appearance	and size		Gender			Photogr	aphs	
	Attendance a	and leave reco	ords				Pregnar	ncy / maternity records	
	Authentication	on questions o	r answers	☐ Genetic	or biometric informati	on (S)	Recruitn	nent records	
		·		Health o	or Medical Data (S)		□ Deferen		
	Commencen	nent / termina	lion dates	☐ ID docu	ments (e.g. passport,	driving licence)	Referen	ces	
	Contractual i	requirements		☐ IP Addr	988		Right to	work information	
	Corresponde	ence including	statements of opinion or intent	t			Sicknes	s absence records (S)	
	Criminal reco	ord checks / d	etails (S)	☐ IT syste	em usage records		☐ Signatur	re	
				Location	n Data				r .
	Date of Birth			☐ Marital s	status		Social m	nedia ID and related in	O
	Details of pa	yments or dec	ductions	x Names			Trade u	nion membership (S)	
	Employer/s r	name/s		Names			Unique i	identifier number or co	de
	Employment	: benefits (e.g.	nension etc)	Nationa	lity, race or ethnicity (S)	Usernar	nes and passwords	
			periori, etc)	☐ Notes b	iographical in nature			·	
	Employment	History		Payroll,	tax and NICs informa	tion	Work co	ntact details	
	Expressions	of opinions re	garding data subject				Working	hours	
	X Financial info	ormation		Persona	al contact details				
Notes								С	ocument
Advice Notes									
Instructio requir		es							

	Client Everest Lim	ited	Data Asset Perso	nnel File Summary	
En	try Date 24/03/2019		Data Code F2ECI	EC0D-A35B-45F5-B	
Data s	Subject EMPLOYEE	Process	Purpose MANAGEMENT - To effectively	y manage our staff, t	heir activities and our tangible assets
Lega	Basis Legal Requireme	nt Contractual Necessity	■ Legitimate Interest	tal Interest	ic Function
	Legal Requirement	Details	LIA Name	Administration of	Employment
Retention	Period 6 years	ı	Runs From Termination of employment		Buffer
	Business Area Human Res	ources	Measures to ensure accuracy	User-reliant update	е
Pers	on responsible Head of HR for data asset		Data Source	Data Subject and i	nternally input
	Approx. No of Records	1200	Storage State	Hard copy in man	ual filing system
	Approx. No of Data Subjects	1200	Storage Physical Location	Client's address in	both locked office and
	Access All staff St	aff need to know All mana	gement	IT X HR A	ccounts
Security	Access controls			ganisations or Is who access	
measures	Backups	System access controls	Ove	erseas transfer	Yes No
	☐ Data segregation	Tranfer controls	GDPR Compliant	Terms signed?	N/A
	_	☐ Two Factor Authentication			
	Encryption	User input controls		of breach 1 to 5	1 3
	X Physical access controls			k severity 1 to 5 sk rating 1 to 25	3
				5	•
Data Item	Appearance and size		X Gender	Photogra	aphs
	X Attendance and leave reco	ords		Pregnan	cy / maternity records
	Authentication questions o	r answers	Genetic or biometric information (S)	Recruitm	nent records
	X Commencement / terminat	ion dates	Health or Medical Data (S)	Reference	200
	Commencement/terminat	ion dates	☐ ID documents (e.g. passport, driving lie		Jes
	X Contractual requirements		☐ IP Address	Right to	work information
	Correspondence including	statements of opinion or intent		Sickness	s absence records (S)
	Criminal record checks / de	etails (S)	IT system usage records	Signatur	e
		,	Location Data		
	X Date of Birth		Marital status	_ Social m	edia ID and related info
	X Details of payments or ded	luctions	x Names	Trade ur	nion membership (S)
	Employer/s name/s			Unique i	dentifier number or code
	X Employment benefits (e.g.	pension, etc)	Nationality, race or ethnicity (S)	Usernan	nes and passwords
		,	☐ Notes biographical in nature		·
	X Employment History		X Payroll, tax and NICs information	□ Work co	ntact details
	Expressions of opinions re	garding data subject	X Personal contact details	X Working	hours
	X Financial information		A I GISOHAI COHLACL UCIAIIS		
Notes	3				Document
Advice Notes					
Instructio	ns Yes				

(Client	Everest Limi	ted		Data Asset	Employee Ap	plication Cov	vering Letter
Entr	ry Date	24/03/2019			Data Code	93E38951-07	CD-4003-BD	
Data S	Subject	EMPLOYEE	Process	s Purpose RE0	CRUITMENT - For t	the purposes of	recruitment	
Legal I	Basis	Legal Requiremer	nt Contractual Necessity	X Legitimate In	terest Consent	Vital Inter	est Publ	ic Function
		Legal Requirement	Details		LIA N	Name Staff	Application [Documents
Retention I	Period	6 years	ı	Runs From T	ermination of emplo	oyment		Buffer
	Business		ources	Meas	ures to ensure accu	uracy N/A		
	on respor for data				Data Source	ce Data	Subject direc	tly
		prox. No of Records	1200		Storage Sta	ate Hard	copy in man	ual filing system
,	Approx.	No of Data Subjects	1200	Stor	age Physical Locati	ion Client	's address in	both locked office and
A	Access	All staff Sta	aff need to know 🗌 All mana	gement 🗌 Ma	nagement need to k	know IT	K HR A	ccounts
Security [Acces	ss controls				other organisati ndividuals who a		
measures	☐ Backı	[squ	System access controls			Overseas t		Yes No
			Tranfer controls		GDPR Co	mpliant Terms	signed?	N/A
l.	Data s	segregation	Two Factor Authentication			F	3	
[Encry	ption	User input controls			elihood of bread		1
[Physi	cal access controls	Oser input controls		Bre	each risk severit Risk rating		1
						Risk faulty	1 10 25	1
Data Item	Appea	arance and size		Gender			Photogra	aphs
[Attend	dance and leave reco	rds				Pregnan	cy / maternity records
	Authe	entication questions or	answers	Genetic or	biometric informatio	on (S)	Recruitm	nent records
-				☐ Health or M	ledical Data (S)			
L	Comn	nencement / terminati	on dates	☐ ID docume	nts (e.g. passport, d	driving licence)	Referen	ces
[_ Contr	actual requirements		☐ IP Address			Right to	work information
[Corre	spondence including	statements of opinion or intent				Sickness	s absence records (S)
ſ	Crimir	nal record checks / de	tails (S)	☐ IT system ι	isage records		X Signatur	e
				Location Da	ata			
	Date	of Birth		☐ Marital stat	us		Social m	nedia ID and related info
[Detail	s of payments or ded	uctions	X Names			Trade ur	nion membership (S)
[Emplo	oyer/s name/s		Names			Unique i	dentifier number or code
ſ	□ Emplo	oyment benefits (e.g. _l	pension, etc)	Nationality,	race or ethnicity (S	5)	Usernan	nes and passwords
L				☐ Notes biogr	raphical in nature			·
	Emplo	oyment History		☐ Payroll, tax	and NICs informati	on	☐ Work co	ntact details
[Expre	essions of opinions reg	garding data subject				Working	hours
[Finan	cial information		X Personal co	madi uelalis			
Notes								Document
Advice								_ 334311
Notes								
Instruction require		Yes						

	Client	Everest Limited		Data Asset CV (Un			CV (Unsucc	successful Applicant)		
En	try Date	24/03/201	19		Data (Code	57A748BD-0	006A-42AE-B	370	
							X Controller	Processo	or	
Data S	Subject	EMPLOYEE	Process	s Purpose	RECRUIT	MENT - For t	he purposes o	of recruitment		
Legal	l Basis	Legal Requiren	nent Contractual Necessity	X Legitima	ate Interest	Consent	☐ Vital Inte	erest 🗌 Pub	lic Function	
		Legal Requireme	ent Details			LIA N	lame Stat	ff Application	Documents	
Retention	n Period	6 months		Runs From	Date cre	eated			Buffer n/a	
	Business	Area Human R	esources	1	Measures to	ensure accu	ıracy N/A			
Pers	son respoi for data		IR			Data Sour	ce Data	Subject dire	ctly	
	Ар	prox. No of Record	s 1000			Storage Sta	ate Data	a in database	structure	
	Approx.	No of Data Subject	s 1000		Storage Ph	nysical Locati	on Loca	ation other tha	an client's address	in both
	Access	All staff	Staff need to know All mana	igement x	Managem	ent need to k	know 🗌 IT	X HR A	accounts	
Security	X Acces	ss controls					other organisa		External HR /	Legal Advisors
measures	X Backı	ıns	X System access controls				Overseas		Yes No	
			Tranfer controls			GDPR Co	mpliant Terms	Terms signed? Yes		
	Data	segregation	☐ Two Factor Authentication			02111	pa	o oiginou :		
	Encry	ption	User input controls				elihood of brea		1	
	Physi	cal access controls	<u> </u>			Bre	each risk seve	rity 1 to 5 ng 1 to 25	3 3	
							Nisk rauii	ig 1 to 25	3	
Data Item	Appea	Appearance and size Attendance and leave records			۲r			Photogr	raphs	
	Atten				Gender				ncy / maternity rec	ords
	Authe	entication questions	or answers	Genet	ic or biomet	ric informatio	n (S)	Recruit	ment records	
				☐ Health	or Medical	Data (S)		V Deferen		
	Comi	nencement / termin	alion dates	☐ ID doc	cuments (e.ç	g. passport, c	lriving licence)	X References		
	Contr	actual requirements	S	☐ IP Add	dress			☐ Right to	work information	
	Corre	spondence includir	ng statements of opinion or intent	:				Sicknes	s absence records	s (S)
	Crimi	nal record checks /	details (S)	IT syst	tem usage r	records		Signatu	re	
	Doto	of Dirth	, ,	Location	on Data					ad info
	Date	of Birth		Marita	l status			_ Social I	nedia ID and relate	a inio
	Detail	ls of payments or d	eductions	x Name:	s			Trade u	nion membership	(S)
	Emplo	oyer/s name/s					_	Unique	identifier number	or code
	Emplo	oyment benefits (e.	g. pension, etc)	Nation	iality, race o	or ethnicity (S)	Userna	mes and password	ds
				X Notes	biographica	al in nature		V Work or	nata at diataila	
	Z Empi	oyment History		☐ Payrol	I, tax and N	ICs informati	on	X VVOIK CO	ontact details	
	Expre	essions of opinions	regarding data subject	X Person	nal contact o	details		☐ Working	g hours	
	Finan	cial information		5/50/	J. Jonaol (
Notes	3	Article 14 (5) (a)	Exception relied on in relation to	Privacy No	itice for Ref	eree nersona	l data			Document
Advice		,				5.55 poisona	. uutu			Doodment
Notes	5									
Instructio requir		Yes								

	Client	Everest L	Limited		Data Asset	t	Successful Ap	oplicant Off	er Letter	
Ent	Entry Date 24/03/2019			Data Code		E4F89BE7-40	C3D-4E14-			
Data S	Subject	EMPLOYEE	Process	s Purpose	RECRUITMEN	NT - For th	ne purposes of	recruitmen	t	
Legal	l Basis		ment Contractual Necessity	X Legitir	nate Interest	Consent		est 🗌 Pu	blic Function	
		Legal Requirem	ent Details			LIA Na	ame			
Retention	Period	6 years	I	Runs Froi	n Termination	of emplo	yment		Buffer n/a	
	Business	s Area Human F	Resources		Measures to ens	sure accur	racy N/A			
Pers	on respo for data		HR		D	ata Sourc	e Data	Subject and	l internally input	
	Ар	prox. No of Record	ds 1200		Sto	orage Stat	te Hard	copy in ma	nual filing system	
	Approx.	No of Data Subject	ts 1200		Storage Physic	cal Locatio	on Client	t's address	in both locked office	and
	Access	All staff	Staff need to know All mana	gement	Management	need to kr	now 🗌 IT	X HR	Accounts	
Security measures	Acces	ss controls	System access controls				ther organisati dividuals who a		External HR / L	egal Advisors
	Back	ups					Overseas t	ransfer	Yes No	
	_ Data	segregation	☐ Tranfer controls☐ Two Factor Authentication		G	SDPR Con	npliant Terms	signed?	Yes	
	_ Encry	/ption				Likel	ihood of bread	ch 1 to 5	2	
	X Physi	ical access control	User input controls			Brea	ach risk severi	•	2	
							Risk rating	1 to 25	4	
Data Item	_ Appe	arance and size		Gen	der			Photog	ıraphs	
	Atten	dance and leave re	ecords	Gen	etic or biometric ir	nformation	n (S)	Pregna	ancy / maternity reco	rds
	Authe	entication questions	s or answers				. (0)	Recruit	tment records	
	X Comr	mencement / termi	nation dates	Hea	th or Medical Dat	a (S)		Refere	nces	
				☐ ID d	ocuments (e.g. pa	assport, dr	riving licence)			
	Contr	ractual requiremen	ts	☐ IP A	ddress			∐ Right to	o work information	
	Corre	espondence includi	ng statements of opinion or intent					Sickne	ss absence records	(S)
	Crimi	nal record checks	/ details (S)		stem usage reco	ras		Signati	ure	
	□ Dete	af Diath		Loca	ation Data					d:f.
	Date	of Birth		Mari	tal status			Social	media ID and related	סוחו ג
	Detai	ls of payments or o	deductions	V Nom	100			Trade	union membership (3)
	Empl	oyer/s name/s		x Nam	ies			Unique	identifier number or	· code
	V Empl	ovment benefite (e	a nancian atal	Natio	onality, race or eth	hnicity (S)		Lloorna	amon and nangwords	
	X Empi	oyment benefits (e	.g. pension, etc)	☐ Note	es biographical in	nature		Osema	ames and passwords)
	Empl	oyment History		□ Dov#	call tay and NICa	informatio	.n	☐ Work o	contact details	
	Expre	essions of opinions	regarding data subject	Fayı	oll, tax and NICs	iiiioiiiialio)	Workin	g hours	
	Y Finan	ncial information		x Pers	onal contact deta	ils				
	A I IIIali	ioiai iiiioiiiialiUII								
Notes	3									Document
Advice Notes										
Instructio require		Yes								

	Client	Everest Li	mited		Data Asset	Right to Work	Documents	
En	Entry Date 24/03/20		19	Data Code			EBA-4018-90	
Data	Subject	EMPLOYEE	Proce	ess Purpose	LAWFUL - To ensure	e our activities are	e within the la	aw
Lega	ıl Basis	X Legal Requirement	_			ent	est Dub	lic Function
Retentior	n Period	2 years		Runs From	Termination of emp	ployment		Buffer + 1 month
	Business	Area Human Ro	esources	N	leasures to ensure ac	curacy User-	reliant updat	e
Pers	son respo		IR		Data Sou	urce Data	Subject direc	etly
		prox. No of Record	s 1200		Storage S	State Hard	copy in man	ual filing system
	Approx.	No of Data Subject	s 1200		Storage Physical Loca	ation Clien	t's address ir	both locked office and
	Access	All staff	Staff need to know All ma	anagement	Management need to	o know 🗌 IT 🛚	X HR A	ccounts
Security	Acces	ss controls				st other organisat		
measures			System access controls			individuals who a		Yes No
	Backı	ups	☐ Tranfer controls		CDDD (N/A
	Data	segregation	☐ Two Factor Authenticatio	on	GDFRC	Compliant Terms	signed !	IN/A
	Encry	ption			Li	kelihood of bread	ch 1 to 5	1
	Physi	ical access controls	User input controls		В	Breach risk severi		4
						Risk rating	J 1 to 25	4
Data Item	Appe	arance and size		Gende	r		Photogra	aphs
	Atten	dance and leave re	cords			(' (O)	Pregnan	ncy / maternity records
	Authe	entication questions	or answers	Genetic	c or biometric informat	tion (S)	Recruitn	nent records
	☐ Comr	mencement / termin	ation dates	Health	or Medical Data (S)		Referen	ces
				☐ ID docu	uments (e.g. passport,	, driving licence)		
	_ Contr	actual requirements	5	☐ IP Add	ress		X Right to	work information
	Corre	espondence includir	ng statements of opinion or inte		em usage records		Sicknes	s absence records (S)
	Crimi	nal record checks /	details (S)		•		Signatur	re e
	Date	of Birth		Locatio	on Data		Social m	nedia ID and related info
	Detail	ls of payments or d	eductions	☐ Marital	status		☐ Trade III	nion membership (S)
				X Names				
	Emple	oyer/s name/s		■ National	ality, race or ethnicity ((S)	□ Unique i	dentifier number or code
	_ Emplo	oyment benefits (e.	g. pension, etc)	□ Notes t	piographical in nature		Usernan	nes and passwords
	_ Emplo	oyment History				-ti	☐ Work co	ntact details
	_ Expre	essions of opinions	regarding data subject	∐ Payroll	, tax and NICs informa	ation	Working	hours
	Finan	icial information		Person	al contact details			
Note: Advice		(i) we see held -	un to this for langue than 2 war	ro from tornin-	tion if we can acticful	ogitimoto interest	tost	Document
Notes		(i) we can noid o	on to this for longer than 2 year	is nom termina	uon n we can salisiy le	egiimale mierest	. 1031	
Instruction require		Yes						

	Client	Everest Lin	nited	Data Asset Conf	tract of Employment /	Statement of Employment Particulars		
En	try Date	24/03/2019)	Data Code 39C	723AD-61BF-4AEF-E	D-61BF-4AEF-B708		
				X Co	ontroller	or		
Data	Subject	EMPLOYEE	Process	Purpose LAWFUL - To ensure our acti	ivities are within the la	aw		
Lega	l Basis	X Legal Requireme	ent Contractual Necessity	Legitimate Interest Consent \(\)	Vital Interest ☐ Pub	lic Function		
		Legal Requiremen	t Details Employment Rights	s Act 1996 s.1 LIA Name				
Retention	n Period	6 years	F	Runs From Termination of employmen	ıt	Buffer		
	Business	Area Human Re	sources	Measures to ensure accuracy	N/A			
Pers	son respon		₹	Data Source	Internally input by	staff member		
		prox. No of Records	1200	Storage State	Hard copy in mar	nual filing system		
	Approx. N	No of Data Subjects	1200	Storage Physical Location	Client's address in	n both locked office and		
	Access	All staff S	Staff need to know 🔲 All manag	gement X Management need to know	☐ IT X HR ☐ A	accounts		
Security measures	Acces	s controls	System access controls		organisations or lals who access	External HR / Legal Advisors		
	Backu	ips		O	verseas transfer	☐ Yes ☐ No		
	☐ Data s	segregation	Tranfer controls	GDPR Complian	nt Terms signed?	Yes		
	_ Encry	ption	☐ Two Factor Authentication	Likelihood	d of breach 1 to 5	2		
			User input controls	Breach rie	sk severity 1 to 5	3		
	X Physic	cal access controls		R	tisk rating 1 to 25	6		
Data Item	Appea	arance and size			☐ Photogi	raphs		
	Attend	dance and leave rec	ords	Gender	Pregna	ncy / maternity records		
				☐ Genetic or biometric information (S)		,		
	Authe	ntication questions of	or answers	☐ Health or Medical Data (S)	Recruiti	ment records		
	Comm	nencement / termina	tion dates	☐ ID documents (e.g. passport, driving	Referer	nces		
	X Contra	actual requirements			,	work information		
	Corres	spondence including	statements of opinion or intent	☐ IP Address	Sicknes	s absence records (S)		
	Crimin	nal record checks / d	letails (S)	☐ IT system usage records	★ Signatu	re		
			(0)	Location Data				
	Date o	of Birth		Marital status	Social r	nedia ID and related info		
	Details	s of payments or de	ductions	x Names	Trade u	nion membership (S)		
	Emplo	oyer/s name/s			Unique	identifier number or code		
	X Emplo	oyment benefits (e.g	. pension, etc)	☐ Nationality, race or ethnicity (S)	Userna	mes and passwords		
	☐ Emplo	nyment History		☐ Notes biographical in nature	X Work co	ontact details		
				Payroll, tax and NICs information				
	Expre	ssions of opinions re	egarding data subject	X Personal contact details	X Working	g nours		
	X Financ	cial information						
Notes	5					Document		
Advice Notes						The second secon		
Instructio	ons	Yes						

	Client	Everest Li	mited		Data A	sset	Contract Vari	iation Letter		
Ent	Entry Date 24/03/2019			Data (Code	14800366-C				
							X Controller	Processo	or	
Data S	Subject	EMPLOYEE	Proces	ss Purpose	LAWFUL -	To ensure o	ur activities are	e within the la	aw	
Legal	l Basis	X Legal Requirem	nent	Legitim	nate Interest	Consent	Vital Inte	rest	lic Function	
		Legal Requireme	ent Details Employment Righ	nts Act 1996	3 s.1	LIAN	lame			
Retention	Period	6 years		Runs Fron	n Termina	ation of emplo	oyment		Buffer	
	Business	Area Human Re	esources		Measures to	ensure accu	ıracy N/A			
Pers	on respon for data		R			Data Sour	ce Data	Subject direct	etly	
	Арр	orox. No of Record	s 1200			Storage Sta	ate Hard	I copy in mar	nual filing system	
	Approx. N	No of Data Subject	s 1200		Storage Ph	nysical Locati	on Clien	ıt's address iı	n both locked office and	d
	Access	All staff	Staff need to know 🗌 All man	agement	X Managem	ent need to k	know 🗌 IT	X HR A	ccounts	
Security	Acces	s controls					other organisat		External HR / Lega	al Advisors
measures	Backu	ne	System access controls			"	Overseas		Yes No	
			☐ Tranfer controls			GDPR Co	mpliant Terms		Yes	
	Data s	segregation	☐ Two Factor Authentication			0211100	mphant remo	oigned.	. 66	
	_ Encry	otion				Like	elihood of brea	ch 1 to 5	2	
	X Physic	cal access controls	User input controls			Bre	each risk sever	•	2	
							Risk rating	g 1 to 25	4	
Data Item	Appea	rance and size		Gend	der			Photogr	aphs	
	Attend	lance and leave re	cords				- (0)	Pregnar	ncy / maternity records	
	Authe	ntication questions	or answers	_ Gene	etic or biomet	ric informatio	n (S)	Recruitr	ment records	
	☐ Comm	nencement / termin	ation dates	Healt	th or Medical	Data (S)		Referen	ices	
				☐ ID do	ocuments (e.ç	g. passport, d	Iriving licence)			
	Contra	actual requirements	5	☐ IP Ac	ddress			☐ Right to	work information	
	Corres	spondence includin	ng statements of opinion or inter		etom usago r	rocordo		Sicknes	s absence records (S)	
	Crimin	nal record checks /	details (S)	II Sy	stem usage r	ecorus		★ Signatu	re	
	□ Date o	of Birth		Loca	tion Data			☐ Social n	nedia ID and related in	fo
				☐ Marit	al status					
	Details	s of payments or do	eductions	x Name	es			∐ Trade u	nion membership (S)	
	_ Emplo	yer/s name/s		□ Natio	onality, race o	er othnicity (S	\	Unique	identifier number or co	de
	X Emplo	yment benefits (e.	g. pension, etc)	INaliO	mailty, race o	ir ethinicity (S)	Usernar	mes and passwords	
	X Emplo	yment History		Note	s biographica	ıl in nature		X Work co	ontact details	
		,		☐ Payro	oll, tax and N	ICs informati	on			
	Expre	ssions of opinions	regarding data subject	X Perso	onal contact	details		X Working	nours	
	X Financ	cial information								
Notes	3								Γ	Document
Advice Notes										
Instructio requir		Yes								

	Client	Everest Lim	iited		Data Asset	DBS (Check (unsuccessf	ul applicant)	
En	try Date	24/03/2019			Data Code	20ED	7B85-4D26-44CE-		
Data S	Subject EN	MPLOYEE	Process	s Purpose	LEGITIMATE INT	EREST - To	attain some other l	egitimate interest (ref	er to Legitimate
Legal	l Basis 🔲 l	₋egal Requireme	nt Contractual Necessity	X Legitima	te Interest Co	nsent 🗌 Vi	tal Interest 🗌 Pu	blic Function	
	Le	egal Requiremen	t Details			LIA Name	DBS Reference	Number	
Retention	n Period 6	months	ı	Runs From	Date created			Buffer n/a	
	Business Are	a Human Res	sources	N	leasures to ensure	e accuracy	N/A		
Pers	on responsibl for data asse				Data	Source	Publicly available	e source	
		. No of Records	0		Storaç	ge State	Hard copy in ma	inual filing system	
	Approx. No o	of Data Subjects	0		Storage Physical L	_ocation	Client's address	in both locked office	and
	Access	All staff S	taff need to know 🔲 All mana	gement _	Management nee	ed to know	IT X HR	Accounts	
Security	Access co	ontrols					ganisations or Is who access	External HR / Le	gal Advisors
measures	Backups		System access controls				erseas transfer	Yes No	
			Tranfer controls		GDP	R Compliant	Terms signed?	Yes	
	☐ Data segr	egation	☐ Two Factor Authentication			,	3		
	Encryption	n	User input controls				of breach 1 to 5	1	
	X Physical a	access controls	_ Oser input controls				k severity 1 to 5	4	
						Ki	sk rating 1 to 25	4	
Data Item	Appearan	ce and size		Gende	r		Photog	graphs	
	Attendance	ce and leave reco	ords	Geride	l		Pregna	ancy / maternity recor	ds
	Authentica	ation questions o	r answers	Genetic	c or biometric infor	mation (S)	Recrui	tment records	
		·		Health	or Medical Data (S	3)			
	Commend	cement / termina	tion dates	☐ ID docu	uments (e.g. passp	oort, driving li	Refere cence)	nces	
	Contractu	al requirements					Right to	o work information	
	Correspor	ndence including	statements of opinion or intent	☐ IP Add	iess		Sickne	ss absence records (S)
	Criminal r	ecord checks / d	etails (S)	☐ IT syste	em usage records		☐ Signat	ure	
			ctans (0)	Location	n Data		_		
	Date of Bi	rth		Marital	status		Social	media ID and related	info
	Details of	payments or dec	ductions				Trade	union membership (S	(i)
	☐ Employer	/s name/s		x Names	i		Unique	e identifier number or	code
	□ Employme	ent benefits (e.g.	nonsian ata)	National	ality, race or ethnic	city (S)	Llearns	ames and passwords	
		eni benenis (e.g.	pension, etc)	☐ Notes I	oiographical in natu	ure		arries ariu passworus	
	Employme	ent History		☐ Pavroll	, tax and NICs info	ormation	☐ Work o	contact details	
	Expressio	ns of opinions re	garding data subject			mation	Workin	ng hours	
	Financial	information		∐ Person	al contact details				
_									_
Notes									Document
Advice Notes									
Instructio	ons	Yes							

	Client	Everest Lin	nited	Data Asset	HR Pe	rformance Appraisa	al / Development Plan	
En	itry Date	24/03/2019)	Data Code	45826	6D6-B6AA-47B4-A	424-	
	•				X Cont	roller Processo	or	
	Subject	EMPLOYEE Legal Requirement Legal Requirement	ent Contractual Necessity			_		e assets
		Legai Nequiremer	it Details		LIA Name	Appraisari omis	and related	
Retention	n Period	6 years		Runs From Termination o	of employment		Buffer	
	Business /	Area Human Re	sources	Measures to ensu	ire accuracy	N/A		
Pers	son respons for data a		2	Dat	a Source	Internally input by	staff member	
	Арр	rox. No of Records	5000	Stor	age State	Hard copy in man	nual filing system	
	Approx. N	lo of Data Subjects	5000	Storage Physica	I Location	Client's address in	n both locked office and	
	Access	All staff	staff need to know 🔲 All mana	gement 🗵 Management ne	eed to know	IT X HR A	ccounts	
Security	Access	s controls			•	ganisations or s who access	External HR / Legal Advis	ors
measures	Backur	os	System access controls		Ove	rseas transfer	Yes No	
			Tranfer controls	GD	PR Compliant	Terms signed?	Yes	
	Data S	egregation	☐ Two Factor Authentication		·	-		
	Encryp	otion	User input controls			of breach 1 to 5	1 2	
	X Physic	al access controls				severity 1 to 5 k rating 1 to 25	2	
						_		
Data Item	Appearance and size			Gender		Photogr	aphs	
	Attenda	ance and leave rec	ords	☐ Genetic or biometric info	ormation (S)	Pregnar	ncy / maternity records	
	Authen	ntication questions	or answers	Genetic of biometric line	ormation (3)	Recruitr	ment records	
	Comm	encement / termina	tion dates	Health or Medical Data	(S)	Referen	ices	
	Contro	atual requirements		☐ ID documents (e.g. pass	sport, driving lic	·	work information	
	Contra	ctual requirements		☐ IP Address		☐ Right to	work information	
	Corres	pondence including	statements of opinion or intent	☐ IT system usage record	ls	Sicknes	s absence records (S)	
	Crimina	al record checks / d	letails (S)			X Signatur	re	
	Date o	f Birth		Location Data		☐ Social n	nedia ID and related info	
	□ Details	of payments or de	ductions	☐ Marital status		□ Trade u	nion membership (S)	
		. ,	ductions	X Names			. , ,	
	☐ Employ	yer/s name/s		☐ Nationality, race or ethn	nicity (S)	Unique	identifier number or code	
	_ Employ	yment benefits (e.g	. pension, etc)	V Notes biographical in pa	aturo	Usernar	mes and passwords	
	X Employ	yment History		X Notes biographical in na		☐ Work co	ontact details	
	X Expres	ssions of opinions re	egarding data subject	Payroll, tax and NICs in	formation	☐ Working	ı hours	
		·		Personal contact details	3			
		ial information						
Notes	S						Docume	ent
Advice Notes								
NOLES	•							
Instructio	ons	Yes						

	Client Everest Lim	nited	Data Asset Att	tendance Sheets	
Ent	ry Date 24/03/2019			DF26667-FE9D-4EE1	
Data S	Subject EMPLOYEE	Process	Purpose MANAGEMENT - To effect	ively manage our staf	ff, their activities and our tangible assets
Legal	Basis Legal Requireme	ent Contractual Necessity	X Legitimate Interest	Vital Interest Po	ublic Function
	Legal Requiremen	t Details	LIA Name	e Administration	of Employment
Retention	Period 6 years	F	Runs From Termination of employme	ent	Buffer
	Business Area Human Res	sources	Measures to ensure accuracy	y N/A	
Pers	on responsible for data asset		Data Source	Internally input t	by staff member
	Approx. No of Records	5000	Storage State	Spreadsheet do	ocument
	Approx. No of Data Subjects	5000	Storage Physical Location	Client's address	s in both locked office and
	Access All staff S	taff need to know All mana	gement 🗵 Management need to know	IT X HR X	Accounts
•	X Access controls			r organisations or duals who access	External HR / Legal Advisors
measures	X Backups	X System access controls		Overseas transfer	Yes No
	■ Data segregation	Tranfer controls	GDPR Compli	ant Terms signed?	Yes
	_	☐ Two Factor Authentication			
	Encryption	User input controls		od of breach 1 to 5 risk severity 1 to 5	1 2
	X Physical access controls	_ '	Dieacii	Risk rating 1 to 25	2
				_	
Data Item	Appearance and size		Gender	☐ Photo	graphs
	X Attendance and leave reco	ords	Genetic or biometric information (S		ancy / maternity records
	Authentication questions of	or answers	Genetic or biometric information (S		itment records
	Commencement / termina	tion dates	Health or Medical Data (S)	Refere	ences
			☐ ID documents (e.g. passport, drivin	ng licence)	
	Contractual requirements		☐ IP Address	∐ Right	to work information
	Correspondence including	statements of opinion or intent	☐ IT system usage records	Sickne	ess absence records (S)
	Criminal record checks / d	etails (S)	IT system usage records	Signa	ture
	Date of Birth		Location Data	Socia	I media ID and related info
		du attana	Marital status		
	Details of payments or dec	ductions	X Names	I rade	union membership (S)
	Employer/s name/s		Nationality, race or ethnicity (S)	Uniqu	e identifier number or code
	Employment benefits (e.g.	pension, etc)	Nationality, face of ethilicity (3)	Usern	ames and passwords
	☐ Employment History		■ Notes biographical in nature	□ Work	contact details
			Payroll, tax and NICs information		
	Expressions of opinions re	egarding data subject	Personal contact details	∐ Worki	ng hours
	Financial information				
Notes					Document
Advice Notes					
Instructio	ns Yes				

	Client	Everest Lir	nited		Data Asse	t D	isciplinary F	Records		
En	try Date	24/03/2019	Э		Data Code	e 20	0D0F9E7-F	338-4FAD-B	C1B	
						X	Controller	Processo	or	
Data	Subject	EMPLOYEE	Process	s Purpose	MANAGEMEN	NT - To effec	tively mana	ge our staff,	their activities and	our tangible assets
Lega	l Basis	Legal Requirem	ent Contractual Necessity	X Legitimat	te Interest	Consent	Vital Inter	est Pub	lic Function	
		Legal Requiremer	nt Details			LIA Nam	ne Adm	inistration of	Employment	
Retention	n Period	6 years		Runs From	Termination	n of employm	nent		Buffer	
	Business	Area Human Re	sources	N	leasures to en	sure accurac	cy N/A			
Pers	son respon for data a		२		D	ata Source	Intern	ally input by	staff member	
	Арр	orox. No of Records	300		St	orage State	Hard	copy in man	nual filing system	
	Approx. N	No of Data Subjects	300		Storage Physic	cal Location	Clien	t's address ir	n both locked office	and
	Access	All staff	Staff need to know All mana	agement X	Management	need to know	w 🗌 IT 🗓	X HR A	ccounts	
Security measures	Acces	s controls	Cystem access controls				er organisat iduals who		External HR / L	egal Advisors
measures	Backu	ps	System access controls				Overseas t	ransfer	Yes No	
	☐ Data s	egregation	☐ Tranfer controls		C	GDPR Comp	liant Terms	signed?	Yes	
	☐ Encryp		☐ Two Factor Authentication			l ikelih	ood of bread	ch 1 to 5	1	
	Licity	olion	User input controls				h risk severi		3	
	X Physic	cal access controls					Risk rating	g 1 to 25	3	
Data Item	Appea	Appearance and size			_			☐ Photogr	raphs	
	Attend	lance and leave rec	ords	Gender	ſ			Pregnar	ncy / maternity reco	ords
	Auther	ntication questions	or answers		or biometric i		S)	Recruitr	ment records	
	Comm	nencement / termina	ation dates	Health	or Medical Dat	ta (S)		Referen	ices	
	☐ Contra	actual requirements		☐ ID docu	uments (e.g. pa	assport, drivi	ing licence)	Right to	work information	
			g statements of opinion or intent	☐ IP Addı	ress				s absence records	(2)
			,		em usage reco	ords				(0)
	Crimin	al record checks / o	details (S)	Locatio	n Data			Signatu	re	
	☐ Date o	of Birth						Social n	nedia ID and relate	d info
	Details	s of payments or de	ductions	Marital				Trade u	nion membership (S)
	_ Emplo	yer/s name/s		X Names				Unique	identifier number o	r code
	□ Emplo	yment benefits (e.g	nension etc)	Nationa	ality, race or et	hnicity (S)		Usernar	mes and passwords	s
			. pendion, etc)	X Notes t	oiographical in	nature			·	,
	X Emplo	yment History		☐ Payroll	, tax and NICs	information		Work co	ontact details	
	X Expres	ssions of opinions re	egarding data subject	X Person	al contact deta	ails		Working	g hours	
	Financ	cial information								
Notes	S									Document
Advice Notes										
Instructio	ons	Yes								

	Client	Everest Lir	mited			Data Ass	set	Grievanc	e Records		
Ent	try Date	24/03/201	9			Data Co	ode	9F818B7	4-5788-4FFB-96	66E-	
	•						>	X Control	ler Process	or	
Data S	Subject	EMPLOYEE		Proces	s Purpose	MANAGEM	ENT - To effe	ectively m	anage our staff,	their activities a	nd our tangible assets
l egal	l Basis	Legal Requirem	ent Contractual	Necessity	X Legitima	ate Interest	Consent	☐ Vital I	nterest Pul	olic Function	
Logai	1 Dasis	Legal Requiremen		,	_ 3		LIA Na		Administration of		
Retention	n Period	6 years			Runs From	Terminati	on of employ	yment		Buffer	
	Business	s Area Human Re	esources		1	Measures to e	ensure accur	acv N	/A		
	on respor	nsible Head of HI	R				Data Source	,	ternally input by	/ staff member	
	for data Ap	asset prox. No of Records	s 20				Storage State			nual filing systen	n
		No of Data Subjects				Storage Phy	_	·C		n both locked of	
	Access	All staff	Staff need to know	All mana	agement		nt need to kn			Accounts	
Security	Acces	ss controls						•	isations or ho access	External HR	/ Legal Advisors
measures	Backı	ups	System access	controls				Overse	eas transfer	Yes 1	No
	□ Dete	acarcaction	Tranfer controls	3			GDPR Com	npliant Tei	rms signed?	Yes	
	Data	segregation	☐ Two Factor Aut	hentication					J		
	Encry	ption	User input cont	rols					reach 1 to 5	1	
	X Physi	cal access controls		1010			Brea		everity 1 to 5 ating 1 to 25	3 3	
								T (ISK T	ating 1 to 25	Ü	
Data Item	Appea	arance and size			Gende	er			☐ Photog	raphs	
	Attend	dance and leave rec	cords						Pregna	ncy / maternity r	ecords
	Authe	entication questions	or answers		Genet	ic or biometri	c information	(S)	Recruit	ment records	
		·			Health	or Medical D	oata (S)				
	_ Comn	mencement / termina	ation dates		☐ ID doc	cuments (e.g.	passport, dri	iving licen	Referer	nces	
	Contr	actual requirements	3		☐ IP Add	dross			Right to	work informatio	on
	Corre	spondence including	g statements of opin	ion or inten		11655			Sicknes	ss absence reco	rds (S)
	Crimi	nal record checks / o	details (S)		☐ IT syst	tem usage re	cords		☐ Signatu	ıre	
					Location	on Data					
	Date	of Birth			■ Marita	l status			_ Social r	media ID and rela	ated info
	Detail	ls of payments or de	eductions		V Namo	•			Trade ι	union membersh	ip (S)
	Emplo	oyer/s name/s			X Names	S			Unique	identifier numbe	er or code
	□ Emple	oyment benefits (e.g	n nension etc)		Nation	ality, race or	ethnicity (S)		□ Hserna	mes and passwo	ords
			g. periolori, etc)		X Notes	biographical	in nature			·	5143
	X Emplo	oyment History			☐ Pavrol	ll, tax and NIC	Ss information	n	Work c	ontact details	
	Expre	essions of opinions r	egarding data subje	ct	-				Working	g hours	
	Finan	icial information			A Person	nal contact de	ะเสแร				
.											Day
Notes Advice		same as disciplin	narv								Document
Notes		same as discipill	iai y								
Instructio requir		Yes									

(Client	Everest Li	mited			Data Asset	Passport			
Entr	ry Date	24/03/201	9			Data Code	C67CC87F	r Processo		
Data S	Subject	EMPLOYEE		Process F	Purpose	RECRUITMENT - F	or the purposes	of recruitment		
Legal	Basis	X Legal Requirem	nent	, _		_	ent	terest 🗌 Pub	olic Function	
Retention	Period	2 years		Ru	ıns Fror	n Termination of en	nployment		Buffer	
E	Business <i>i</i>	Area Human Re	esources			Measures to ensure a	ccuracy N/A	A		
	on respon		R			Data So	ource Dat	ta Subject dire	ctly	
		rox. No of Record	s 1200			Storage	State Ha	ard copy in mar	nual filing system	
	Approx. N	lo of Data Subject	s TBA			Storage Physical Loc	cation Clie	ent's address i	n both locked office and	
,	Access	All staff	Staff need to know	All manage	ement	Management need	to know 🔲 IT	☐ HR ☐ A	ccounts	
Security	Access	s controls				L	ist other organis individuals wh			
measures	Backu	00	System access co	ontrols				s transfer	Yes No	
1	backu	μδ	Tranfer controls			CDPP	Compliant Term		N/A	
	☐ Data s	egregation	☐ Two Factor Authe	entication		GDFK	Compliant Tem	is signed?	N/A	
	Encryp	otion				l	Likelihood of bre	each 1 to 5	1	
	X Physic	al access controls	User input contro	IS			Breach risk seve	•	5	
							Risk rati	ing 1 to 25	5	
Data Item	Appea	rance and size			Gen	der		X Photog	raphs	
	Attend	ance and leave re	cords					Pregna	ncy / maternity records	
	Auther	ntication questions	or answers		Gen	etic or biometric informa	ation (S)	Recruit	ment records	
	☐ Comm	encement / termin	ation dates		Heal	th or Medical Data (S)		Referer	nces	
					X ID do	ocuments (e.g. passpor	t, driving licence	e)		
	Contra	ctual requirements	3		☐ IP A	ddress		Right to	work information	
	Corres	pondence includin	g statements of opinio		□ IT ov	vatom ugado recordo		Sicknes	s absence records (S)	
	Crimin	al record checks /	details (S)		II Sy	stem usage records		Signatu	re	
	x Date o	f Birth			Loca	ition Data		□ Social r	nedia ID and related info	
					Mari	tal status				
	Details	s of payments or do	eductions		x Nam	es		Trade u	nion membership (S)	
	Employ	yer/s name/s			□ Natio	onality, race or ethnicity	, (S)	Unique	identifier number or code	
	Employ	yment benefits (e.	g. pension, etc)		Nauc	oriality, race or ethnicity	(3)	Userna	mes and passwords	
	☐ Employ	yment History			Note	s biographical in nature	e	□ Work co	ontact details	
,					Payr	oll, tax and NICs inform	nation			
	Expres	ssions of opinions	regarding data subject		Pers	onal contact details		☐ Working	g nours	
	Financ	ial information								
Notes									Docu	ıment
Advice Notes										
Instruction require		X Yes								

	Client	Everest Limite	ed		Data Asse	t	References			
En	try Date	24/03/2019			Data Code		57909D40-F8	BCD-40BE-A		
Data S	Subject	THIRD PARTY		_	RECRUITMEN					
Legal	l Basis		Contractual Necessity	X Legitimate	e Interest					
		Legal Requirement D	petalis			LIA N	ame Refe	rence Reque	ests and Responses	
Retention	n Period	6 years		Runs From	Termination	of emplo	yment		Buffer + 1 year	
	Business		urces	Me	easures to ens	sure accui	racy N/A			
Pers	son respor for data				D	ata Sourc	e Data	Subject dired	ctly	
	Ap	prox. No of Records	3600		Sto	orage Sta	te Hard	copy in mar	nual filing system	
	Approx.	No of Data Subjects	3600	8	Storage Physic	cal Locatio	on Clien	t's address ir	n both locked office and	
	Access	All staff Staf	f need to know 🔲 All mana	agement	Management	need to ki	now 🗌 IT	X HR A	ccounts	
Security	Acces	ss controls					other organisat dividuals who		External HR / Legal Adv	isors
measures	☐ Backı	ine	System access controls			II K	Overseas		Yes No	
	backt	1 / 3	Tranfer controls		c	CDDD Con	npliant Terms		Yes	
	Data s	segregation	Two Factor Authentication			DI IX COI	iipiiant reims	signed:	103	
	Encry		_			Likel	lihood of bread	ch 1 to 5	1	
	X Physic	cal access controls	User input controls			Brea	ach risk sever	•	3	
							Risk rating	g 1 to 25	3	
Data Item	Appea	arance and size		Gender				Photogr	raphs	
	Attend	dance and leave record	ls	Genetic	or biometric in	nformation	n (S)	Pregnar	ncy / maternity records	
	Authe	entication questions or a	answers				1(0)	Recruitr	ment records	
	Comn	nencement / terminatio	n dates	пеаш с	or Medical Dat	.a (5)		X Referen	nces	
	Contra	actual requirements		☐ ID docu	ments (e.g. pa	assport, dr	riving licence)	Right to	work information	
		·	estamente of opinion or intent	☐ IP Addre	ess					
	Corre	spondence including st	atements of opinion or intent		em usage reco	rds		Sicknes	s absence records (S)	
	Crimir	nal record checks / deta	ails (S)	Location	n Nata			Signatu	re	
	Date	of Birth		Location	i Data			Social n	nedia ID and related info	
	☐ Detail	s of payments or dedu	ctions	Marital s	status			☐ Trade u	nion membership (S)	
				x Names					. , ,	
	Emplo	oyer/s name/s		Nationa	lity, race or etl	hnicity (S)		Unique	identifier number or code	
	Emplo	oyment benefits (e.g. po	ension, etc)	W Notes h	ia avanhiaal in			Usernar	mes and passwords	
	X Emplo	oyment History		X Notes b	iographical in	nature		☐ Work co	ontact details	
	X Expre	essions of opinions rega	arding data subject	Payroll,	tax and NICs	informatio	on	☐ Working	n hours	
		cial information	iranig data babjoot	Persona	al contact deta	iils		Working	, nour	
Notes	5	Article 14 (5) (a) Exc	ception relied on in relation to	Privacy Notic	ce				Docun	nent
Advice Notes	Э		- parameter of minoration to						Dodan	.5,11
Instructio requir		Yes								

	Client	Everest Lii	mited	С	Data Asset	GP Fit Notes		
Ent	try Date	24/03/201	9	[Data Code	CB6F5F0C-5	172-4A3E-A	5A2
						X Controller	Processo	or
Data S	Subject	EMPLOYEE	Process	s Purpose BEN	EFITS - To provic	le benefits to en	nployees and	d workers
Legal	l Basis	X Legal Requirem	ent Contractual Necessity	Legitimate Inte	erest Conser	nt 🗌 Vital Inter	est 🗌 Pub	olic Function
		Legal Requirement	nt Details Statutory Sick Pay	Regs 1982 Reg	2 LIA	Name		
Retention	Period	6 years	F	Runs From Te	ermination of emp	loyment		Buffer
	Business	Area Human Re	esources	Measu	ires to ensure acc	curacy N/A		
Pers	on respor		R		Data Sou	rce The d	lata subject's	s medical advisor/s
	Арі	prox. No of Records	2000		Storage S	tate Hard	copy in mar	nual filing system
	Approx. I	No of Data Subjects	2000	Stora	ige Physical Loca	tion Clien	t's address i	n both locked office and
	Access	All staff	Staff need to know 🗌 All manaç	gement 🗌 Man	agement need to	know 🗌 IT	X HR X A	accounts
Security measures	Acces	ss controls	System access controls			other organisat		External HR / Legal Advisors
	Backu	ıps	_ ,			Overseas t	ransfer	Yes No
	☐ Data s	segregation	Tranfer controls		GDPR C	ompliant Terms	signed?	Yes
	Encry	ntion	☐ Two Factor Authentication		l ik	celihood of bread	ch 1 to 5	1
	Епсту	ption	User input controls			each risk severi		4
	X Physic	cal access controls			٥.	Risk rating		4
Data Item	Appea	arance and size		□ Candar			☐ Photogr	raphs
	Attend	dance and leave red	cords	Gender			Pregna	ncy / maternity records
	Δuthe	entication questions	or answers	Genetic or b	iometric informati	on (S)	□ Pecruitr	ment records
		intication questions	or answers	X Health or Me	edical Data (S)		i (Corditi	nent records
	Comn	nencement / termina	ation dates	☐ ID documen	ts (e.g. passport,	driving licence)	Referen	nces
	_ Contra	actual requirements			no (o.g. pacoport,	arrang neeriee,	Right to	work information
	Corre	spondence includin	g statements of opinion or intent	☐ IP Address			Sicknes	ss absence records (S)
					sage records		Ciamatu.	. ,
	_ Crimir	nal record checks / (details (S)	Location Da	ta		Signatu	re
	☐ Date of	of Birth		Marital statu	ie.		Social n	nedia ID and related info
	Detail	s of payments or de	eductions	Iviai itai Statu	15		Trade u	nion membership (S)
	□ Emplo	oyer/s name/s		x Names			□ I Inique	identifier number or code
				☐ Nationality, ı	race or ethnicity (S)		
	Emplo	oyment benefits (e.g	g. pension, etc)	Notes biogra	aphical in nature		Usernai	mes and passwords
	_ Emplo	syment History					☐ Work co	ontact details
	Expre	essions of opinions r	egarding data subject	☐ Payroll, tax a	and NICs informa	tion	☐ Working	g hours
		cial information	-	Personal co	ntact details		·	
	i iiiaii	o.a. morniduon						
Notes	8							Document
Advice Notes								
Instructio	ns	Yes						

	Client	Everest Limi	ted		Data As	sset	Sickness Sel	lf-cert Form		
En	try Date	24/03/2019			Data C		1A6679E1-9 Controller	6E1-41D1-A2		
Data S	Subject	EMPLOYEE	Proces	s Purpose	LEGITIMA	TE INTERES	T - To attain s	some other le	gitimate interest	
Legal	l Basis	Legal Requiremer	nt Contractual Necessity	X Legitima	ate Interest	Consent	☐ Vital Inte	rest Pub	lic Function	
		Legal Requirement	Details			LIA Na	ame Sick	ness Self-cer	t Forms and Related	
Retention	Period	6 years		Runs From	Termina	tion of emplo	yment		Buffer	
	Business	Area Human Reso	ources		Measures to	ensure accur	racy N/A			
Pers	on respor for data					Data Source	e Data	Subject direc	etly	
	Арр	prox. No of Records	4000			Storage Stat	te Hard	d copy in man	ual filing system	
	Approx. I	No of Data Subjects	4000		Storage Ph	ysical Locatio	on Clier	ıt's address ir	both locked office and	
	Access	All staff Sta	aff need to know All mana	agement	Manageme	ent need to kr	now 🗌 IT	X HR X A	ccounts	
Security	Acces	ss controls					ther organisa		External HR / Legal Adviso	ors
measures	Backu	Ine [System access controls			IIIC	Overseas		Yes No	
			Tranfer controls			GDPR Con	npliant Terms		Yes	
	Data s	segregation	Two Factor Authentication			ODI IX OOII	iipiiant reims	Signed:	100	
	_ Encry	ption				Likel	ihood of brea	ch 1 to 5	1	
	X Physic	cal access controls	User input controls			Brea	ach risk sever	-	4	
							Risk ratin	g 1 to 25	4	
Data Item	Appea	arance and size		Gende	or			Photogra	aphs	
	Attend	dance and leave reco	rds	Genu	CI			Pregnan	ncy / maternity records	
	Authe	ntication questions or	answers	Gene	tic or biometr	ic information	n (S)	Recruitn	nent records	
		·		x Health	n or Medical	Data (S)				
	Comm	nencement / terminati	on dates	☐ ID dod	cuments (e.g	. passport, dr	iving licence)	Referen	ces	
	_ Contra	actual requirements			draga			Right to	work information	
	Corres	spondence including	statements of opinion or intent	☐ IP Add	uress			Sicknes	s absence records (S)	
	☐ Crimin	nal record checks / de	tails (S)	☐ IT sys	stem usage re	ecords		X Signatur	re	
			itano (O)	Locati	ion Data					
	Date o	of Birth		Marita	al status			Social m	nedia ID and related info	
	Details	s of payments or ded	uctions					Trade u	nion membership (S)	
	Emplo	oyer/s name/s		X Name	es			Unique i	identifier number or code	
	□ Emplo	oyment benefits (e.g. _l	nension etc)	Nation	nality, race or	ethnicity (S)		□ Usernan	nes and passwords	
				Notes	biographical	in nature			·	
	Emplo	syment History		Payro	ll, tax and NI	Cs informatio	n	Work co	ntact details	
	Expre	ssions of opinions reg	garding data subject	_				Working	hours	
	Financ	cial information		∐ Perso	nal contact d	etalis				
Notes	S								Documer	nt
Advice)									
Notes	5									
Instructio requir		Yes								

	Client	Everest Limite	d		Data Asset	Employee	Application For	rm (Successful Applicant)
En	try Date	24/03/2019			Data Code	57A748BE	D-006A-42AE-B	370
						X Controlle	er Processo	or
Data	Subject	EMPLOYEE	Proces	s Purpose RE	ECRUITMENT - Fo	or the purposes	s of recruitment	
Lega	l Basis	Legal Requirement	Contractual Necessity	X Legitimate I	nterest Conse	ent 🗌 Vital Ir	nterest	lic Function
		Legal Requirement D	etails		LIA	A Name S	taff Application	Documents
Retention	n Period	6 years		Runs From	Termination of em	nployment		Buffer + 1 year
	Business	Area Human Resou	rces	Mea	sures to ensure a	ccuracy N/	A	
Pers	son respoi				Data So	ource Da	ata Subject direc	ctly
		prox. No of Records	1200		Storage	State H	ard copy in mar	nual filing system
	Approx.	No of Data Subjects	1200	Sto	orage Physical Loc	ation Cl	ient's address ir	n both locked office and
	Access	All staff Staff	need to know	agement 🗌 Ma	anagement need t	o know 🔲 IT	HR A	ccounts
Security measures	Acces	ss controls			Li	st other organi individuals wl		External HR / Legal Advisors
measures	Backı	ups	System access controls			Oversea	as transfer	Yes No
	_ Data	segregation	Tranfer controls		GDPR	Compliant Terr	ms signed?	Yes
	Encry		Two Factor Authentication		L	ikelihood of br	each 1 to 5	1
	Dhyei	cal access controls	User input controls		E	Breach risk sev	verity 1 to 5	3
		cai access controls				Risk ra	ting 1 to 25	3
Data Item	Appea	arance and size		Gender			Photogr	raphs
	Atten	dance and leave records	S	Genetic or	biometric informa	ation (S)	Pregnar	ncy / maternity records
	Authe	entication questions or a	nswers			111011 (3)	x Recruitr	ment records
	Comr	nencement / terminatior	ı dates	Health or	Medical Data (S)		X Referen	nces
	X Contr	actual requirements		☐ ID docume	ents (e.g. passpor	t, driving licend		work information
		·		☐ IP Addres	S			
	Corre	spondence including sta	atements of opinion or inten		usage records		Sicknes	s absence records (S)
	Crimi	nal record checks / deta	ils (S)	Location [)ata		X Signatu	re
	Date	of Birth					Social n	nedia ID and related info
	Detail	s of payments or deduc	tions	Marital sta	itus		Trade u	nion membership (S)
	□ Empl	oyer/s name/s		x Names			Unique	identifier number or code
				Nationality	, race or ethnicity	(S)	_	
	Emplo	oyment benefits (e.g. pe	nsion, etc)	X Notes biog	graphical in nature	:	Usernar	mes and passwords
	X Emplo	oyment History			x and NICs inform		X Work co	ontact details
	Expre	essions of opinions rega	rding data subject			auon	☐ Working	g hours
	Finan	cial information		X Personal o	contact details			
Notes Advice Notes	9	Article 14 (5) (a) Exce	eption relied on in relation to	o Privacy Notice	for Referee perso	nal data		Document
Instructio requir		Yes						

	Client	Everest Li	mited			Data As	set	Contracts - E	sign		
Ent	try Date	27/03/201	9			Data Co	ode	920946A9-00	F2-471A-B	397-	
	•							X Controller	Process	sor	
				_	_	00117740					
Data S	Subject	Employees and w	vorkers	Process	Purpose	CONTRAC	I - To gener	ate appropriate	e contractua	al documentation	
Legal	l Basis	Legal Requirem	ent X Contractual N	lecessity	Legitin	nate Interest	Consent	☐ Vital Inter	est 🗌 Pu	blic Function	
		Legal Requireme	nt Details				LIA N	ame			
Retention	Period	6 years		R	tuns Fror	n Terminat	ion of emplo	yment		Buffer	
	Business	Area Human Re	esources			Measures to	ensure accu	racy N/A			
Pers	on respon		R				Data Source	ce Intern	ally input by	y staff member	
		orox. No of Records	s TBA				Storage Sta	_{ite} Scan	ned copy in	n electronic filing s	ystem
	Approx.	No of Data Subjects	s TBA			Storage Phy			t's address	in both locked offic	ce and
	Access	All staff	Staff need to know	All manag	jement	Manageme	nt need to k	now 🗌 IT	X HR	Accounts	
Security	x Acces	s controls						other organisat dividuals who		External HR /	Legal Advisors
measures	X Backu	no	X System access c	ontrols			111	Overseas t		Yes No)
	Dacku	ρs	☐ Tranfer controls				GDPR Cor	mpliant Terms		Yes	
	Data s	segregation	Two Factor Author	entication			ODFIX COI	inpliant reinis	signed:	163	
	_ Encry	otion					Like	lihood of bread	ch 1 to 5	2	
	X Physic	cal access controls	User input contro	IS			Bre	ach risk severi		3	
								Risk rating	1 to 25	6	
Data Item	Appea	rance and size			Gend	der .			Photog	raphs	
	Attend	lance and leave re	cords						Pregna	ancy / maternity re	cords
	Authe	ntication questions	or answers		_ Gene	etic or biometri	c informatio	n (S)	Recruit	tment records	
	Comm	nencement / termin	ation dates		Heal	th or Medical D	Data (S)		Refere	200	
	Comin	iencement/termin	allon dates		☐ ID do	ocuments (e.g.	passport, d	riving licence)	Kelele	nces	
	Contra	actual requirements	6		☐ IP Ad	ddress			Right to	o work information	
	Corres	spondence includin	g statements of opinion	n or intent					Sickne	ss absence record	ls (S)
	Crimin	nal record checks /	details (S)		∐ II sy	stem usage re	cords		Signatu	ure	
	□ Date (of Birth			Loca	tion Data			□ Social	media ID and rela	ted info
) Ditti			Marit	al status			_ Social	illedia iD alid leia	.eu iiiio
	Details	s of payments or de	eductions		Nam	es			Trade	union membership	(S)
	Emplo	yer/s name/s							Unique	identifier number	or code
	☐ Emplo	yment benefits (e.g	g. pension, etc)		Natio	onality, race or	ethnicity (S))	Userna	ames and passwor	ds
					Note	s biographical	in nature			·	
	Emplo	yment History			☐ Payr	oll, tax and NI0	Os informatio	on	vvork c	ontact details	
	Expre	ssions of opinions I	regarding data subject		Pers	onal contact de	etails		Workin	g hours	
	Financ	cial information			1 613	onal contact ut	o tulio				
Notes	S										Document
Advice											2 3 3 3 11 10 11
Notes	3										
Instructio require		X Yes									

	Client	Everest Limi	ted	Data Asset	HR Resourcer Tracke	er Spreadsheets
Ent	try Date	27/03/2019		Data Code	14AD39B2-91A5-41D	
Data S	Subject	Applicants for emplo	byment Process	s Purpose RECRUITMENT - For th	ne purposes of recruitn	nent
Legal	Basis	Legal Requiremer	nt Contractual Necessity	X Legitimate Interest	Vital Interest	Public Function
		Legal Requirement	Details	LIA N	ame	
Retention	Period	2 years		Runs From Date created		Buffer
	Business	s Area Human Reso	ources	Measures to ensure accur	racy User-reliant u	pdate
Perso	on respo for data			Data Sourc	e Various	
	Ар	prox. No of Records	7,500	Storage Sta	te Spreadsheet	document
	Approx.	No of Data Subjects	7,500	Storage Physical Location	on Client's addre	ss in both locked office and
	Access	All staff Sta	aff need to know All mana	gement	now IT X HR	Accounts
Security	Acce	ss controls			ther organisations or dividuals who access	
measures	Back	uns	System access controls	IIIC	Overseas transfer	Yes No
			Tranfer controls	GDPR Con	npliant Terms signed?	N/A
	Data	segregation	Two Factor Authentication			
	Encry	yption	User input controls		lihood of breach 1 to 5 ach risk severity 1 to 5	1 2
	Phys	ical access controls		Die	Risk rating 1 to 25	
Data Item	_ Appe	earance and size		Gender	Pho	otographs
	Atten	dance and leave recor	rds			gnancy / maternity records
	Authe	entication questions or	answers	Genetic or biometric information	` '	ruitment records
	Comi	mencement / terminati	on dates	☐ Health or Medical Data (S)	Ref	erences
	Cont	ractual requirements		☐ ID documents (e.g. passport, dr		nt to work information
		·		☐ IP Address		
	_ Corre	espondence including s	statements of opinion or intent	☐ IT system usage records	Sich	kness absence records (S)
	Crimi	inal record checks / de	tails (S)	Location Data	☐ Sigr	nature
	Date	of Birth		Marital status	Soc	ial media ID and related info
	Detai	ils of payments or dedu	uctions		☐ Trac	de union membership (S)
	Empl	oyer/s name/s		X Names	Unio	que identifier number or code
	☐ Empl	oyment benefits (e.g. ¡	pension, etc)	☐ Nationality, race or ethnicity (S)		rnames and passwords
		oyment History	, , , , , , , , , , , , , , , , , , , ,	▼ Notes biographical in nature		rk contact details
				Payroll, tax and NICs information	on	
		essions of opinions reg	garding data subject	X Personal contact details	∐ Wor	rking hours
	Finar	ncial information				
Notes	;					Document
Advice Notes						
Instruction require		Yes				

	Client	Everest Limited		Data Asset D	BS Check Re	eterence		
En	ntry Date	27/03/2019		Data Code 20	0ED7B85-4D)26-44CE-A	A0C6	
	,					Processo		
				_		_		
Data	Subject	Suppliers and Contractors	Process	Purpose LEGITIMATE INTEREST -	- To attain so	me other le	egitimate interest (refer	to Legitimate
Lega	al Basis	Legal Requirement C	Contractual Necessity	X Legitimate Interest Consent	Vital Intere	est 🗌 Pub	olic Function	
		Legal Requirement Details		LIA Nam	ne DBS F	Reference N	Number	
Retentior	n Period	6 years	F	Runs From Termination of contract	or last engaç	jement	Buffer n/a	
	Business	Area Human Resources		Measures to ensure accurac	cy N/A			
Pers	son respor			Data Source	Publicl	ly available	source	
			000	Storage State	Hard o	copy in mar	nual filing system	
	Approx.	No of Data Subjects 20	000	Storage Physical Location		s address i	n locked cabinet	
	Access	All staff Staff need	I to know 🔲 All mana	gement	w 🗌 IT 🗴	HR A	Accounts	
Security	Acces	ss controls			er organisatio			
measures	Backı		em access controls		Overseas tra		☐ Yes ☐ No	
		Tran	fer controls	GDPR Compl	liant Terms s	signed?	N/A	
	Data	segregation	Factor Authentication	OBI IX Compl	mant rennis s	igrica:	14// (
	Encry	rption		Likeliho	ood of breach	า 1 to 5	1	
	X Physi	☐ User cal access controls	input controls	Breach	h risk severity	y 1 to 5	4	
					Risk rating	1 to 25	4	
Data Item	_ Appea	arance and size				Photogr	raphs	
	Atten	dance and leave records		Gender		Pregna	ncy / maternity records	.
	7 1110111	dance and leave records		☐ Genetic or biometric information (S	S)	r rogridi	ney / maternity records	,
	Authe	entication questions or answe	rs	☐ Health or Medical Data (S)		Recruitr	ment records	
	Comr	nencement / termination date	s	_ reality of moulear Data (e)		Referen	nces	
	☐ Contr	actual requirements		☐ ID documents (e.g. passport, drivi	ing licence)	☐ Right to	work information	
	Oone	aotaar requirements		☐ IP Address		ragnit to	Work information	
	Corre	spondence including stateme	ents of opinion or intent	☐ IT system usage records		Sicknes	ss absence records (S)	1
	Crimi	nal record checks / details (S))	_ 11 System asage resortes		Signatu	ire	
	□ Date	of Birth		Location Data		☐ Social r	nedia ID and related in	nfo.
				Marital status		_ coolai ii	nedia 15 dila related in	
	Detail	s of payments or deductions		X Names		Trade u	inion membership (S)	
	_ Emplo	oyer/s name/s				Unique	identifier number or co	ode
	□ Emple	oyment benefits (e.g. pension	etc)	Nationality, race or ethnicity (S)		Userna	mes and passwords	
		symone sonome (e.g. penelen	, 510)	☐ Notes biographical in nature			·	
	Emplo	oyment History		☐ Payroll, tax and NICs information		Work co	ontact details	
	Expre	essions of opinions regarding	data subject			Working	g hours	
	Finan	cial information		Personal contact details				
Notes	s						г	Document
Advice								- 5541110111
Notes								
Instructio	ons	Yes						

	Client	Everest Lin	nited		Data Asset	Person	al Details Form		
Ent	try Date	27/03/2019	9		Data Code	0C4342	285-0049-44DA-A0	OCD	
						X Contr	oller Processo	or	
	Basis 🔲 I	mployees and we Legal Requirement egal Requirement	ent Contractual Necessity		e Interest				ır tangible assets
	Le	egai Nequilemei	it Details			LIA Name	Administration of	employment	
Retention	Period 6	years		Runs From	Termination of	employment		Buffer	
	Business Are		sources	M	easures to ensure	e accuracy	Data Subject requ	ested to notify chang	jes
Pers	on responsible for data asse		₹		Data	Source	Data Subject and	internally input	
		x. No of Records			Storag	ge State	Hard copy in mar	nual filing system	
	Approx. No	of Data Subjects	1200	\$	Storage Physical L	_ocation	Client's address in	n both locked office a	ind
	Access	All staff	Staff need to know All mar	nagement	Management nee	ed to know	IT X HR A	ccounts	
Security	Access co	ontrols				List other org	anisations or who access	External HR / Le	gal Advisors
measures	Backups		System access controls				seas transfer	Yes No	
			Tranfer controls		GDP	R Compliant T	erms signed?	Yes	
	Data segr	regation	☐ Two Factor Authentication	n			-		
	Encryptio	on	User input controls				breach 1 to 5	1 3	
	X Physical a	access controls					severity 1 to 5 rating 1 to 25	3	
							_		
Data Item	∐ Appearan	nce and size		Gender			Photogr	aphs	
	Attendand	ce and leave rec	ords	Genetic	or biometric infor	mation (S)	Pregnar	ncy / maternity record	ds
	Authentic	ation questions	or answers				Recruitr	ment records	
	Commend	cement / termina	ition dates	Health o	or Medical Data (S	3)	Referen	nces	
	Contracto			☐ ID docu	ments (e.g. passp	oort, driving lice	·	work information	
	Contractu	ual requirements		☐ IP Addre	ess		☐ Right to	work information	
	Correspon	ndence includino	statements of opinion or inter		m usage records		Sicknes	s absence records (3)
	Criminal r	record checks / c	letails (S)				Signatu	re	
	X Date of B	irth		X Location	n Data		☐ Social n	nedia ID and related	info
	□ Dotails of	f navments or de	ductions	Marital s	status		□ Trade u	nion membership (S	\
	Details of	f payments or de	ductions	x Names			Hade u	mon membership (S	,
	Employer	r/s name/s		Nationa	lity, race or ethnic	citv (S)	Unique	identifier number or	code
	Employm	ent benefits (e.g	. pension, etc)		-		Usernar	mes and passwords	
	Employme	ent History		☐ Notes b	iographical in natu	ure	☐ Work co	ontact details	
	Expression	ons of oninions re	egarding data subject	X Payroll,	tax and NICs info	ormation	☐ Working	n hours	
		·	and oubject	X Persona	al contact details		_ vvoikiilg	,	
	x Financial	intormation							
Notes	; (i	i) also includes e	mergency contact information	n (ii) electronic o	copy held also				Document
Advice Notes	\' -	i) suggest we ha	ve equal opportunities monitor	oring on a separ	ate anonymous fo	orm in future			
Instructio requir		Yes							

	Client	Everest Lim	nited			Data Asset	Medic	al Referral Con	sent For	m		
En	try Date	27/03/2019)			Data Code	2826E	3472-98F3-4705	5-A62E-			
							X Con	troller Proc	essor			
Data	Subject Emp	oloyees and wo	orkers	Process	Purpose	CARE – To comply	with our du	ity of care and c	consider	adjustments		
Lega	l Basis X Le	gal Requireme	ent 🗌 Cor	ntractual Necessity	Legitima	ate Interest Cons	sent	tal Interest	Public F	unction		
	Lega	al Requiremen	t Details	Equality Act 2010		L	IA Name					
Retention	n Period 6 ye	ears		F	Runs From	Termination of e	mployment		But	ffer		
	Business Area	Human Res	sources		1	Measures to ensure	accuracy	N/A				
Pers	son responsible for data asset	Head of HR	₹			Data S	ource	Data Subject	directly			
	Approx. N	No of Records	200			Storage	State	Hard copy in	manual	filing system		
	Approx. No of I	Data Subjects	200			Storage Physical Lo	cation	Client's addre	ess in bot	th locked office	and	
	Access	All staff S	staff need to	o know 🔲 All mana	gement	Management need	to know	IT X HR	Accou	unts		
Security measures	Access cont	trols				l		ganisations or ls who access	(OH Provider / E	External HR / Legal A	dvisor
measures	Backups		System	access controls			Ove	erseas transfer		Yes No		
	☐ Data segreg	gation	Tranfer	controls		GDPR	Compliant	Terms signed?	Υ	es		
	Encryption		Two Fa	actor Authentication			l ikelihood (of breach 1 to 5	1			
	Liferyption		User in	put controls				severity 1 to 5				
	X Physical acc	cess controls						sk rating 1 to 25				
Data Item	Appearance	e and size						Pho	otographs	S		
	☐ Attendance	and leave reco	ords		Gende	er		Pre	gnancy /	maternity reco	ords	
					Genet	ic or biometric inform	ation (S)			•	7140	
	Authenticati	on questions o	or answers		Health	n or Medical Data (S)		_ Rec	cruitment	records		
	Commencer	ment / termina	tion dates			cuments (e.g. passpo	rt driving li		erences			
	Contractual	requirements					it, anving in		ht to wor	k information		
	Correspond	ence including	statement	s of opinion or intent	☐ IP Add	dress		Sick	kness ab	sence records	(S)	
	Criminal roo	oord abooks / d	lotoile (S)	•	☐ IT sys	tem usage records		▼ Sign	natura			
	Criminal rec		letalis (3)		Locati	on Data		X Sign	nature			
	X Date of Birth	h			Marita	ıl status		Soc	ial media	a ID and relate	d info	
	Details of pa	ayments or dec	ductions					☐ Trac	de union	membership (S)	
	☐ Employer/s	name/s			X Name	S		Unic	que iden	tifier number o	r code	
	Employmen	it benefits (e.g.	. pension, e	etc)	Nation	nality, race or ethnicit	y (S)	Use	ernames	and passwords	S	
			, p	,	Notes	biographical in natur	e					
	Employmen	it History			Payro	II, tax and NICs inform	mation	VVOI	rk contac	ct details		
	Expressions	s of opinions re	egarding da	ata subject	X Perso	nal contact details		☐ Woı	rking hou	urs		
	Financial inf	formation										
Notes	2										Document	
Advice Notes	e										Document	
	S											

	Client	Everest Lir	nited			Data A	sset	Occupational	Health Advi	ce	
En	try Date	27/03/201	9			Data C	ode	784E8EC6-C	F99-4FD8-A	AD80-	
							[X Controller	Processo	or	
Data :	Subject	Employees and w	orkers	Process	s Purpose	CARE – To	comply with	our duty of ca	re and cons	ider adjustments	
Lega	l Basis	X Legal Requirem	ent Contractua	al Necessity	Legitima	te Interest	Consent	☐ Vital Inter	est 🗌 Pub	lic Function	
		Legal Requiremen	nt Details Equa	ality Act 2010			LIA N	ame			
Retention	n Period	6 years		ı	Runs From	Termina	tion of emplo	yment		Buffer	
	Business	Area Human Re	sources		M	leasures to	ensure accui	racy N/A			
Pers	son respon for data		२				Data Sourc	e The d	ata subject's	s medical advisor/s	S
	App	prox. No of Records	200				Storage Sta	te Hard	copy in mar	nual filing system	
	Approx.	No of Data Subjects	200			Storage Ph	ysical Locatio	on Client	's address i	n both locked offic	e and
	Access	All staff	Staff need to know	All mana	gement X	Manageme	ent need to kr	now 🗌 IT 🕽	CHR A	accounts	
Security	Acces	s controls						ther organisati		External HR /	Legal Advisors
measures	Backu	ins	System acces	s controls				Overseas t		Yes No	ı
			☐ Tranfer contro	ls			GDPR Con	npliant Terms	sianed?	Yes	
	∐ Data s	segregation	☐ Two Factor Au	uthentication			02111 001	inpliant Tollie	oigi i ou i		
	_ Encry	ption	User input cor	atrole				ihood of bread		3	
	X Physic	cal access controls		ILIOIS			Brea	ach risk severi	•	5	
								Risk rating	1 10 25	15	
Data Item	Appea	arance and size			Gende	r			Photogr	raphs	
	Attend	dance and leave rec	cords		Gende				X Pregnai	ncy / maternity red	ords
	Authe	ntication questions	or answers		Genetic	c or biometr	ic informatior	n (S)	Recruitr	ment records	
					X Health	or Medical	Data (S)				
	Comm	nencement / termina	ation dates		☐ ID docu	uments (e.g	. passport, dr	riving licence)	Referen	ices	
	_ Contra	actual requirements			☐ IP Add	r000			Right to	work information	
	Corres	spondence including	g statements of opi	nion or intent		1633			Sicknes	s absence records	s (S)
	Crimin	nal record checks / o	details (S)		☐ IT syste	em usage re	ecords		Signatu	re	
			(0)		Locatio	n Data					
	X Date of	of Birth			Marital	status			Social n	nedia ID and relat	ed info
	Details	s of payments or de	eductions		x Names				Trade u	nion membership	(S)
	Emplo	oyer/s name/s			Names				Unique	identifier number	or code
	☐ Emplo	oyment benefits (e.g	pension etc)		Nationa	ality, race o	ethnicity (S)		Usernai	mes and password	ds
			, posicion, cue,		X Notes I	oiographica	l in nature			·	
	∐ Emplo	syment History			Payroll	, tax and NI	Cs informatio	n	_ Work co	ontact details	
	Expre	ssions of opinions r	egarding data subj	ect	-	al contact o			Working	g hours	
	Financ	cial information			_ reis0N	ai contact C	icialis				
8.7 *	_										Descri
Notes Advice											Document
Notes											
Instructio requir		Yes									

	Client	Everest L	imited	Data Ass	et	CV (Successi	ul Applicant	i)	
Ent	try Date	27/03/20	19	Data Coo		57A748BD-00	06A-42AE-B		
Data S	Subject	EMPLOYEE	Proces	s Purpose RECRUITME	ENT - For th	e purposes of	recruitment		
Legal	Basis	Legal Requirent	nent	X Legitimate Interest	Consent LIA Na	☐ Vital Intere		Documents	
Retention	Period	6 years		Runs From Termination	on of employ	yment		Buffer n/a	
	Business	s Area Human R	esources	Measures to er	nsure accur	acy N/A			
Pers	on respo		HR .	I	Data Source	e Data S	Subject dire	ctly	
		prox. No of Record	ls 1000	S	Storage Stat	te Hard	copy in mai	nual filing system	
	Approx.	No of Data Subject	ts 1000	Storage Phys	ical Locatio	n Client	's address i	n both locked office and	
	Access	All staff	Staff need to know	agement 🗵 Managemen	t need to kn	now IT	CHR A	Accounts	
Security measures	Acces	ss controls				ther organisati dividuals who a		External HR / Legal Adv	isors
	Backı	ups	System access controls			Overseas to	ansfer	Yes No	
	☐ Data	segregation	☐ Tranfer controls		GDPR Com	npliant Terms	signed?	Yes	
	Encry	ption/	Two Factor Authentication		Likeli	ihood of breac	h 1 to 5	1	
	X Physi	ical access controls	User input controls		Brea	ach risk severit	-	3	
						Risk rating	1 to 25	3	
Data Item	Appe	arance and size		Gender			Photog	raphs	
	Atten	dance and leave re	ecords	☐ Genetic or biometric	information	ı (S)	Pregna	ncy / maternity records	
	Authe	entication questions	s or answers			(0)	Recruit	ment records	
	Comr	mencement / termir	nation dates	Health or Medical Da	ata (S)		X Referer	nces	
	Contr	ractual requirement	s	☐ ID documents (e.g. p	oassport, dri	iving licence)	Right to	work information	
		·		☐ IP Address					
	Corre	esponaence incluair	ng statements of opinion or intent	t ☐ IT system usage rec	ords			ss absence records (S)	
	Crimi	nal record checks /	details (S)	Location Data			Signatu	ire	
	Date	of Birth					Social r	media ID and related info	
	Detai	ls of payments or d	leductions	Marital status			Trade u	ınion membership (S)	
	Emple	oyer/s name/s		X Names			Unique	identifier number or code	
		•		Nationality, race or e	thnicity (S)				
	Empl	oyment benefits (e.	g. pension, etc)	X Notes biographical ir	n nature		Userna	mes and passwords	
	X Emplo	oyment History		Payroll, tax and NICs	s informatio	n	X Work co	ontact details	
	Expre	essions of opinions	regarding data subject	X Personal contact det			☐ Working	g hours	
	Finan	ncial information			-				
Notes	;	Article 14 (5) (a)	Exception relied on in relation to	Privacy Notice for Refere	e personal	data		Docum	nent
Advice Notes		(i) Logic Melon a	are data controller in their own rig	yht					
Instruction require		Yes							

	Client	Everest Li	mited	Data Asset Pay	ment of benefits	on death form			
En	try Date	23/05/201	9	Data Code 114	C4B6A-8EAF-4I	DC5-AAAC			
				X Co	ontroller Pro	ocessor			
Data	Subject En	nployees and w	rorkers Proces	s Purpose BENEFITS - To provide bene	efits to employee	es and workers			
Lega	l Basis 🔲 L	₋egal Requirem	ent X Contractual Necessity	Legitimate Interest Consent	Vital Interest	Public Function			
	Le	egal Requireme	nt Details	LIA Name					
Retention	Period 6	years		Runs From Termination of employmen	nt	Buffer + 1 year			
	Business Are	a Human Re	esources	Measures to ensure accuracy	N/A				
Pers	on responsible for data asse		R	Data Source	Data Subjec	et directly			
		. No of Records	1000	Storage State	Scanned co	ppy in electronic filing system			
	Approx. No o	of Data Subjects	1000	Storage Physical Location	Client's add	ress in both locked office and			
	Access	All staff	Staff need to know All mana	agement X Management need to know	☐ IT X HR	Accounts			
Security	Access co	ontrols			organisations or uals who access	ROVALL ODDOD DOULSER AD	vice note (i)		
measures	Backups		System access controls		overseas transfe				
			Tranfer controls		nt Terms signed				
	Data segre	egation	Two Factor Authentication	ODI IX Compila	nt reinis signed	· :			
	Encryption	n		Likelihoo	d of breach 1 to	5 1			
	X Physical a	access controls	User input controls		risk severity 1 to				
				ŀ	Risk rating 1 to 2	25 2			
Data Item	Appearan	ce and size		Gender	☐ Ph	notographs			
	Attendanc	ce and leave red	cords	Gender	☐ Pr	regnancy / maternity records			
	Authentica	ation questions	or answers	Genetic or biometric information (S)		ecruitment records			
		·		Health or Medical Data (S)					
	Commend	cement / termina	ation dates	☐ ID documents (e.g. passport, driving		eferences			
	Contractu	al requirements	3	IP Address	Ri	Right to work information			
	Correspor	ndence includin	g statements of opinion or inten		Si	ckness absence records (S)			
	Criminal re	ecord checks /	details (S)	☐ IT system usage records	x Si	gnature			
			. ,	Location Data					
	Date of Bi	run		Marital status		ocial media ID and related info			
	Details of	payments or de	eductions	X Names	Tr	rade union membership (S)			
	_ Employer/	/s name/s			☐ Ur	nique identifier number or code			
	Employme	ent benefits (e.g	g. pension, etc)	Nationality, race or ethnicity (S)	☐ Us	sernames and passwords			
	☐ Employme	ent History		☐ Notes biographical in nature		ork contact details			
		ent History		Payroll, tax and NICs information	VV	ork contact details			
	Expressio	ns of opinions r	egarding data subject	Personal contact details	W	orking hours			
	Financial i	information							
Notes	S					Docume	ent		
Advice Notes	(-)) assumed that	Royal London Mutual is a data o	controller in its own right and not a process	sor		dassa		
Instructio requir		Yes				Į=			

required

	Client Everest Li	imited	Data Asset Term	nination Form				
Ent	try Date 17/06/201	19	Data Code E1F1	1198C-B057-4124-B	90F			
				entroller Process				
Data S	Subject Employees and v	vorkers Process	Purpose HUMAN RESOURCES - To p	process personnel ma	atters including appraisal, professional			
Legal	Basis Legal Requirem	nent Contractual Necessity	■ Legitimate Interest	/ital Interest 🗌 Put	olic Function			
	Legal Requireme	ent Details	LIA Name	Administration of	f employment			
Retention	Period 6 years	1	Runs From Termination of employmen	t	Buffer + 1 year			
	Business Area Human Ro	esources	Measures to ensure accuracy	N/A				
Pers	on responsible for data asset	IR	Data Source	Internally input by	staff member			
	Approx. No of Record	s	Storage State	Hard copy in mai	nual filing system			
	Approx. No of Data Subject	s	Storage Physical Location	Client's address i	n both locked office and			
	Access All staff	Staff need to know All mana	gement X Management need to know	IT X HR A	Accounts			
Security	Access controls			organisations or als who access	SDC HR			
measures	Backups	System access controls	Ov	verseas transfer	Yes X No			
		☐ Tranfer controls	GDPR Complian	nt Terms signed?	Yes			
	Data segregation	☐ Two Factor Authentication	·	-				
	Encryption	User input controls		of breach 1 to 5	1			
	X Physical access controls	<u> </u>		sk severity 1 to 5	2			
			K	isk rating 1 to 25	2			
Data Item	Appearance and size		Condor	Photog	raphs			
	Attendance and leave re	cords	Gender	☐ Pregna	ncy / maternity records			
	Authentication questions	or answers	Genetic or biometric information (S)	Recruit	ment records			
		or anowers	Health or Medical Data (S)	recording	mont records			
	Commencement / termin	ation dates	☐ ID documents (e.g. passport, driving	Referer	nces			
	Contractual requirements	S		,	Right to work information			
	Correspondence including	ng statements of opinion or intent	IP Address	Sicknes	ss absence records (S)			
			☐ IT system usage records		• •			
	Criminal record checks /	details (S)	Location Data	X Signatu	ire			
	Date of Birth		□ Morital atatus	☐ Social r	media ID and related info			
	☐ Details of payments or de	eductions	Marital status	☐ Trade u	union membership (S)			
	☐ Employer/s name/s		X Names	V Unique	identifier number or code			
	Limployel/s flame/s		☐ Nationality, race or ethnicity (S)	Z Onique	identifier fiditiber of code			
	Employment benefits (e.	g. pension, etc)	▼ Notes biographical in nature	Userna	mes and passwords			
	X Employment History		A Notes biographical in nature	☐ Work co	ontact details			
	X Expressions of opinions	regarding data subiect	▼ Payroll, tax and NICs information	X Working	g hours			
		J	Personal contact details		<u>-</u>			
	X Financial information							
Notes	.				Document			
Advice								
Notes	i							
Instructio	ns Yes							

	Client	Everest Limited			Data Asset	Group Persor	nal Pension (Opt Out Form	
Ent	try Date	17/06/2019			Data Code	316CED6E-7 X Controller	A65-4B90-A		
Data S	Subject	Employees and workers	Process	Purpose	LAWFUL - To ensure	our activities are	e within the la	aw	
Legal	Basis	X Legal Requirement	ractual Necessity	Legitimat	e Interest	nt	est Publ	lic Function	
		Legal Requirement Details	Pensions Act 2008	and Pensio	n Regulator LIA	Name			
Retention	Period	6 years	F	Runs From	Termination of em	ployment		Buffer + 1 year	
	Business	Area Human Resources		M	leasures to ensure ac	curacy N/A			
Pers	on respor				Data Sou	urce Data	Subject direc	etly	
	Арі	prox. No of Records			Storage S	State Hard	copy in man	ual filing system	
	Approx. I	No of Data Subjects		:	Storage Physical Loca	ation Clien	t's address in	both locked office ar	nd
	Access	All staff Staff need to	know 🗌 All manaç	gement	Management need to	know 🗌 IT	X HR A	ccounts	
Security	Acces	ss controls			Lis	st other organisat individuals who		Hartley Wadswort	h
measures	System access controls Backups					Overseas t		Yes X No	
		Tranfer		GDPR (Compliant Terms	signed?	N/A		
		segregation Two Fac	ctor Authentication						
	Encry		out controls			kelihood of bread		2	
	X Physic	cal access controls			В	Breach risk severi Risk rating		3 6	
Data Item	Appea	arance and size		Gender			☐ Photogra		
	Attend	Attendance and leave records Authentication questions or answers					Pregnan	ncy / maternity records	3
	Authe				or biometric informat	tion (S)	Recruitn	nent records	
	Comm	noncoment / termination dates		Health	or Medical Data (S)		Referen		
	Comin	nencement / termination dates		☐ ID docu	ıments (e.g. passport,	, driving licence)			
	Contra	actual requirements		☐ IP Addr	ress				
	Corre	spondence including statements	of opinion or intent				Sickness	s absence records (S))
	Crimir	nal record checks / details (S)		II syste	em usage records		Signatur	re	
	□ Date (of Birth		Locatio	n Data		Social m	nedia ID and related ir	ofo
	Date (OI BIITII		Marital	status		_ Social II	iedia ID alid related II	110
	Detail	s of payments or deductions		x Names			Trade ur	nion membership (S)	
	X Emplo	oyer/s name/s					Unique i	dentifier number or co	ode
	Emplo	oyment benefits (e.g. pension, et	c)	Nationa	ality, race or ethnicity ((S)	Usernan	nes and passwords	
			,	X Notes b	piographical in nature		□ Work oo	ntact details	
		oyment History		Payroll,	tax and NICs informa	ation	WOIK CO	maci details	
	Expre	essions of opinions regarding dat	X Person	al contact details		Working	hours		
	Finan	cial information		0.0011	The second second				
Notes	;	(i) Hartley Wadsworth will be	data controller also s	so article 28	terms not required			1	Document
Advice									₩ tester
Notes	j								Without and the second
Instruction require		Yes							

	Client	Everest Li	mited	Data Asset Pension -	Auto Enrolment New Starter Employee Information Form
En	try Date	17/06/201	9	Data Code E057C01	E-99C9-41AB-A7AF
				X Controll	er Processor
Data	Subject	Employees and w	vorkers Process	Purpose LAWFUL - To ensure our activities	are within the law
Lega	l Basis	X Legal Requirem	ent Contractual Necessity	Legitimate Interest	nterest Public Function
		Legal Requireme	nt Details Pensions Act 2008	and Pension Regulator LIA Name	
Retention	n Period	6 years	F	Runs From Termination of employment	Buffer + 1 year
	Business	Area Human Re	esources	Measures to ensure accuracy N/	/A
Pers	son respo for data		R	Data Source Da	ata Subject directly
	Ар	prox. No of Records	3	Storage State H	lard copy in manual filing system
	Approx.	No of Data Subjects	3	Storage Physical Location C	lient's address in both locked office and
	Access	All staff	Staff need to know 🔲 All manag	gement X Management need to know 🗌 🖂	T X HR Accounts
Security	Acce	ss controls		List other organ individuals w	Hamey Wansworn
measures	Back	uns	System access controls		as transfer Yes X No
		•	☐ Tranfer controls	GDPR Compliant Ter	rms signed? N/A
	Data	segregation	☐ Two Factor Authentication		
	Encry	ption	User input controls	Likelihood of br	
	X Physi	cal access controls	•	Breach risk se	verity 1 to 5 4 ating 1 to 25 8
				T KIOK TO	
Data Item	Appe	arance and size		Gender	Photographs
	Atten	dance and leave re	cords	Genetic or biometric information (S)	Pregnancy / maternity records
	Authe	entication questions	or answers	Genetic or biometric information (S)	Recruitment records
	Comr	mencement / termin	ation dates	Health or Medical Data (S)	References
				☐ ID documents (e.g. passport, driving licend	ce)
	Conti	actual requirements	5	☐ IP Address	Right to work information
	Corre	spondence includin	g statements of opinion or intent	☐ IT system usage records	Sickness absence records (S)
	Crimi	nal record checks /	details (S)		Signature
	x Date	of Birth		Location Data	Social media ID and related info
	□ Detai	Is of payments or de	eductions	X Marital status	☐ Trade union membership (S)
				X Names	
	∐ Empl	oyer/s name/s		☐ Nationality, race or ethnicity (S)	Unique identifier number or code
	_ Empl	oyment benefits (e.ç	g. pension, etc)	■ Notes biographical in nature	Usernames and passwords
	X Empl	oyment History			Work contact details
	Expre	essions of opinions i	regarding data subject	▼ Payroll, tax and NICs information	☐ Working hours
	X Finar	icial information		X Personal contact details	
Notes	3				Document
Advice	Э				
Notes	6				
Instructio requir		Yes			

	Client	Everest Lin	nited	Data Asset Recri	ruitment Request Form
Ent	try Date	17/06/2019)	Data Code A488	B5DAA-2D22-44DF-8141
				X Con	ntroller Processor
	l Basis □ Le	oloyees and wo	ent Contractual Necessity	s Purpose HUMAN RESOURCES - To p X Legitimate Interest Consent V LIA Name	orocess personnel matters including appraisal, professional /ital Interest
Retention	Period TBA	A		Runs From TBA	Buffer TBA
	Business Area	Human Re	sources	Measures to ensure accuracy	N/A
Pers	on responsible for data asset	Head of HF	2	Data Source	Internally input by staff member
	Approx. N	No of Records		Storage State	Data in database structure
	Approx. No of [Data Subjects		Storage Physical Location	TBA
	Access	All staff S	taff need to know All mana	agement X Management need to know	☐ IT X HR ☐ Accounts
Security	Access cont	trols			organisations or als who access
measures	Backups		System access controls	Ov	verseas transfer
	Data segreg	☐ Tranfer controls ☐ Data segregation		GDPR Complian	it Terms signed?
		gation	☐ Two Factor Authentication		
	Encryption		User input controls		I of breach 1 to 5 1 sk severity 1 to 5 1
	Physical acc	cess controls	_ ,		isk rating 1 to 25
Data Item	Appearance	e and size		Gender	Photographs
	Attendance	and leave rec	ords	Constin or his matric information (C)	Pregnancy / maternity records
	Authentication	on questions	or answers	Genetic or biometric information (S)	Recruitment records
	X Commencer	ment / termina	tion dates	Health or Medical Data (S)	References
			non dates	☐ ID documents (e.g. passport, driving I	licence)
	X Contractual	requirements		☐ IP Address	Right to work information
	Corresponde	ence including	statements of opinion or inten-		☐ Sickness absence records (S)
	Criminal rec	cord checks / c	etails (S)	IT system usage records	Signature
	Date of Birth	า		Location Data	Social media ID and related info
				Marital status	
	Details of pa	ayments or de	ductions	Names	☐ Trade union membership (S)
	Employer/s	name/s		Nationality race or athricity (C)	Unique identifier number or code
	Employmen	t benefits (e.g	pension, etc)	Nationality, race or ethnicity (S)	Usernames and passwords
	☐ Employmen	t History		Notes biographical in nature	☐ Work contact details
		-		☐ Payroll, tax and NICs information	
			egarding data subject	Personal contact details	▼ Working hours
	X Financial inf	formation			
Notes	s (i) th	his record doe	s not seem to contain any pers	onal data; can it be linked to an individual w	when recruitment has taken place? Document
Advice Notes					
Instructio require		′es			

required

	Client Everest Lin	nited	Data Asset Payrol	Il and Position Change Form
En	try Date 17/06/2019	9	Data Code E8686	3383-68CA-43B1-908C
			X Con	troller Processor
Lega Retention	Legal Requiremer	ent Contractual Necessity nt Details sources	Purpose HUMAN RESOURCES - To pro Light Legitimate Interest Consent Vit LIA Name Runs From TBA Measures to ensure accuracy Data Source	ocess personnel matters including appraisal, professional
	Approx. No of Data Subjects		Storage State Storage Physical Location	TBA
	Approx. No or Bata Gabjeoto	. 57.	Storage Physical Location	IDA
	Access All staff S	Staff need to know All mana	gement Management need to know	IT X HR Accounts
Security measures	☐ Access controls ☐ Backups	System access controls Tranfer controls	individual	ganisations or Is who access erseas transfer
	Data segregation	Two Factor Authentication	ODI IX Compilant	Terms signed:
	Encryption		Likelihood o	of breach 1 to 5
	☐ Physical access controls	User input controls	Breach risk	severity 1 to 5
	_ r myeledi decese semilele		Ris	sk rating 1 to 25
Data Item	Appearance and size		Gender	Photographs
	Attendance and leave rec	ords	☐ Genetic or biometric information (S)	Pregnancy / maternity records
	Authentication questions	or answers	Health or Medical Data (S)	Recruitment records
	Commencement / termina	ation dates		References
	Contractual requirements		☐ ID documents (e.g. passport, driving lie	cence) Right to work information
	Correspondence including	g statements of opinion or intent	☐ IP Address	Sickness absence records (S)
		,	☐ IT system usage records	
	Criminal record checks / c	details (S)	Location Data	Signature
	Date of Birth			Social media ID and related info
	Details of payments or de	ductions	Marital status	☐ Trade union membership (S)
	Employer/s name/s		x Names	X Unique identifier number or code
	Employer/s name/s		☐ Nationality, race or ethnicity (S)	offique identifier flumber of code
	Employment benefits (e.g	. pension, etc)	▼ Notes biographical in nature	Usernames and passwords
	X Employment History			Work contact details
	Expressions of opinions re	egarding data subject	Payroll, tax and NICs information	☐ Working hours
	X Financial information		Personal contact details	
Notes	·			Document
Advice				Document
Notes				
Instructio	ns X Yes			

	Client	Everest Lim	iited	Data Asset MS	Office 365			
Ent	try Date	27/03/2019		Data Code CE	7EBDC3-3FB3-445	5A-A417		
				X C	ontroller Proce	essor		
Data S	Subject All		Proces	s Purpose MANAGEMENT - To effective	ely manage our st	aff, their activities and our ta	angible assets	
Logal	Basis Legal	Requireme	nt Contractual Necessity	X Legitimate Interest Consent	Vital Interest	Public Function		
Legai	Buoio — G	Requiremen	_	LIA Name	Email Corresp			
	_0ga.	104011011	. 20.00	Entraine	Zilidii Goli Gop	- Circumos		
Retention	Period 6 month	ths		Runs From Date created		Buffer		
		All		Measures to ensure accuracy	N/A			
Pers	on responsible for data asset	Head of IT		Data Source	Various			
	Approx. No o		TBA	Storage State	Data in databa	ase structure		
	Approx. No of Data	ta Subjects	TBA	Storage Physical Location	In known multi	ple cloud server locations		
	Access X All	staff S	taff need to know 🗌 All mana	agement	X IT HR	Accounts		
Security	Access controls	s			organisations or uals who access	Microsoft		
measures	X Backups		System access controls	C	Overseas transfer	Yes No		
	Data segregation		Tranfer controls	GDPR Complia	int Terms signed?	Yes		
		OH	☐ Two Factor Authentication					
	X Encryption		User input controls		d of breach 1 to 5 risk severity 1 to 5	3 2		
	X Physical access	s controls			Risk rating 1 to 25	6		
		. d a:=a			_	ia arran ha		
Data Item	Appearance an	ia size		Gender	□ Pnot	ographs		
	Attendance and	d leave reco	ords	☐ Genetic or biometric information (S)		nancy / maternity records		
	Authentication	questions o	r answers	_		ruitment records		
	Commencemen	nt / termina	tion dates	Health or Medical Data (S)	Refe	erences		
	Contractual req	quirements		☐ ID documents (e.g. passport, driving	·	Right to work information		
				☐ IP Address				
	X Correspondence	ce including	statements of opinion or intent	t ☐ IT system usage records	Sicki	ness absence records (S)		
	Criminal record	d checks / d	etails (S)	Location Data	Sign	ature		
	Date of Birth				Socia	al media ID and related info	ı	
	☐ Details of paym	nents or dec	ductions	Marital status	☐ Trad	e union membership (S)		
	☐ Employer/s nar	me/s		X Names	□ Unia	ue identifier number or code	e	
				☐ Nationality, race or ethnicity (S)				
	Employment be	enefits (e.g.	pension, etc)	X Notes biographical in nature	User	rnames and passwords		
	Employment Hi	istory		Payroll, tax and NICs information	☐ Work	k contact details		
	X Expressions of	opinions re	garding data subject	•	☐ Work	king hours		
	Financial inform	mation		Personal contact details				
Notes						Do	ocument	
Advice		etention peri	od correct? (ii) how long is arcl	hive retained?		50	ounion	
Notes	()	1,500	() 3 3 2 3 3 3					
Instruction require								

required

	Client Everest Lin	nited	Data Asset Mot	oile Phone Handsets &	alablets			
En	try Date 27/03/2019	9		CA2BCD-388A-4A93-A				
Data S	Subject Employees and we				their activities and our tangible assets			
Legal			■ Legitimate Interest					
	Legal Requiremer	nt Details	LIA Name	Email Correspond	dance			
Retention	Period 6 months	I	Runs From Date created		Buffer			
	Business Area All		Measures to ensure accuracy	N/A				
Pers	on responsible Head of IT for data asset		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 multip	ole cloud server locations			
	Access X All staff S	Staff need to know All mana	gement	☐ IT ☐ HR ☐ A	ccounts			
•	X Access controls			organisations or uals who access				
measures	X Backups	X System access controls	O	verseas transfer	☐ Yes ☐ No			
	Dete commention	☐ Tranfer controls	GDPR Complia	nt Terms signed?	N/A			
	Data segregation	☐ Two Factor Authentication	·	· ·				
	Encryption	User input controls		d of breach 1 to 5	4			
	X Physical access controls	Oser input controls		isk severity 1 to 5	3			
			r	Risk rating 1 to 25	12			
Data Item	Appearance and size		□ Oandar	Photogr	aphs			
	Attendance and leave rec	ords	Gender	☐ Pregnar	ncy / maternity records			
	Authorization questions	or angware	Genetic or biometric information (S)	□ Pooruitr	ment records			
	Authentication questions	or answers	☐ Health or Medical Data (S)	Reciuiti	nent records			
	Commencement / termina	tion dates	☐ ID documents (e.g. passport, driving	Referen	ces			
	Contractual requirements		E 1D documents (e.g. passport, driving		Right to work information			
	X Correspondence including	g statements of opinion or intent	☐ IP Address	Sicknes	s absence records (S)			
		,	☐ IT system usage records		· ,			
	Criminal record checks / c	details (S)	Location Data	Signatu	re			
	Date of Birth			☐ Social m	nedia ID and related info			
	Details of payments or de	ductions	Marital status	☐ Trade u	nion membership (S)			
	Employer/a name/a		X Names	□ I Iniguo	identifier number er eede			
	Employer/s name/s		☐ Nationality, race or ethnicity (S)	Onique	identifier number or code			
	Employment benefits (e.g	. pension, etc)	X Notes biographical in nature	Usernar	mes and passwords			
	Employment History		Notes biographical in hature	☐ Work co	ontact details			
	X Expressions of opinions re	enarding data subject	Payroll, tax and NICs information	☐ Working	ı hours			
		ogaranig data babjeot	X Personal contact details	Working	riodio			
	Financial information							
Notes	8				Document			
Advice Notes	e (i) who is mobile p	ohone provider?			Sodmont			
Instructio	ns X Yes							

	Client Everest	Limited	Data Asset CS	S - Legal (which have	become a claim)		
En	try Date 28/03/20	019		54D859-5AA5-4F59-A			
Data S	Subject Clients and thei		ss Purpose CLAIMS - To retain docume	_			
Legal	I Basis □ Legal Require Legal Requiren	_	X Legitimate Interest		blic Function		
	Legal Nequilen	ient Details	LIA Name	·			
Retention	Period 25 years		Runs From fitment date		Buffer		
	Business Area Legal		Measures to ensure accuracy	N/A			
Pers	son responsible Head of for data asset	Legal	Data Source	Data Subject dire	ectly		
	Approx. No of Recor		Storage State	Hard copy in ma	nual filing system		
	Approx. No of Data Subject	cts 2,000	Storage Physical Location	Location other th	an client's address in		
	Access All staff	Staff need to know All mana	agement	☐ IT ☐ HR ☐ /	Accounts		
Security	Access controls			organisations or luals who access	Legal Advisors / Expert Witnesses		
measures	Backups	System access controls		Overseas transfer	☐ Yes ☐ No		
	☐ Data segregation	Tranfer controls	GDPR Complia	ant Terms signed?	Yes		
		Two Factor Authentication	Likalibas	od of breach 1 to 5	1		
	Encryption	User input controls		risk severity 1 to 5	1 3		
	X Physical access contro	ls		Risk rating 1 to 25	3		
Data Item	Appearance and size			X Photog	raphs		
	☐ Attendance and leave r	records	Gender	☐ Pregna	ancy / maternity records		
	Authentication question	ns or answers	Genetic or biometric information (S)		tment records		
	Commencement / term		☐ Health or Medical Data (S)				
			☒ ID documents (e.g. passport, driving	g licence)	·		
	X Contractual requiremen	nts	☐ IP Address	∐ Right to	o work information		
	X Correspondence include	ing statements of opinion or inten	t ☐ IT system usage records	Sickne	ss absence records (S)		
	Criminal record checks	/ details (S)	Location Data	X Signatu	ure		
	Date of Birth			Social	media ID and related info		
	X Details of payments or	deductions	Marital status	Trade u	union membership (S)		
	☐ Employer/s name/s		X Names	☐ Unique	identifier number or code		
	Employment benefits (e.g. pension, etc)	□ Nationality, race or ethnicity (S)	Userna	ames and passwords		
	☐ Employment History		☐ Notes biographical in nature		ontact details		
			☐ Payroll, tax and NICs information				
		s regarding data subject	X Personal contact details	∐ Workin	g hours		
	X Financial information						
Notes	3				Document		
Advice Notes	(,, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		egal agreement for expert witnesses and intention where service call raised near end		s, (iii) IT to		
Instructio requir							

required

	Client Everest Li	mited		Data Asset	Hard Copy File	(which ha	ve become a claim)	
En	try Date 28/03/201	9		Data Code	8E54D859-5AA	\5-4F59-A	31C	
					Controller	Processo	or	
Data	Subject Clients and their I	Employees Proces	ss Purpose C	:LAIMS - To retain docu	ıments that may	/ be releva	nt to legal claims	
	•	, ,	·		_		-	
Lega	1 2000 — 0	nent Contractual Necessity	X Legitimate			st 🔛 Pub	lic Function	
	Legal Requireme	nt Details		LIA Na	ame			
Retention	Period 6 years		Runs From	End of litigation proces	ss		Buffer	
	Business Area Legal		Me	asures to ensure accur	acy N/A			
Pers	on responsible Head of Le	egal		Data Source	e Data Su	ubject dire	ctly	
	Approx. No of Records	2,000		Storage State	e Hard co	opy in mar	nual filing system	
	Approx. No of Data Subjects	2,000	St	torage Physical Location	n Locatio	n other tha	an client's address in	
	Access All staff X	Staff need to know 🔲 All mana	agement 🗌 N	Management need to kn	ow IT	HR 🗌 A	ccounts	
Security	Access controls				ther organisation		Legal Advisors / Expert Witness	es
measures	Backups	System access controls		iliu	lividuals who ac Overseas tra		Yes No	
		Tranfer controls		GDPR Com	npliant Terms si		Yes	
	Data segregation	☐ Two Factor Authentication	ı	GDF IX COII	ipiiant Terris si	grieu :	163	
	Encryption			Likeli	hood of breach	1 to 5	1	
	X Physical access controls	User input controls		Brea	ich risk severity		3	
					Risk rating 1	to 25	3	
Data Item	Appearance and size					X Photogr	raphs	
	Attendance and leave red	Gender			Pregnar	ncy / maternity records		
	Authentication questions	or answers	Genetic	or biometric information	(S)	Recruitr	ment records	
			Health or	Medical Data (S)	L	recorditi	Herit records	
	Commencement / termin	ation dates	X ID docum	nents (e.g. passport, dri	ving licence)	☐ References)☐ Right to work information		
	X Contractual requirements	3						
	X Correspondence includin	g statements of opinion or inten	☐ IP Addre	SS		Sicknes	s absence records (S)	
	Criminal record checks /	details (S)	IT systen	n usage records	F	X Signatu	ro	
	Chiminal record checks /	uetalis (3)	Location	Data	Ŀ	Signatu		
	Date of Birth		☐ Marital st	tatus		Social n	nedia ID and related info	
	X Details of payments or de	eductions				Trade u	nion membership (S)	
	Employer/s name/s		x Names			Unique	identifier number or code	
	☐ Employment benefits (e.g	n nension etc)	Nationali	ty, race or ethnicity (S)	Г	Heernar	mes and passwords	
	Limployment benefits (e.g	g. perision, etc)	Notes bid	ographical in nature	L	_ Osemai	nes and passwords	
	Employment History		Payroll, t	ax and NICs information	n	Work co	ontact details	
	Expressions of opinions i				Working	g hours		
	X Financial information		x Personal	contact details				
Notes	S						Document	
Advice Notes	e (i) check article 2	28 terms, (ii) consider creating le	egal agreement	for expert witnesses ar	nd include article	e 28 terms		
	□ V ₂ -							
Instructio	ns Yes							

	Client	Everest Limi	ted		Data Asse	et	Fitters Public	Liability Insu	urance	
Ent	try Date	28/03/2019			Data Code		71B423EF-7A	ADA-4803-8		
Data S	Subject	Suppliers and Cont	ractors Process	s Purpose	CONTRACT -	- To ensure	other parties	perform the	ir contracted duties	
Legal	Basis	Legal Requiremen	nt X Contractual Necessity	Legitima	te Interest	Consent	☐ Vital Inter	est 🗌 Pub	olic Function	
		Legal Requirement	Details			LIA Na	ime			
Retention	Period	25 years	F	Runs From	fitment date	е			Buffer	
	Business	s Area Legal		N	Measures to en	sure accura	acy User-ı	reliant upda	te	
Perso	on respo	Head of Led	al		D	ata Source	e Data S	Subject dire	ctly	
	Ар	prox. No of Records	TBA		St	torage State	e Hard	copy in mar	nual filing system	
	Approx.	No of Data Subjects	TBA		Storage Physic	cal Location	n Client	's address i	n both locked office and	
	Access	All staff St	aff need to know All manage	gement	Management	need to kn	ow 🗌 IT 📗	HR A	accounts	
Security	Acces	ss controls					her organisati			
measures	□ Backı	une	System access controls			illa	Overseas to		☐ Yes ☐ No	
	_ back	Backups Tranfer controls			C	SDPR Com	pliant Terms		N/A	
	Data	segregation	Two Factor Authentication			SDI IX COIII	ipilant remis	signed:	N/A	
	Encry	/ption				Likeli	hood of breac	h 1 to 5	1	
	☐ Physi	ical access controls	User input controls			Brea	ch risk severit		1	
							Risk rating	1 to 25	1	
Data Item	Appe	arance and size		Gende	r			Photogr	raphs	
	Atten	Attendance and leave records Authentication questions or answers			Genetic or biometric information (S)			Pregna	ncy / maternity records	
	☐ Authe							Recruit	ment records	
		·		☐ Health or Medical Data (S)☐ ID documents (e.g. passport, driving licence)						
	_ Comr	mencement / terminati	on dates				ving licence)	References		
	_ Contr	ractual requirements				•	,	Right to work information		
	Corre	espondence including	statements of opinion or intent	☐ IP Add	ress			Sicknes	ss absence records (S)	
	□ Crimi	nal record checks / de	stails (S)	☐ IT syst	em usage reco	ords		□ Signatu	uro.	
		narrecord checks / de	stalis (3)	Location	on Data			Signatu	i e	
	Date	of Birth		Marital	status			Social r	nedia ID and related info	
	Detai	ls of payments or ded	uctions					Trade u	ınion membership (S)	
	Emple	oyer/s name/s		x Names	3			Unique	identifier number or code	
			nancian ata)	Nation	ality, race or et	thnicity (S)		Lloorpo	mas and nasswords	
		oyment benefits (e.g.	pension, etc)	Notes	biographical in	nature		Osemai	mes and passwords	
	Empl	oyment History		Pavroll	l, tax and NICs	information	n	X Work co	ontact details	
	Expre	Expressions of opinions regarding data subject					•	☐ Working	g hours	
	Finan	ncial information		X Persor	nal contact deta	ails				
Notes		<i></i>				•			Document	
Advice Notes		(i) business centre	s have files for each subcontra	ct which will	I contain a copy	y of the put	olic liability ins	urance certi	ificate	
Instruction require		X Yes								

	Client	Everest Lir	nited		Data As	sset	Credit Contro	l Checks			
Ent	try Date	28/03/2019	9		Data C		75441D5E-48				
Data S	Subject	Clients and their E	Employees Process	s Purpose	CREDIT CI	HECKS - To	vet for creditwo	orthiness			
Legal	l Basis	Legal Requireme	ent Contractual Necessity	X Legitimate	e Interest	Consent	☐ Vital Inter	est Pub	lic Functi	on	
		Legal Requiremer	nt Details			LIA N	ame				
Retention	Period	2 years	I	Runs From	Date cre	ated			Buffer	+ 6 months	
	Business	· ·		М	easures to	ensure accu	racy N/A				
Pers	on respor for data		egal			Data Source	e Data	Subject dired	ctly		
	Арј	orox. No of Records				Storage Sta	te Hard	copy in mar	nual filing	system	
	Approx. I	No of Data Subjects	500	5	Storage Phy	ysical Location	on Client	t's address ir	n locked o	office	
	Access	All staff X S	Staff need to know All mana	agement	Manageme	ent need to k	now 🗌 IT	HR A	ccounts		
Security	Acces	s controls					ther organisat				
measures	Backu	IDS	System access controls				Overseas t	ransfer	Yes	s No	
			Tranfer controls			GDPR Cor	npliant Terms	signed?	N/A		
		segregation	Two Factor Authentication				•				
	Encry	ption	User input controls				lihood of bread		1		
	X Physic	cal access controls	_ Good impact controls			Brea	ach risk severi Risk rating		4 4		
							r don rading	, 1 10 20	•		
Data Item	Appea	arance and size		X Gender				Photogr	aphs		
	Attend	dance and leave rec	ords					Pregnar	ncy / mate	ernity records	
	Authe	ntication questions	or answers	☐ Genetic	or biometr	ic informatior	ı (S)	Recruitr	ment reco	ords	
	Comp	oonoomont / torming	ation dates	Health o	or Medical I	Data (S)		Deferen			
	Comm	nencement / termina	ation dates	☐ ID docu	ments (e.g	. passport, di	riving licence)	Referen	ices		
	Contra	actual requirements		☐ IP Addr	ess			Right to	work info	ormation	
	Corre	spondence including	g statements of opinion or intent					Sicknes	s absenc	e records (S)	
	Crimir	nal record checks / o	details (S)	IT syste	em usage re	ecords		Signatu	re		
	× Date of		. ,	Location	n Data					and related info	
	X Date (טו סוונוו		Marital s	status			Social II	nedia iD a	and related into	
	Detail	s of payments or de	ductions	x Names				Trade u	nion men	nbership (S)	
	Emplo	oyer/s name/s						Unique	identifier	number or code	
	Emplo	yment benefits (e.g	. pension, etc)	Nationa	lity, race or	ethnicity (S)		Usernar	mes and p	passwords	
			,	☐ Notes b	iographical	in nature					
	Empic	syment History		Payroll,	tax and NI	Cs information	n	VVOIK CC	ontact det	alls	
	Expre	ssions of opinions re	egarding data subject	X Persona	al contact d	etails		Working	g hours		
	X Finan	cial information		Z 1 0130110	ar sornaut u	Juno					
Notes	3									Documen	١t
Advice											
Notes	•										
Instructio requir		Yes									

	Client	Everest Limite	d		Data Asset	Access Requ	iest Files	
Ent	try Date	28/03/2019			Data Code	9B075101-7F	7A-46A1-8C	
Data S	Subject	All	Proces	ss Purpose L	AWFUL - To ensure	e our activities are	e within the la	W
Legal	l Basis	Legal Requirement Legal Requirement D		X Legitimate		ent	rest 🗌 Publ	ic Function
Retention	Period	6 months		Runs From	Date request fulfill	ed		Buffer
	Business	s Area Customer Rela	ations	Mea	asures to ensure ac	ccuracy N/A		
Perso	on respo				Data So	urce Vario	us	
	for data Ap	prox. No of Records	100		Storage S	State Hard	copy in man	ual filing system
	Approx.	No of Data Subjects	100	St	orage Physical Loc		t's address in	locked cabinet
	Access	All staff X Staf	f need to know	agement 🗌 N	lanagement need to	o know 🔲 IT	HR A	ccounts
Security	Acces	ss controls			Lis	st other organisat		
measures	Backı	ups	System access controls			Overseas t	transfer	☐ Yes ☐ No
	_ Data	segregation	Tranfer controls		GDPR (Compliant Terms	signed?	N/A
	Encry	/ption	Two Factor Authentication		L	ikelihood of bread	ch 1 to 5	1
	▼ Dhyei	ical access controls	User input controls		E	Breach risk severi	ity 1 to 5	4
	A Fliysi	ical access controls				Risk rating	g 1 to 25	4
Data Item	_ Appe	arance and size		Gender			Photogra	aphs
	Atten	dance and leave record	s	Genetic	or biometric informa	ution (S)	Pregnan	cy / maternity records
	Authe	entication questions or a	nswers			illori (3)	Recruitn	nent records
	Comr	mencement / termination	n dates	☐ Health or	Medical Data (S)		Referen	ces
	Contr	actual requirements		☐ ID docum	nents (e.g. passport	t, driving licence)	☐ Right to	work information
		·		☐ IP Addres	SS			
	Corre	espondence including st	atements of opinion or inten		n usage records		Sickness	s absence records (S)
	Crimi	nal record checks / deta	iils (S)	Location	Data		Signatur	e
	Date	of Birth					Social m	nedia ID and related info
	Detai	ls of payments or deduc	etions	Marital st	atus		Trade ur	nion membership (S)
				Names				
	•	oyer/s name/s		Nationalit	ty, race or ethnicity	(S)	Offique i	dentifier number or code
	Emplo	oyment benefits (e.g. pe	ension, etc)	☐ Notes bio	ographical in nature		Usernan	nes and passwords
	Emplo	oyment History					Work co	ntact details
	Expre	essions of opinions rega	rding data subject		ax and NICs inform	alion	Working	hours
	Finan	icial information		Personal	contact details			
Notes	3	(i) categories of pers	onal data are all that appear	r in other data a	assets			Document
Advice Notes								
Instruction require		X Yes						

	Client	Everest Limited	Data Asset Date	ta Access Log Sheet			
Ent	try Date	28/03/2019	Data Code C0	B9F517-2982-4CE1-9F	2982-4CE1-9FF4-		
			X C	Controller	r		
Data S	Subject All	Process	s Purpose LAWFUL - To ensure our ac	ctivities are within the la	ıw		
Legal	Basis Lega	Requirement	■ Legitimate Interest	Vital Interest	lic Function		
	Legal	Requirement Details TBA	LIA Name	•			
Retention	Period 6 mon	nths	Runs From Date request fulfilled		Buffer		
	Business Area	Customer Relations	Measures to ensure accuracy	User-reliant updat	е		
Pers	on responsible for data asset	Head of Legal	Data Source	Various			
	Approx. No	of Records 1	Storage State	Hard copy in man	ual filing system		
	Approx. No of Da	ata Subjects 100	Storage Physical Location	Client's address in	locked office		
	Access Al	Il staff Staff need to know All mana	gement	IT HR A	ccounts		
Security	Access contro	ls		r organisations or duals who access			
measures	Backups	System access controls		Overseas transfer	Yes No		
		Tranfer controls	GDPR Complia	ant Terms signed?	N/A		
	Data segregat	☐ Two Factor Authentication					
	Encryption	User input controls		od of breach 1 to 5	1		
	Physical acces	<u> </u>		risk severity 1 to 5	2		
				Risk rating 1 to 25	2		
Data Item	Appearance a	nd size	Gender	Photogra	aphs		
	Attendance ar	nd leave records			cy / maternity records		
	Authentication	questions or answers	Genetic or biometric information (S)		nent records		
			Health or Medical Data (S)	□ Deferen			
	Commenceme	ent / termination dates	☐ ID documents (e.g. passport, driving	Referen g licence)	ces		
	Contractual re	quirements	☐ IP Address	☐ Right to	work information		
	Corresponden	ce including statements of opinion or intent		Sicknes	s absence records (S)		
	Criminal recor	d checks / details (S)	☐ IT system usage records	☐ Signatur	re		
		•	Location Data	_			
	Date of Birth		Marital status	Social if	nedia ID and related info		
	Details of payı	ments or deductions	x Names	☐ Trade ui	nion membership (S)		
	Employer/s na	ame/s		☐ Unique i	dentifier number or code		
	Employment b	penefits (e.g. pension, etc)	Nationality, race or ethnicity (S)	Usernar	nes and passwords		
			☐ Notes biographical in nature		·		
	Employment H	History	☐ Payroll, tax and NICs information	□ Work co	ntact details		
	Expressions o	f opinions regarding data subject	X Personal contact details	Working	hours		
	Financial infor	mation	A I CISOHAI COHIACI UCIANS				
Notes Advice	.,,	sonal contact details is postcode only if no			Document		
Notes	(.)	nsfer to spreadsheet so that old data can be	removed				
Instruction require		8					

Data Subject		Client	Everest Limited	d	Data Asset	Personal Injury C	laims		
Legal Requirement Details Process Purpose CLAIMS - To retain documents that may be relevant to legal claims Legal Requirement Details Data Storage State Legal Measures to ensure accurately NA Person resconsible Chocked of Legal Data Storage State Scanmed costy in electronic filing system Approx. No of Data Subjects 100 Storage State Storage State Scanmed costy in electronic filing system Approx. No of Data Subjects 100 Storage State Storage State Scanmed costy in electronic filing system Approx. No of Data Subjects 100 Storage Physical Location Client's address in both locked office and Approx. No of Data Subjects 100 Storage Physical Location Client's address in both locked office and Approx. No of Data Subjects 100 Storage Physical Location Client's address in both locked office and Approx. No of Data Subjects 100 Storage Physical Location Client's address in both locked office and Approx. No of Data Subjects 100 Storage Physical Location Client's address in both locked office and Approx. No of Data Subjects 100 Storage Physical Location Client's address in both locked office and Approx. No of Data Subjects 100 Storage Physical Location Client's address in both locked office and Approx. No of Data Subjects 100 Storage Physical Location 100 Storage Physical Location Application 100 Storage Physical Location 100 Storage Physical 100 Storage Physica	En	itry Date	28/03/2019		Data Code	4A3FA868-28EA-	8EA-473D-822A		
Lagal Basis Legal Requirement Contractual Necessity Explainate Interest Consent Vital Interest Public Function Legal Requirement Details Lit A Rame Reference Pend Duration of Ricigation plus 6 years Runs From Data Rigation concludes Buffer Business Area Legal Measures to ensure accuracy N/A Person responsible Head of Legal Data Source Various For data subjects 10.0 Storage State Scanned copy in electronic filing system Approx. Nor of Records 10.0 Storage Physical Location Client's address in both locked office and Approx. Nor of Data Subjects 10.0 Storage Physical Location Client's address in both locked office and Appearance Appearance State Red to know All management Management need to know Head to know Hea					>	Controller F	⊃rocessor		
Reference Percod Duration of lingation plus 6 years Runs From Data litigation concluded Buffer	Data	Subject	All	Proces	s Purpose CLAIMS - To retain docu	ments that may b	e relevan	t to legal claims	
Reference Period Duration of Intigation plus 6 years Runs From Data Biligation concluded Buffer	Lega	ıl Basis	Legal Requirement	Contractual Necessity	X Legitimate Interest Consent	☐ Vital Interest	_ Public	c Function	
Business Area Legal Measures to ensure accuracy NA Person responsible 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 All staff Staff need to know All management Management need to know IT HR Accounts Access All staff Staff need to know All management Management need to know IT HR Accounts Security Access controls System access controls System access controls Overhaate transfer Yes No	J		Legal Requirement De	etails	LIA Na	ıme			
Person responsible 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 All staff Staff need to know All management Management need to know IT HR Accounts Security X Access controls X System access controls X	Retentior	n Period	Duration of litigation բ	olus 6 years	Runs From Data litigation conclud	ed	I	Buffer	
Person responsible 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 All staff Staff need to know All management Management need to know IT HR Accounts Security X Access controls X System access controls X		Business	s Area Legal		_				
Approx. No of Records 100 Storage State Approx. No of Records 100 Storage Physical Location Client's address in both locked office and Access All staff X Staff need to know All management Management need to know T HR Accounts Access All staff X Staff need to know All management Management need to know T HR Accounts Security X Access controls X System access controls List other organisations or individuals who access X Backups Transfer controls GDPR Compiliant Terms signed? TBA X Data segregation Two Factor Authentication Likelihood of breach 1 to 5 1 Encryption User input controls Breach risk severity 1 to 5 4 X Physical access controls Gender Photographs Appearance and size Gender Photographs Authentication questions or answers Gender Photographs Authentication questions or answers Gender Photographs Commencement / termination dates Gender Photographs Commencement / termination dates Gender Photographs Contractual requirements Gender Photographs Correspondence including statements of opinion or intent Gender Gender	Pers		neible						
Approx. No of Data Subjects 100 Storage Physical Location Client's address in both locked office and Access All staff X Staff need to know All management Management need to know IT HR Accounts Security X Access controls X System access control			asset	100		Caannad	conv in a	lectronic filing system	
Access All staff		_			_	C			
Security			_						
Securing Access controls individuals who access souther and relevant insular measures X Backups Tranfer controls GDPR Compliant Terms signed? TBA		Access	All staff X Staff	need to know All mana	agement	ow IT H	R Acc	counts	
X Backups	•	X Acces	ss controls			•		Broker and relevant Insurer	
Transfer controls GDPR Compilant Terms signed? TBA	measures	X Backi		System access controls				Yes No	
Two Factor Authentication Encryption User input controls Breach risk severity 1 to 5 4				Tranfer controls	GDPR Com	noliant Terms sign	ied?	TBA	
Separation Control Con		X Data		Two Factor Authentication		·p····································			
Risk rating 1 to 25 4 Appearance and size Photographs Pregnancy / maternity records Pre		_ Encry	_	Llear input controls					
Appearance and size Gender Photographs Attendance and leave records Genetic or biometric information (S) Recruitment records Authentication questions or answers Health or Medical Data (S) References Commencement / termination dates ID documents (e.g. passport, driving licence) Contractual requirements IP Address Sickness absence records (S) Criminal record checks / details (S) Location Data Social media ID and related info X Date of Birth Marital status Trade union membership (S) Employer/s name/s Nationality, race or ethnicity (S) Usernames and passwords Employment History Payroll, tax and NICs information Working hours Expressions of opinions regarding data subject Presonal contact details Notes (i) this is on F: drive on company server, (ii) these go back many years Document Instructions X Yes Yes		X Physi		Oser input controls	Brea	•			
Attendance and leave records Gender Pregnancy / maternity records Authentication questions or answers Health or Medical Data (S) References Commencement / termination dates ID documents (e.g. passport, driving licence) Contractual requirements IP Address Sickness absence records (S) Criminal record checks / details (S) Location Data Social media ID and related info Details of payments or deductions X Names Unique identifier number or code Employment benefits (e.g. pension, etc) X Notes biographical in nature Work contact details Expressions of opinions regarding data subject Payroll, tax and NICs information Working hours Advice Notes Yes Document Notes (i) this is on F: drive on company server, (ii) these go back many years Document Instructions X Yes Yes Instructions X Yes Yes Document Authentication records Recruitment records References References Recruitment records References Recruitment records References References References References Right to work information Sickness absence records (S) IT system usage records Signature Social media ID and related info Marital status Trade union membership (S) Unique identifier number or code Unique identifier number or code Usernames and passwords Usernames and passwords Usernames and passwords References Right to work information References Right to work information References Right to work information Right to work information References References References References References Right to work information Right to work information References Right to work information Right to work information References References References References References Right to work information References References Right to work information References Right to work i						RISK Falling T to) 25	4	
Attendance and leave records Authentication questions or answers X Health or Medical Data (S) References References References Right to work information Right to work information Right to work information IT system usage records Sickness absence records (S) IT system usage records Signature Location Data Social media ID and related info Marital status Trade union membership (S) X Names Unique identifier number or code Employment benefits (e.g. pension, etc) X Notes biographical in nature Expressions of opinions regarding data subject Expressions of opinions regarding data subject Financial information Notes (i) this is on F: drive on company server, (ii) these go back many years Document Advice Notes Notes X Yes	Data Item	Appe	arance and size		Gender		Photogra	phs	
Authentication questions or answers Recruitment records		Atten	dance and leave records	3			Pregnanc	cy / maternity records	
Commencement / termination dates		Authe	entication questions or a	nswers	Genetic or biometric information		Recruitme	ent records	
Contractual requirements D documents (e.g. passport, driving licence) Right to work information P Address Sickness absence records (S) IT system usage records Signature Location Data Social media ID and related info Marital status Trade union membership (S) Employer/s name/s Notes biographical in nature Work contact details Expressions of opinions regarding data subject Financial information Notes (i) this is on F: drive on company server, (ii) these go back many years Document		□ Comr	mencement / termination	dates	X Health or Medical Data (S)		Referenc	AS	
P Address P Address Sickness absence records (S)				ducos	☐ ID documents (e.g. passport, dri	ving licence)			
Correspondence including statements of opinion or intent Criminal record checks / details (S) Location Data Date of Birth Details of payments or deductions Employer/s name/s Employment benefits (e.g. pension, etc) Employment History Expressions of opinions regarding data subject Financial information Notes Advice Notes Instructions Sickness absence records (S) Signature Social media ID and related info Nationality, race or ethnicity (S) Unique identifier number or code Unique identifier number or code Work contact details Working hours Document Advice Notes Instructions Yes		Contr	ractual requirements		☐ IP Address		Right to w	vork information	
Criminal record checks / details (S) Cocation Data		Corre	espondence including sta	atements of opinion or inten-			Sickness	absence records (S)	
X Date of Birth		Crimi	nal record checks / deta	ils (S)	☐ IT system usage records		Signature	•	
Marital status Details of payments or deductions Employer/s name/s Employment benefits (e.g. pension, etc) X Notes biographical in nature Expressions of opinions regarding data subject Financial information Notes (i) this is on F: drive on company server, (ii) these go back many years Instructions Marital status Trade union membership (S) Unique identifier number or code Unique identifier number or code Work contact details Payroll, tax and NICs information Working hours Personal contact details Document Advice Notes		▼ Date	of Rirth		Location Data		Social me	edia ID and related info	
Employer/s name/s		A Date	Of Birtin		Marital status		Social Inc	edia ID and related inio	
Employer/s name/s □ Unique identifier number or code Employment benefits (e.g. pension, etc) □ Usernames and passwords ★ Employment History □ Payroll, tax and NICs information □ Expressions of opinions regarding data subject □ Personal contact details □ Financial information □ Work contact details Notes (i) this is on F: drive on company server, (ii) these go back many years □ Document Advice Notes Notes		Detai	ls of payments or deduc	tions	X Names		Trade uni	ion membership (S)	
Employment benefits (e.g. pension, etc)		_ Empl	oyer/s name/s				Unique id	lentifier number or code	
X Notes biographical in nature Work contact details Payroll, tax and NICs information Working hours Personal contact details Personal contact de		☐ Empl	oyment benefits (e.g. pe	nsion, etc)	☐ Nationality, race or ethnicity (S)		Usernam	es and passwords	
Payroll, tax and NICs information Expressions of opinions regarding data subject Working hours Personal contact details Financial information Notes (i) this is on F: drive on company server, (ii) these go back many years Document Advice Notes Document Advice Notes Yes Yes Document Document				. ,	▼ Notes biographical in nature		Mode son	.taat dataila	
Notes (i) this is on F: drive on company server, (ii) these go back many years Advice Notes Instructions X Personal contact details Document		ĭ ⊏mpl	oyment history		☐ Payroll, tax and NICs information		VVOIK CON	naci detalis	
Financial information Notes (i) this is on F: drive on company server, (ii) these go back many years Advice Notes Instructions ▼ Yes		Expre	essions of opinions rega	rding data subject	X Personal contact details		Working h	hours	
Advice Notes Instructions X Yes		Finan	ncial information		A 1 5/50/10/ CONTROCT GOTAINS				
Notes Instructions X Yes	Notes	s	(i) this is on F: drive of	on company server, (ii) thes	e go back many years			Document	
			x Yes						

	Client	Everest Limite	ed	Data Asset	Customer Finance	e Compla	aints and Compliance Files
Ent	try Date	28/03/2019		Data Code	A2AC3F1C-0C10	C-4F5F-97	759
					X Controller	Processor	r
Data S	Subject	Clients and their Emp	oloyees Process	s Purpose CLAIMS - To retain docu	uments that may t	be relevan	nt to legal claims
Legal	Basis	Legal Requirement	Contractual Necessity	■ X Legitimate Interest	☐ Vital Interest	☐ Publi	ic Function
_		Legal Requirement D	Details	LIA Na	ame		
Detention	Dorind	TDA					Buffer
Retention	Period	TBA	l	Runs From			Bullel
	Business		ations	Measures to ensure accur	acy N/A		
Pers	on respo for data	DEAU OI LEUA	I	Data Source	e Data Sub	oject direct	tly
	_	oprox. No of Records	200	Storage Stat	e Hard cop	วy in manเ	ual filing system
	Approx.	No of Data Subjects	200	Storage Physical Location	n Client's a	ıddress in	locked office
	Access	All staff X Stat	ff need to know 🗌 All mana	gement	now 🗌 IT 🔲 F	HR ☐ Ac	counts
Security	Acce	ess controls			ther organisations		
measures	Back	uns	System access controls	IIId	Overseas trans		Yes No
			Tranfer controls	GDPR Com	npliant Terms sigr		N/A
	Data	segregation	Two Factor Authentication	32. 11 33.	ipinant ranna aigi		
	Encry	yption	User input controls		ihood of breach 1		1
	Phys	ical access controls	good impat controls	Brea	nch risk severity 1 Risk rating 1 t		3
					, non roung .		
Data Item	Appe	earance and size		Gender		Photogra	aphs
	Atten	ndance and leave record	ds	☐ Genetic or biometric information	(S)	Pregnand	cy / maternity records
	Authe	entication questions or a	answers			Recruitm	ent records
	Comi	mencement / terminatio	n dates	Health or Medical Data (S)		Reference	ces
	☐ Conti	ractual requirements		☐ ID documents (e.g. passport, dri	iving licence)	Right to	work information
		·		☐ IP Address			
	_ Corre	espondence including st	tatements of opinion or intent	☐ IT system usage records		Sickness	s absence records (S)
	Crimi	inal record checks / deta	ails (S)	Location Data	X	Signature	е
	x Date	of Birth				Social m	edia ID and related info
	X Detai	ils of payments or dedu	ctions	Marital status		Trade un	ion membership (S)
	☐ Empl	loyer/s name/s		X Names		Unique id	dentifier number or code
		•	ancies stal	☐ Nationality, race or ethnicity (S)			
	Empi	loyment benefits (e.g. po	ension, etc)	☐ Notes biographical in nature		Usernam	nes and passwords
	Empl	loyment History		☐ Payroll, tax and NICs information	n	Work cor	ntact details
	Expre	essions of opinions rega	arding data subject	•		Working	hours
	X Finar	ncial information		X Personal contact details			
Notes							Document
Advice		(i) how long do we n	eed to retain this for?				Document
Notes	;	-					
Instruction require		X Yes					

	Client	Everest Li	mited	Da	ita Asset	Maher Bird As	ssociates w	eb domain database
Ent	try Date	28/03/201	9	Da	ata Code	893F79C4-9F	23-47D0-A	
Data S	Subject	Clients and their I	Employees Process	s Purpose MARK	ŒTING - To mark	ket to leads		
Legal	Basis	Legal Requirem	ent Contractual Necessity	X Legitimate Inter	rest Consent	☐ Vital Inter	est 🗌 Pul	olic Function
		Legal Requireme	nt Details		LIA N	lame		
Retention	Period	6 months	I	Runs From Dat	e created			Buffer
	Business	s Area Marketing		Measure	es to ensure accu	ıracy N/A		
Pers	on respo		arking		Data Source	ce Data S	Subject dire	ectly
	Ap	oprox. No of Records	65000		Storage Sta	ate Data	in database	e structure
	Approx.	No of Data Subjects	54000	Storag	e Physical Locati	on In kno	own multiple	e cloud server locations
	Access	All staff X	Staff need to know All mana	gement 🗵 Mana	gement need to k	know IT	HR A	Accounts
-	X Acce	ess controls				other organisati		Maher Bird Associates
measures	× Back	ups	X System access controls			Overseas to	ransfer	X Yes No
	☐ Data	segregation	☐ Tranfer controls		GDPR Co	mpliant Terms	signed?	TBA
	X Encry	yntion	☐ Two Factor Authentication		Like	elihood of bread	h 1 to 5	2
			User input controls			each risk severit		3
	X Phys	ical access controls				Risk rating	1 to 25	6
Data Item	Appe	earance and size		Gender			Photog	raphs
	Atten	ndance and leave red	cords			~ (O)	Pregna	ncy / maternity records
	Autho	entication questions	or answers	Genetic or bid	ometric informatio	n (S)	Recruit	ment records
	Com	mencement / termina	ation dates	Health or Med	dical Data (S)		Referer	nces
	☐ Cont	ractual requirements	•	☐ ID documents	s (e.g. passport, d	riving licence)	☐ Right to	o work information
		·		☐ IP Address				
	Corre	espondence includin	g statements of opinion or intent	☐ IT system usa	age records		Sicknes	ss absence records (S)
	Crimi	inal record checks /	details (S)	Location Data	ı		Signatu	ure
	Date	of Birth		Marital status			Social	media ID and related info
	Detai	ils of payments or de	eductions				Trade u	union membership (S)
	Empl	loyer/s name/s		X Names			Unique	identifier number or code
	Empl	loyment benefits (e.ç	g. pension, etc)	Nationality, ra	ce or ethnicity (S)	Userna	mes and passwords
	☐ Empl	loyment History		Notes biograp	phical in nature		□ Work c	ontact details
			regarding data subject	Payroll, tax ar	nd NICs information	on		
		essions of opinions r	egarding data subject	X Personal cont	act details		□ ANOLKIU	g hours
		ioiai iiiiOiiIIaliUII						
Notes		(i) abaala!:-!- (00 torms in MDA southerst ("					Document
Advice Notes		(i) check article 2	8 terms in MBA contract, (ii)					
Instruction require		X Yes						

	Client	Everest Limi	ted	Da	ita Asset	ConnexOne L	Dialler		
Entr	ry Date	28/03/2019		Da	ata Code		9-F6C2-4C5A-9350- Iler Processor		
Data S	Subject	Clients and their En	nployees Proces	s Purpose MARK	ŒTING - To mark	ket to leads			
Legal	Basis	Legal Requiremer	nt Contractual Necessity	X Legitimate Inter	est Consent	☐ Vital Intere	est 🗌 Pub	olic Function	
J		Legal Requirement	Details		LIA N	lame			
Retention	Period	6 months		Runs From Dat	e created			Buffer	
Į.	Business	s Area Marketing		Measure	es to ensure accu	ıracy N/A			
	on respo for data		king		Data Source	ce Data S	Subject dired	ctly	
		oprox. No of Records	65000		Storage Sta	ate Data	in database	structure	
	Approx.	No of Data Subjects	54000	Storag	e Physical Locati		own multiple	cloud server locations	
,	Access	All staff X Sta	aff need to know 🔲 All mana	agement 🗌 Mana	gement need to k	now 🗌 IT	HR A	accounts	
Security	Acce	ss controls				other organisati dividuals who a		ConnexOne Dialler	
measures	Back	ups	System access controls			Overseas to	ransfer	Yes No	
	Data	segregation	Tranfer controls		GDPR Co	mpliant Terms	signed?	TBA	
		yption [Two Factor Authentication		l ike	elihood of breac	h 1 to 5	2	
		yption [User input controls			ach risk severit		3	
	Phys	ical access controls				Risk rating		6	
Data Item	Appe	earance and size		Gender			☐ Photogr	raphs	
	Atten	ndance and leave reco	rds			~ (O)	Pregnar	ncy / maternity records	
	Autho	entication questions or	answers	Genetic or bio	ometric informatio	n (S)	Recruitr	ment records	
	Com	mencement / terminati	on dates	Health or Med	dical Data (S)		Referen	nces	
	Cont	ractual requirements		☐ ID documents	(e.g. passport, d	riving licence)	☐ Right to	work information	
		·		☐ IP Address					
	_ Corre	espondence including	statements of opinion or intent	t IT system usa	age records		Sicknes	s absence records (S)	
	Crim	inal record checks / de	etails (S)	Location Data	1		Signatu	re	
	Date	of Birth					Social n	nedia ID and related info	
	Deta	ils of payments or ded	uctions	☐ Marital status			Trade u	nion membership (S)	
	Empl	loyer/s name/s		X Names			Unique	identifier number or code	
	☐ Empl	oyment benefits (e.g.	pension etc)	Nationality, ra	ce or ethnicity (S))	Usernar	mes and passwords	
				☐ Notes biograp	hical in nature			·	
		loyment History		Payroll, tax ar	nd NICs information	on		ontact details	
	Expre	essions of opinions reg	garding data subject	X Personal conf	act details		Working	g hours	
	Finar	ncial information							
Notes								Document	
Advice Notes		(i) check article 28	terms, (ii)						
Instructior require		X Yes							

required

	Client Everest Limited		Data Asset CSS Appoin			CSS Appoint	ntment (Lifetime Guarantee Converts to Customer)				
Ent	try Date	28/03/2019	9		Data Code		E3AF1F64-0	61C-4C60-93			
Data S	Subject	Clients and their E	Employees Process	s Purpose	MARKETING -						
Legal	l Basis	Legal Requireme	ent Contractual Necessity	X Legitima	te Interest	Consent	☐ Vital Inte	rest 🗌 Publi	c Function		
		Legal Requiremer	nt Details			LIA Nai	me *LEI	re 25 years in	nc. impact on sales		
Retention	Period	25 years	F	Runs From	fitment date				Buffer		
	Business	Area Marketing		N	Measures to ens	sure accura	icy N/A				
Pers	on respo		arking		Da	ata Source	Data	Subject direct	ly		
	Ар	prox. No of Records	2,000,000		Sto	orage State	Data	in database s	structure		
	Approx.	No of Data Subjects	2,000,000		Storage Physica	al Location	Clier	t's address in	both locked office a	nd	
	Access	X All staff S	Staff need to know All mana	gement	Management r	need to kno	ow 🗌 IT	☐ HR ☐ Ac	counts		
Security measures	X Acces	ss controls	▼ System access controls				ner organisa viduals who		Sales Consultants	s / Anaylin	
	X Backı	ups					Overseas	transfer	Yes No		
	_ Data	segregation	☐ Tranfer controls		G	DPR Com	pliant Terms	signed?	TBA		
	_ Encry	ption	☐ Two Factor Authentication			Likelih	nood of brea	ch 1 to 5	1		
			User input controls			Bread	ch risk sever	ity 1 to 5	2		
	X Physi	ical access controls					Risk ratin	g 1 to 25	2		
Data Item	Appe	arance and size						☐ Photogra	iphs		
Jala Item	□ Atton	dance and leave rec	ordo	Gende	r			Prognance	ou / matarnity record	0	
	Allen	dance and leave rec	oius	Geneti	c or biometric in	nformation	(S)	Pregnand	Pregnancy / maternity records		
	Authe	entication questions of	or answers	☐ Health	or Medical Data	a (S)		Recruitment records			
	Comr	mencement / termina	tion dates				ing lineans)	Referenc	es		
	Contr	ractual requirements			uments (e.g. pa	issport, and	ing licence)	☐ Right to v	work information		
	Corre	espondence including	g statements of opinion or intent	☐ IP Add	ress			Sickness	absence records (S	6)	
					em usage recor	rds		Cignoture			
		nal record checks / o	ietalis (3)	Location	on Data			Signature	5		
	Date	of Birth		Marital	status			Social me	edia ID and related i	nfo	
	Detai	ls of payments or de	ductions					Trade un	ion membership (S)		
	Emplo	oyer/s name/s		X Names	;			Unique id	dentifier number or c	ode	
	□ Emple	oyment benefits (e.g	nension etc)	Nation	ality, race or eth	nnicity (S)		□ Usernam	es and passwords		
			. periolori, etc)	Notes	biographical in r	nature			·		
	Emplo	oyment History		☐ Payroll	, tax and NICs i	information		vvork cor	ntact details		
	Expre	essions of opinions re	egarding data subject	X Persor	al contact detai	ils		Working	hours		
	Finan	ncial information									
Notes Advice Notes)	(i) check article 2	8 terms , (ii) check numbers for r	records and	data subjects					Document	
Instructio		x Yes									

	Client	Everest Limite	ed		Data Asset	t (CSS Appointn	nent (Prev.	Enquiries)
En	try Date	28/03/2019			Data Code	e E	E3AF1F64-06 Controller	1C-4C60-9	
	Subject I Basis	Clients and their Emp	Dloyees Process ☐ Contractual Necessity		MARKETING -			est 🗌 Put	olic Function
J		Legal Requirement D)etails			LIA Nar	ne		
Retention	n Period	3 years		Runs From	Date create	d			Buffer
	Business	Area Marketing		M	leasures to ens	sure accura	cy N/A		
Pers	son respor for data	Dean or wark	ing		Da	ata Source	Data S	Subject dire	ctly
	Ap	prox. No of Records	2,000,000		Sto	orage State	Data	in database	estructure
	Approx.	No of Data Subjects	2,000,000		Storage Physic	cal Location	Client	's address i	n both locked office and
	Access	X All staff Staf	f need to know 🗌 All mana	gement	Management	need to kno	ow 🗌 IT	HR A	Accounts
•	X Acces	ss controls					er organisati viduals who a		Sales Consultants / Anaylin
measures	X Backı		System access controls				Overseas tr	ansfer	☐ Yes ☐ No
	□ Data s	segregation	Tranfer controls		G	DPR Comp	oliant Terms	signed?	TBA
			Two Factor Authentication			انادمانا	and of broom	h 1 to E	1
	Encry	ption	User input controls				lood of breac th risk severit		1 2
	X Physic	cal access controls				Бісис	Risk rating	-	2
Data Item	Appea	arance and size		Gende	r			Photog	raphs
	Attend	dance and leave record	ls	Consti	o or hiometric ir	oformation ((C)	Pregna	ncy / maternity records
	Authe	ntication questions or a	answers		c or biometric ir		(3)	Recruit	ment records
	Comn	nencement / terminatio	n dates	Health	or Medical Data	a (S)		Referen	nces
	Contra	actual requirements		☐ ID docu	uments (e.g. pa	assport, driv	ring licence)	☐ Right to	work information
		·	atements of opinion or intent	☐ IP Addı	ress				ss absence records (S)
	Cone	spondence including st	atements of opinion of intent		em usage recoi	rds		Sickiles	ss absence records (S)
	Crimir	nal record checks / deta	ails (S)	Locatio	on Data			Signatu	ıre
	Date	of Birth		Marital	etatue			Social	media ID and related info
	Detail	s of payments or deduc	ctions					Trade u	union membership (S)
	_ Emplo	oyer/s name/s		X Names	;			Unique	identifier number or code
			onsion ata)	National	ality, race or eth	hnicity (S)			
		oyment benefits (e.g. po	ension, etc)	X Notes b	oiographical in	nature			mes and passwords
	Emplo	oyment History		Payroll	, tax and NICs	information		Work c	ontact details
	Expre	essions of opinions rega	arding data subject	X Person	al contact deta	ils		Working	g hours
	Finan	cial information		510011	52				
Notes	3	(i) understand this is	not in place yet but is an asp	oiration and	so included on	this basis			Document
Advice Notes		(i) check article 28 to from CSS	erms , (ii) check numbers for	records and	data subjects,	(iii) IT to an	range remova	al of records	s after 3 years
Instructio requir		X Yes							

	Client	Everest Li	mited	Data As	sset	CSS Sales Co	onsultant Dia	ary	
En	Entry Date 28/03/2019			Data C			-061C-4C60-9355 r		
Data (Subject	Clients and their l	Employees Process	s Purpose MARKETIN	NG - To mark	et to leads			
Legal	l Basis	Legal Requirem	nent Contractual Necessity	X Legitimate Interest	Consent	☐ Vital Intere	est 🗌 Pub	lic Function	
		Legal Requireme	nt Details		LIA Na	ame			
Retention	n Period	TBA	I	Runs From fitment d	late			Buffer	
	Busines	s Area Marketing		Measures to	ensure accui	racy N/A			
Pers	son respo		larking		Data Source	e Data S	Subject dired	ctly	
		oprox. No of Records	s 2,000,000		Storage Stat	te Data	in database	structure	
	Approx.	No of Data Subjects	2,000,000	Storage Phy	ysical Locatio	on Client	's address ir	n both locked office and	
	Access	X All staff	Staff need to know All mana	gement Manageme	ent need to kr	now IT	HR A	ccounts	
•	X Acce	ess controls				ther organisati		Sales Consultants	
measures	X Back	cups	X System access controls			Overseas tr	ansfer	Yes No	
	☐ Data	segregation	Tranfer controls		GDPR Con	npliant Terms	signed?	TBA	
	☐ Encr	yption	☐ Two Factor Authentication		Likel	lihood of breac	h 1 to 5	1	
			User input controls		Brea	ach risk severit	y 1 to 5	1	
	X Phys	sical access controls				Risk rating	1 to 25	1	
Data Item	Арре	earance and size		Gender			Photogr	raphs	
	Atter	ndance and leave red	cords		ia information	· (C)	Pregnar	ncy / maternity records	
	Auth	entication questions	or answers	Genetic or biometr		1 (3)	Recruitr	ment records	
	Com	mencement / termin	ation dates	Health or Medical I	Data (S)		Referen	ices	
	☐ Cont	ractual requirements	3	☐ ID documents (e.g.	. passport, dr	riving licence)	☐ Right to	work information	
		·		☐ IP Address					
	Cone	espondence includin	g statements of opinion or intent	☐ IT system usage re	ecords		Sickiles	s absence records (S)	
	Crim	inal record checks /	details (S)	Location Data			Signatu	re	
	Date	of Birth		Marital status			Social n	nedia ID and related info	
	Deta	ils of payments or de	eductions				Trade u	nion membership (S)	
	☐ Emp	loyer/s name/s		X Names			Unique	identifier number or code	
	☐ Emp	loyment benefits (e.g	g. pension, etc)	☐ Nationality, race or	ethnicity (S)		Usernar	mes and passwords	
		loyment History		☐ Notes biographical	in nature			ontact details	
				Payroll, tax and NI	Cs informatio	on			
	•	·	regarding data subject	X Personal contact d	letails		Working	nours	
	∐ Finar	ncial information							
Notes	5							Document	
Advice Notes			28 terms , (ii) check numbers for ing data is available to Sales Cor		ets				
Instructio requir		X Yes							

	Client	Everest Lir	nited		Data A	sset	Supply Contr	act		
Ent	try Date	28/03/2019	9		Data (Code	F177874E-1	582-4774-84	32-	
							X Controller	Processo	or	
Data S	Subject	Clients and their E	Employees Proces	s Purpose	SERVICE	DELIVERY -	To provide ou	r services to	clients	
Legal	l Basis	Legal Requireme	ent Contractual Necessity	X Legitima	ate Interest	Consent	☐ Vital Inte	rest Pub	olic Function	
		Legal Requiremer	nt Details			LIA N	ame ** LI	A for 25 year	rs ditto above **	
Retention	Period	25 years		Runs From	fitment	date			Buffer	
	Business A	Area Marketing		I	Measures to	ensure accu	racy N/A			
Pers	on respons for data as		arking			Data Source	e Data	Subject dire	ctly	
		ox. No of Records	TBA			Storage Sta	te Hard	l copy in mar	nual filing system	
	Approx. No	o of Data Subjects	TBA		Storage Ph	nysical Location	on Clien	ıt's address iı	n both locked office and	
	Access	All staff	Staff need to know All mana	agement [Managem	ent need to k	now 🗌 IT	☐ HR ☐ A	Accounts	
Security	Access	controls					other organisat		EDM	
measures	Backup	ne.	System access controls			1111	Overseas		Yes No	
			☐ Tranfer controls			GDPR Cor	mpliant Terms		ТВА	
	Data se	egregation	☐ Two Factor Authentication			ODI IX OOI	inplicant reims	Signed:	15/1	
	_ Encrypt	tion	Ulgar input controls				lihood of brea		1	
	Physica	al access controls	User input controls			Bre	ach risk sever		3	
							Risk rating	g 1 to 25	3	
Data Item	Appear	ance and size		Gende	2r			Photogr	raphs	
	Attenda	ance and leave rec	ords					Pregna	ncy / maternity records	
	Authen	tication questions	or answers	☐ Genet	ic or biomet	ric informatio	n (S)	Recruitr	ment records	
	Commo	encement / termina	ation datas	Health	or Medical	Data (S)		Deferen	2000	
	Comme	encement / termina	alion dates	☐ ID doc	cuments (e.ç	g. passport, di	riving licence)	Referen	ices	
	Contrac	ctual requirements		☐ IP Add	dress			Right to	work information	
	Corresp	oondence including	g statements of opinion or inten	t				Sicknes	ss absence records (S)	
	Crimina	al record checks / o	details (S)	∐ II sys	tem usage r	ecords		★ Signatu	ire	
	Date of	Rirth		Locati	on Data			□ Social n	media ID and related info	2
	_ Date of	Dirtii		Marita	l status			_ Social I	nedia ib and related inic	,
	Details	of payments or de	ductions	x Name	S			Trade u	ınion membership (S)	
	Employ	er/s name/s						Unique	identifier number or cod	e
	Employ	ment benefits (e.g	. pension, etc)	Nation	iality, race o	or ethnicity (S)		Usernaı	mes and passwords	
	Employ	ment History		Notes	biographica	al in nature		□ Work co	ontact details	
	шрюу	inent rustory		☐ Payrol	ll, tax and N	ICs information	on	WOIR CO	ontact details	
	Express	sions of opinions re	egarding data subject	X Person	nal contact (details		☐ Working	g hours	
	Financi	al information								
Notes	3								Do	ocument
Advice Notes		• •	s ? (ii) article 28 terms for EDM hitby and Jade Snugg]	, (iii) docs aı	re scanned	@ EDM then	destroyed [DN	ИС: check thi	is with Sales	
Instructio requir		X Yes								

	Client	Everest Limit	ed		Data Ass	set	Dialler Datab	ase		
En	try Date	28/03/2019			Data Co		939A0329-F6 Controller	6C2-4C5A-93		
	Subject Il Basis	Clients and their Em	ployees Process t Contractual Necessity		MARKETING te Interest			rest 🗌 Pub	olic Function	
		Legal Requirement	Details			LIA N	lame			
Retention	n Period	6 months		Runs From	Date crea	ted			Buffer	
	Business	· ·		N	leasures to e	nsure accu	racy N/A			
Pers	son respor for data		king			Data Sourc	ce Data	Subject dire	ctly	
	Ар	prox. No of Records	65000		5	Storage Sta	ite Data	in database	structure	
	Approx.	No of Data Subjects	54000		Storage Phys	sical Location	on In kno	own multiple	cloud server locations	
	Access	All staff X Sta	iff need to know 🔲 All mana	gement	Managemer	nt need to k	now 🗌 IT	□ HR □ A	accounts	
Security	Acces	ss controls					other organisat dividuals who		ConnexOne Dialler	
measures	☐ Backı	ine	System access controls			""	Overseas t		Yes No	
			Tranfer controls			GDPR Co	mpliant Terms		ТВА	
	Data	segregation	Two Factor Authentication			ODI IX OOI	inpliant remis	signed:	15/1	
	Encry	ption				Like	lihood of bread	ch 1 to 5	1	
	Physi	cal access controls	User input controls			Bre	ach risk severi		3	
							Risk rating	g 1 to 25	3	
Data Item		arance and size		Gende	r			Photogr		
	Attend	dance and leave recor	ds	Genetic	c or biometric	: informatio	n (S)	Pregnar	ncy / maternity records	
	Authe	entication questions or	answers				, ,	Recruitr	ment records	
	Comr	nencement / terminatio	on dates		or Medical Da	. ,		Referen	nces	
	☐ Contr	actual requirements		☐ ID docu	uments (e.g.	passport, d	riving licence)	Right to	work information	
	Corre	spondence including s	statements of opinion or intent	☐ IP Addı	ress			Sicknes	ss absence records (S)	
			·		em usage red	cords			` ,	
	Crimii	nal record checks / def	tails (S)	Locatio	n Data			Signatu	re	
	Date	of Birth		Marital	etatue			Social n	nedia ID and related info	
	Detail	s of payments or dedu	ictions	Iviantai	Status			Trade u	nion membership (S)	
	☐ Emplo	oyer/s name/s		x Names	•			Unique	identifier number or code	
	•			National	ality, race or e	ethnicity (S))			
	Emplo	oyment benefits (e.g. p	pension, etc)	☐ Notes t	oiographical i	n nature		Usernar	mes and passwords	
	_ Emplo	oyment History			, tax and NIC		on.	Work co	ontact details	
	Expre	essions of opinions reg	arding data subject				JII	Working	g hours	
	☐ Finan	cial information		X Person	al contact de	tails				
Notes	S								Doc	cument
Advice Notes		(i) check article 28 t	erms, (ii)							
Instructio requir		X Yes								

	Client	Everest Limited		Data As	set	Photograph Permission	n Forms			
Entry Date 28/03/2019		Data Co			68D9E-94DE-4E86-8709- ontroller Processor					
Data S	Subject	Clients and their Emplo	yees Proces	s Purpose MARKETIN	G - To marke	t to leads				
Legal	Basis	Legal Requirement	Contractual Necessity	X Legitimate Interest	Consent	☐ Vital Interest ☐ P	Public Function			
		Legal Requirement Det	ails		LIA Na	me				
Retention	Period	15 years		Runs From fitment da	ate		Buffer			
E	Busines	s Area Marketing		Measures to e	ensure accura	acy N/A				
	on respo)		Data Source	Data Subject di	rectly			
		oprox. No of Records		Storage State	Hard copy in m	ard copy in manual filing system				
	Approx.	No of Data Subjects	500	Storage Phy	sical Location	Client's addres	s in both locked office and			
,	Access	All staff Staff r	need to know All mana	agement	nt need to kn	ow IT HR	Accounts			
Security	Access controls			List other organisations or individuals who access						
measures	Back	☐ S			Overseas transfer	Yes No				
		segregation T		GDPR Com	pliant Terms signed?	N/A				
	☐ Encr	☐ T yption	☐ Two Factor Authentication		Likeli	nood of breach 1 to 5	1			
				Brea	ch risk severity 1 to 5	1				
	× Phys	sical access controls				Risk rating 1 to 25	1			
Data Item	Appe	earance and size		Gender		Photo	ographs			
	Atter	ndance and leave records				nancy / maternity records				
	Auth	entication questions or an	Genetic or biometric	c information	` '	uitment records				
	☐ Com	mencement / termination of	☐ Health or Medical D	ata (S)	Refer	rences				
	Cont	ractual requirements	☐ ID documents (e.g.	passport, dri		Right to work information Sickness absence records (S) Signature				
		·	☐ IP Address							
	Corre	espondence including stat	t ☐ IT system usage re	cords	Sickn					
	Crim	inal record checks / details	Location Data		X Signa					
	Date	of Birth			Socia	al media ID and related info				
	Deta	ils of payments or deduction	Marital status		☐ Trade	e union membership (S)				
	☐ Empl	loyer/s name/s	X Names		Uniqu	ue identifier number or code				
		loyment benefits (e.g. pen	Nationality, race or	ethnicity (S)		names and passwords				
			☐ Notes biographical	in nature						
	Empl	loyment History	☐ Payroll, tax and NIC	s information		contact details				
		essions of opinions regard	ling data subject	X Personal contact de	etails	☐ Work	ing hours			
	Finar	ncial information								
Notes							Documen			
Advice Notes										
Instructior require		Yes								

	Client	Everest Lii	mited		Data Ass	et	Archive of Pa	iper Applica	tions for Credit		
Entry Date 24/03/2019					79206911-3A X Controller	BA2A-45C1-A2C4 Processor					
Data S	Subject	Clients and their I	Employees Proces	s Purpose	ARCHIVE - 1	Γο maintain	appropriate h	istorical rec	ords		
Legal	l Basis	Legal Requirem	ent Contractual Necessity	X Legitimat	e Interest	Consent	☐ Vital Inter	est 🗌 Pu	blic Function		
		Legal Requireme	nt Details			LIA N	ame				
Retention	Period	10 years		Runs From	Date creat	ted			Buffer		
	Business	s Area Finance		M	leasures to e	nsure accu	racy N/A				
Pers	on respo	.101111 (31011	ne	Data Source Data				Subject directly			
		prox. No of Records	Storage State So				anned copy in electronic filing system				
	Approx.	No of Data Subjects	:	_			ocation other than client's address in				
	Access	All staff	Staff need to know All mana	agement X	Managemen	t need to k	now 🗌 IT [☐ HR ☐ Accounts			
Security	X Acces	ss controls			List other organis individuals wh				EDIVLOCADDIDO A		
measures	System access controls X Backups								transfer Yes No		
			☐ Tranfer controls				npliant Terms		TBA		
	Data	Data segregation Two Factor Authentication			GDF IX Compliant				U 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 120 - 12		
	X Encry	X EncryptionUser input controlsPhysical access controls			Likelihood of bre				2		
	Physi				Breach risk sever						
							TVISK TAUTY	j 1 to 25	Ü		
Data Item	Appe	arance and size		Gender				Photog	ıraphs		
	Atten	Attendance and leave records							Pregnancy / maternity records		
	Authe	entication questions	_ Genetic	☐ Genetic or biometric information (S)☐ Health or Medical Data (S)				tment records			
	Comr	mencement / termina	Health					nces			
		Contractual requirements Correspondence including statements of opinion or intent			ıments (e.g. p	oassport, di	riving licence)	Dight to work information			
	_ Contr				☐ IP Address☐ IT system usage records				Right to work information Sickness absence records (S)		
	Corre										
	Crimi	nal record checks /		Tr system usage records				▼ Signature			
	Date	Date of Birth			Location Data			Social media ID and related info			
				Marital	status			☐ Trade union membership (S)			
		□ Details of payments or deductions□ Employer/s name/s									
	Empl				ality, race or e	ethnicity (S)		Unique identifier number or codeUsernames and passwords		r code	
	Employment benefits (e.g. pension, etc)			Notes h	oiographical ir	a natura				S	
	X Employment History			Notes t	Notes biographical in nature				Work contact details		
	Expre	Expressions of opinions regarding data subject X Financial information			tax and NIC	s informatio	on	Working hours			
					X Personal contact details				-		
		ıolal IIIIOIIIIdliUII									
Notes	3									Document	
Advice Notes		(i) do EDM's tern	ns of business include article 28	terms?							
Instructio requir		X Yes									

	Client Everest Lir	nited	Data Asset Reports of E			rly Settlemen	t		
Ent	try Date 27/03/2019	9		Data Code 44CA6036-C			C4CF-411F-BB03		
				1	Controller	Processor			
Data S	Subject Clients and their E	Employees Proces	ss Purpose AN/	ALYSIS - To underta	ake data analyti	ics for interna	I staff managemen	or external service	
Legal	Basis Legal Requirement	ent	X Legitimate In	terest Consent	Vital Intere	est Public	c Function		
	Legal Requiremer	nt Details		LIA N	lame				
Retention	Period 2 years		Runs From [Date created		1	Buffer		
	Business Area Finance		Meas	sures to ensure accu	racy N/A				
Pers	on responsible John Greth for data asset	ne		Data Sourc	ce Third-	party referral			
	Approx. No of Records	20,000	Storage State Sprea				adsheet document		
	Approx. No of Data Subjects	20,000	Stor	rage Physical Location	on Client	's address in both locked office and			
	Access All staff S	Staff need to know All mana	agement 🗵 Ma	gement X Management need to know IT HR Accounts					
Security	X Access controls			List o					
measures		X System access controls		ine	dividuals who a		Yes No		
	X Backups	☐ Tranfer controls	Overseas						
	X Data segregation	Two Factor Authoritication		GDPR Cor	mpliant Terms	signed? N/A			
	Encryption	Two Factor Authentication	Likelihood of brea			h 1 to 5	1		
	X Physical access controls		Brea	ach risk severit	ty 1 to 5	2			
	A 1 Hysical access controls				Risk rating	1 to 25	2		
Data Item	Appearance and size		Gender			Photogra	phs		
	Attendance and leave rec	ords	Canatia ar	hiomotrio information	n (C)	Pregnand	cy / maternity recor	ds	
	Authentication questions	or answers		☐ Genetic or biometric information (S)☐ Health or Medical Data (S)			Recruitment records		
	Commencement / termina	ricaliii oi iv	redical Data (G)		☐ References☐ Right to work information				
	Contractual requirements	☐ ID docume	nts (e.g. passport, dı	riving licence)					
		Contractual requirements Correspondence including statements of opinion or intent				☐ Sickness absence records (S)			
	X Correspondence including								
	Criminal record checks / o	details (S)		usage records		Signature			
	Date of Birth	Location Da	ata		Social media ID and related info				
	☐ Details of payments or de					☐ Trade union membership (S)			
	_ Details of payments of de	X Names			Unique identifier number or code		,		
	Employer/s name/s	☐ Nationality.	race or ethnicity (S))			code		
	Employment benefits (e.g			,	Usernam	es and passwords			
	☐ Employment History	Notes biogi	Notes biographical in nature			Work contact details			
	Expressions of opinions re	ogarding data subject	Payroll, tax	Payroll, tax and NICs information			houre		
		X Personal co	X Personal contact details			hours			
	Financial information								
Notes	(i) contact details	is post code only						Document	
Advice Notes	(i) relevance to be	(i) relevance to business is because commission (
Instructio requir									

	Client	Everest Limi	ted		Data Asset	DVLA D796/A	ADD Form				
En	try Date	y Date 24/03/2019			Data Code 3		3C944352-7C30-4999-8DC1				
	,					X Controller					
Data :	Subject EMI	PLOYEE	Proces	ss Purpose	LAWFUL - To ensure	our activities are	e within the la	w			
Lega	l Basis X Le	egal Requiremer	t Contractual Necessity	Legitima	ate Interest Conser	nt 🗌 Vital Inter	est 🗌 Publi	ic Function			
	Leg	gal Requirement	Details Road Traffic Act	1998	LIA	Name					
Retention	n Period 6 y	rears		Runs From	Termination of emp	oloyment		Buffer			
	Business Area	Fleet Manag	ement	1	Measures to ensure acc	curacy N/A					
Pers	son responsible for data asset	· ODEISHOUS DITECTOR			Data Sou	rce Data	Subject directly				
	Approx. No of Records TBA				Storage State Hard			I copy in manual filing system			
	Approx. No of	Approx. No of Data Subjects TBA			Storage Physical Loca	tion Clien	nt's address in both locked office and				
	Access	All staff 🔲 Sta	aff need to know 🗌 All man	agement	Management need to	know 🗌 IT	HR Ac	ccounts			
Security	Access con	ntrols			List other organisations or individuals who access						
measures	Backups	System access controls				Overseas t	□ V □ N.				
		Tranfer controls			GDPR C	ompliant Terms		N/A			
	Data segre	gation	Two Factor Authentication		3511(3	omphant ronne	ms signed: N/A				
	Encryption	Encryption User input controls Physical access controls				celihood of bread		1			
	☐ Physical ac				Ві	reach risk severi	•	3			
						Risk rating	J 1 to 25	3			
Data Item	Appearance	e and size		Gende	ar		Photogra	aphs			
	Attendance	Attendance and leave records Authentication questions or answers Commencement / termination dates Contractual requirements Correspondence including statements of opinion or intent Criminal record checks / details (S) Date of Birth Details of payments or deductions Employer/s name/s Employment benefits (e.g. pension, etc) Employment History Expressions of opinions regarding data subject			51		Pregnan	cy / maternity records			
	☐ Authenticat				ic or biometric informati	ion (S)	Recruitm	nent records			
					or Medical Data (S)						
	Commence				cuments (e.g. passport,	driving licence)	Reference	ces			
	Contractua				dress		 ☐ Right to work information ☐ Sickness absence records (S) ☐ Signature ☐ Social media ID and related info ☐ Trade union membership (S) ☐ Unique identifier number or code 				
	Correspond										
	Criminal red				tem usage records						
					on Data						
	X Date of Birt				l status						
	Details of p				s						
	Employer/s										
	☐ Employmer				ality, race or ethnicity (S)	Usernames and passwords				
					biographical in nature						
	Employmer				□ Payroll, tax and NICs information□ Personal contact details						
	Expression										
	Financial in	nformation		_ reisol	iai contact detalls						
Notes	8							Document			
Advice	e (i) (do we retain any	data asset for this? (ii) who i	s responsible	e for fleet management	? (iii) how and w	here is this da	10.01			
Notes		_	sures? (v) is it shared externa	•	•			ata stored? (IV)			
Instructio requir		Yes						11 COM			