	Client	Everest Lir	nited		Data Asset	CSS - Custo	mer Data	
En	itry Date	27/03/201	9		Data Code	D0B152D5-E	D682-4CF3-9	521-
						X Controller	Processo	or
Data	Subject	Customers	Proces	ss Purpose	SERVICE DELIVERY	- To provide ou	r services to	clients
Lega	ıl Basis	Legal Requirem	ent Contractual Necessity	X Legitima	ate Interest Consen	t Uital Inte	rest Pub	lic Function
		Legal Requiremen	nt Details		LIA	Name		
Retentior	a Dariad	15 years		Duna Fran	date installation fina	diand		Buffer
Retention	TEHOU	15 years		Runs From	date installation line	iliseu		Bullet
_	Business		Engagement	N	Measures to ensure acc	uracy N/A		
Pers	son respo for data	BIANCH WA	nagers / Installation Managers		Data Soul	rce Interr	nally input by	staff member
	-	prox. No of Records			Storage St	ate Data	in database	structure
	Approx.	No of Data Subjects	TBA		Storage Physical Local	tion Clien	nt's address ir	n both locked office and
	Access	X All staff S	Staff need to know All man	nagement	Management need to	know 🗌 IT	HR A	ccounts
Security	Acces	ss controls				other organisa		
measures	Backı	uns	System access controls		·	Overseas		Yes No
			Tranfer controls		GDPR Co	ompliant Terms	signed?	N/A
	Data	segregation	☐ Two Factor Authentication	l	33, 1, 3,		o.gou.	
	Encry	ption	User input controls			elihood of brea		1
	Physi	ical access controls	_ Good impat controls		Br	each risk sever Risk ratin	•	4
							_	
Data Item	Appe	arance and size		Gende	er		Photogra	aphs
	Atten	dance and leave rec	cords	☐ Geneti	ic or biometric information	on (S)	Pregnan	ncy / maternity records
	Authe	entication questions	or answers			on (o)	Recruitn	nent records
	Comr	mencement / termina	ation dates	Health	or Medical Data (S)		Referen	ces
	☐ Contr	ractual requirements		☐ ID doc	uments (e.g. passport,	driving licence)		work information
		·		☐ IP Add	Iress			
	Corre	espondence includin	g statements of opinion or inter		tem usage records		Sicknes	s absence records (S)
	Crimi	nal record checks / o	details (S)		on Data		X Signatur	re
	Date	of Birth					Social m	nedia ID and related info
	Detai	ls of payments or de	ductions	Marital	l status		Trade u	nion membership (S)
	□ Emple	oyer/s name/s		X Names	S		□ Unique i	identifier number or code
	•			Nation	ality, race or ethnicity (S)		
	Emplo	oyment benefits (e.g	. pension, etc)	X Notes	biographical in nature		Usernan	nes and passwords
	Emplo	oyment History		☐ Pavrol	I, tax and NICs informat	ion	Work co	ntact details
	X Expre	essions of opinions r	egarding data subject				Working	hours
	X Finan	icial information		X Persor	nal contact details			
Notes	s	(i) contains sales	agreement, (ii) survey, (iii) ser	vice issues d	uring warranty period			Documen
Advice Notes		. ,	better protected when segregatesions of opinion are kept clear			nt controlls, (iii)	export contro	olls, (iv)
Instructic requir		X Yes						

	Client	Everest Lim	nited			Data Asset	E Financial	s (Suppliers wl	ho are companies)	
En	try Date	24/03/2019	1			Data Code	79206911-3	3A2A-45C1-A2	2C4	
							X Controlle	Processo	or	
Data	Subject Supp	liers and Con	tractors	Process Purp	pose	PAYMENTS - For the	e purposes of p	ayments or ref	unds	
Lega	l Basis 🔲 Leg	gal Requireme	ent 🗴 Contractual Ne	cessity 🗌 Le	egitimat	e Interest Conse	ent 🗌 Vital Int	erest Pub	lic Function	
	Lega	l Requiremen	t Details			LIA	A Name			
Retentior	n Period 6 ye	ars		Punc	From	Date created			Buffer	
retention	Theriod byc	ais		Ruiis	FIOIII	Date created			Buildi	
	Business Area	Supplier En	gagement		M	easures to ensure ac	ccuracy Use	er-reliant updat	е	
Pers	son responsible for data asset	Andrew Bu	rnett			Data So	urce Bus	iness partner	or client	
	Approx. N	lo of Records	TBA			Storage	State Da	ta in database	structure	
	Approx. No of D	oata Subjects	TBA		\$	Storage Physical Loc	ation In k	nown multiple	cloud server locations	
	Access	All staff 🕱 S	taff need to know	All manageme	ent 🗌	Management need to	o know 🔲 IT	☐ HR ☐ A	ccounts	
Security	X Access conti	rols				Lis	st other organis individuals wh		? Cloud hosting compa	ny ?
measures	Backups		X System access con	ntrols			Overseas		Yes No	
			☐ Tranfer controls			GDPR (Compliant Term	s signed?	ТВА	
	Data segreg	ation	☐ Two Factor Auther	itication		02111	oompliant rom	o oignou.	. 5	
	X Encryption		Ulacrimout controls				ikelihood of bre		2	
	Physical acc	ess controls	User input controls			E	Breach risk seve	•	2	
							RISKTALI	ng 1 to 25	4	
Data Item	Appearance	and size			Gender			Photogr	aphs	
	Attendance a	and leave reco	ords					Pregnar	ncy / maternity records	
	Authentication	on questions o	or answers		Genetic	or biometric informa	tion (S)	Recruitn	ment records	
		·			Health	or Medical Data (S)				
	Commencen	nent / termina	tion dates		ID docu	ıments (e.g. passport	, driving licence	Referen	ces	
	Contractual ı	requirements			IP Addr	288		Right to	work information	
	Corresponde	ence including	statements of opinion	or intent				Sicknes	s absence records (S)	
	Criminal reco	ord checks / d	etails (S)		IT syste	em usage records		☐ Signatui	re	
	Date of Birth				Locatio	n Data			nedia ID and related info	
	Date of Birth				Marital	status		Social II	ledia ID alid related IIIIO	
	Details of pa	yments or dec	ductions	X	Names			Trade u	nion membership (S)	
	Employer/s r	name/s						Unique	identifier number or code	
	☐ Employment	benefits (e.g.	pension, etc)		Nationa	llity, race or ethnicity	(S)	Usernar	mes and passwords	
		Lliatam	, ,		Notes b	iographical in nature			·	
	Employment	. misiory			Payroll,	tax and NICs inform	ation	□ ANOLK CO	ontact details	
	Expressions	of opinions re	egarding data subject	Y	Person	al contact details		Working	hours	
	Financial info	ormation			. 5150110	Johnson dotalid				
Notes	9								Dage	mon t
Notes Advice		ikki: who host	s this? (ii) check article	e 28 terms (iii)) what s	ecurity do they onera	te? (iv) approx	how many sui	Docu opliers who are	HENT
Notes	(.,	panies?	() Silvon artion	, (iii)	,		() applox.			
Instructio requir		es								

	Client	Everest Limited			Data Asset	E Financials (Suppliers wl	no are individuals)
En	try Date	27/03/2019			Data Code	79206911-3A		
						X Controller	Processo	or
Data	Subject Supp	pliers and Contractors	Process	Purpose	PAYMENTS - For the	purposes of pay	ments or ref	unds
Lega	l Basis 🔲 Le	gal Requirement 🗵 Contracto	ual Necessity	Legitima	ite Interest Conser	t Uital Intere	est 🗌 Pub	lic Function
	Lega	al Requirement Details			LIA	Name		
Retention	n Period 6 ye	ears	F	Runs From	Date created			Buffer
	Business Area	Supplier Engagement		ľ	Measures to ensure acc	curacy User-r	eliant updat	e
Pers	son responsible for data asset	Andrew Burnett			Data Sou	rce Busine	ess partner o	or client
		No of Records TBA			Storage S	tate Data	in database	structure
	Approx. No of I	Data Subjects TBA			Storage Physical Loca	tion In kno	wn multiple	cloud server locations
	Access	All staff X Staff need to know	w 🗌 All manag	gement [Management need to	know 🗌 IT 📗	HR A	ccounts
Security	X Access conf	trols				other organisati		? Cloud hosting company ?
measures	Backups	X System acce	ess controls			Overseas tr		Yes No
		☐ Tranfer conti	rols		GDPR C	ompliant Terms s	signed?	ТВА
	Data segreg		Authentication		351 K 3	omphant romo (oigi iou :	.5/
	X Encryption	Liber input of	ontrolo		Lik	elihood of breac	h 1 to 5	2
	Physical acc	☐ User input co cess controls	ontrois		Br	each risk severit	-	3
						Risk rating	1 to 25	6
Data Item	Appearance	e and size		Gende	er		Photogr	aphs
	Attendance	and leave records				(O)	Pregnar	ncy / maternity records
	Authenticati	on questions or answers		Genet	c or biometric informati	on (S)	Recruitr	nent records
	Commence	ment / termination dates		Health	or Medical Data (S)		Referen	ces
				☐ ID doc	uments (e.g. passport,	driving licence)		
	X Contractual	requirements		☐ IP Add	Iress		Right to	work information
	Correspond	ence including statements of o	pinion or intent				Sicknes	s absence records (S)
	Criminal rec	cord checks / details (S)		II syst	em usage records		Signatu	re
	Date of Birth	2		Location	on Data		Social m	nedia ID and related info
	Date of bilti	1		Marita	l status		_ Social II	iedia iD and related iiilo
	Details of pa	ayments or deductions		x Names	3		Trade u	nion membership (S)
	Employer/s	name/s					X Unique	identifier number or code
	Employmen	t benefits (e.g. pension, etc)		Nation	ality, race or ethnicity (S)	Usernar	mes and passwords
				Notes	biographical in nature			·
	Employmen	t History		Payrol	I, tax and NICs informa	tion	X VVOIK CO	ontact details
	Expressions	s of opinions regarding data sul	bject	Y Person	nal contact details		Working	hours
	X Financial inf	formation		A 1 61301	iai comact actalis			
Notes	3							Document
Advice Notes	(.)	Nikki: who hosts this? (ii) check viduals?	article 28 terms	s, (iii) what	security do they operate	e? (iv) approx. ho	ow many sup	opliers who are
Instructio requir		'es						

	Client	Everest Limit	red		Data As	sset	CV (Unsucce	essful Applica	ant)	
En	try Date	24/03/2019			Data C	ode	57A748BD-0	06A-42AE-B		
	Subject	EMPLOYEE		s Purpose			he purposes o			
Lega	ll Basis	Legal Requirement	t Contractual Necessity	x Legitima	ate interest	LIA		f Application		
		Logaritoquiromont	Dotailo			LIAT	vanic otai	προισαίστ		
Retention	n Period	6 months		Runs From	Date cre	ated			Buffer n/a	
	Business	Area Human Reso	ources	I	Measures to	ensure accu	ıracy N/A			
Pers	son respor for data					Data Sour	ce Data	Subject dire	ctly	
	Ар	prox. No of Records	1000			Storage Sta	ate Data	in database	estructure	
	Approx.	No of Data Subjects	1000		Storage Phy	ysical Locati	on Loca	tion other tha	an client's address in both	
	Access	All staff Sta	aff need to know 🗌 All mana	gement >	Manageme	ent need to k	know 🗌 IT	X HR A	Accounts	
Security	x Acces	ss controls					other organisa		External HR / Legal Advis	ors
measures	× Backı		System access controls				Overseas	transfer	Yes No	
			Tranfer controls			GDPR Co	mpliant Terms	signed?	Yes	
		segregation	Two Factor Authentication							
	Encry	ption	User input controls				elihood of brea each risk sever		1 3	
	Physi	cal access controls				ые	Risk ratin	•	3	
Data Item	Appea	arance and size		Gende	er			Photog	raphs	
	Attend	dance and leave recor	ds				(0)	Pregna	ncy / maternity records	
	Authe	ntication questions or	answers		ic or biometr		n (S)	Recruit	ment records	
	Comn	nencement / termination	on dates		or Medical I	, ,		X Referer	nces	
	Contr	actual requirements			, ,	. passport, d	Iriving licence)	Right to	work information	
	Corre	spondence including s	statements of opinion or intent	☐ IP Add	dress			Sicknes	ss absence records (S)	
	Crimir	nal record checks / de	tails (S)	☐ IT sys	tem usage re	ecords		Signatu	ıre	
	□ Date	of Birth		Locati	on Data			Social r	media ID and related info	
		s of payments or dedu	uctions	Marita	l status				union membership (S)	
		. ,		x Name	s				. , ,	
		oyer/s name/s		Nation	nality, race or	ethnicity (S)		identifier number or code	
	Emplo	oyment benefits (e.g. p	pension, etc)	X Notes	biographical	in nature		Userna	mes and passwords	
	X Emplo	syment History		_ Payro	ll, tax and NI	Cs informati	on	X Work co	ontact details	
	Expre	essions of opinions reg	arding data subject	_ ′	nal contact d			Working	g hours	
	Finan	cial information			55					
Notes Advice Notes	е	Article 14 (5) (a) Ex	ception relied on in relation to	Privacy No	otice for Refe	ree persona	l data		Docume	nt
Instructic requir		Yes								

	Client	Everest Lin	nited	Data Asset MS Office	e 365	
Ent	try Date	27/03/2019)	Data Code CE7EBD)C3-3FB3-445A-	A417
				X Control	ller Process	sor
Data S	Subject	All	Proces	s Purpose MANAGEMENT - To effectively m	nanage our staff,	, their activities and our tangible assets
Legal	l Basis	Legal Requireme	ent Contractual Necessity	X Legitimate Interest	Interest	blic Function
		Legal Requiremer	nt Details	LIA Name	Email Correspon	ndance
Retention	n Period	6 months		Runs From Date created		Buffer
	Business	Area All		Measures to ensure accuracy N	N/A	
Pers	on respon for data a			Data Source V	/arious	
	Арр	orox. No of Records	ТВА	Storage State	Data in database	e structure
	Approx. N	No of Data Subjects	TBA	Storage Physical Location In	n known multiple	e cloud server locations
	Access	X All staff S	Staff need to know All mana	agement	IT HR A	Accounts
Security	Acces	s controls		List other orgar individuals v		Microsoft
measures	X Backu	DS	X System access controls		eas transfer	Yes No
			Tranfer controls	GDPR Compliant Te	erms signed?	Yes
	∐ Data s	segregation	☐ Two Factor Authentication			
	X Encry	otion	User input controls	Likelihood of b		3
	X Physic	cal access controls	_ Oser input controls	Breach risk se	everity 1 to 5 rating 1 to 25	2 6
				NISK I	ating 1 to 25	O
Data Item	Appea	rance and size		Gender	Photog	raphs
	Attend	lance and leave rec	ords		Pregna	ncy / maternity records
	Auther	ntication questions	or answers	Genetic or biometric information (S)	Recruit	ment records
	Comm	nanaamant / tarmina	tion dates	☐ Health or Medical Data (S)	Defere	200
		nencement / termina	nion dates	☐ ID documents (e.g. passport, driving licen	Referer	nces
	Contra	actual requirements		☐ IP Address	Right to	o work information
	X Corres	spondence including	statements of opinion or intent		Sicknes	ss absence records (S)
	Crimin	nal record checks / c	letails (S)	IT system usage records	Signatu	ıre
				Location Data		
	Date o) DII(II		Marital status	_ Social i	media ID and related info
	Details	s of payments or de	ductions	X Names	Trade ι	union membership (S)
	_ Emplo	yer/s name/s			Unique	identifier number or code
	_ Emplo	yment benefits (e.g	. pension, etc)	☐ Nationality, race or ethnicity (S)	Userna	imes and passwords
				▼ Notes biographical in nature	□ Work o	entest details
		yment History		☐ Payroll, tax and NICs information	VVOIR C	ontact details
	X Expres	ssions of opinions re	egarding data subject	X Personal contact details	☐ Working	g hours
	Financ	cial information		J. J. J. J. M. Goldano		
Notes	5					Document
Advice		(i) is retention per	iod correct? (ii) how long is arcl	nive retained?		Boodinent
Notes	8		,,			
Instructio requir		x Yes				

	Client	Everest Lir	mited		Data Asse	et N	Mobile Phone	e Handsets &	& Tablets	
Ent	try Date	27/03/201	9		Data Cod	de 5	ECA2BCD-	388A-4A93- <i>A</i>	AEE7	
						X	Controller	Processo	or	
Data S	Subject	Employees and w	orkers Proce	ess Purpose	MANAGEME	NT - To effec	ctively mana	ge our staff,	their activities and	our tangible assets
Legal	l Basis	Legal Requirem	ent Contractual Necessity	X Legitima	ate Interest	Consent	Vital Inter	rest 🗌 Pub	lic Function	
		Legal Requiremen	nt Details			LIA Nan	ne Ema	il Correspon	dance	
Retention	Period	6 months		Runs From	Date create	ed			Buffer	
	Business	s Area All			Measures to er	nsure accura	cy N/A			
Pers	on respondata				Г	Data Source	Vario	us		
	Ар	prox. No of Records	s TBA		S	torage State	Data	in database	structure	
	Approx.	No of Data Subjects	s TBA		Storage Physi	ical Location	In un	known multip	ole cloud server loc	ations
	Access	X All staff	Staff need to know 🔲 All ma	nagement	Management	t need to kno	w 🗌 IT [☐ HR ☐ A	ccounts	
-	X Acces	ss controls					er organisat			
measures	X Backı	ups	X System access controls				Overseas		Yes No	
			Tranfer controls		(GDPR Comp	oliant Terms	signed?	N/A	
	Data	segregation	☐ Two Factor Authentication	n				3		
	Encry	ption	User input controls				ood of bread		4	
	X Physi	ical access controls	_ Oser input controls			Breac	h risk severi Risk rating	•	3 12	
							KISK TAUTŲ	g 1 to 25	12	
Data Item	Appe	arance and size		Gende	≏r			Photogr	raphs	
	Atten	dance and leave red	cords					Pregnar	ncy / maternity reco	ords
	Authe	entication questions	or answers	Genet	tic or biometric	information (S)	Recruitr	ment records	
	Comm		ation datas	Health	n or Medical Da	ata (S)		Deferen		
	_ Comr	mencement / termina	ation dates	☐ ID dod	cuments (e.g. p	assport, driv	ing licence)	Referen	ices	
	Contr	actual requirements		☐ IP Add	dress			Right to	work information	
	X Corre	espondence including	g statements of opinion or inte	ent				Sicknes	s absence records	(S)
	Crimi	nal record checks / o	details (S)	∐ IT sys	tem usage reco	ords		Signatu	re	
				Locati	ion Data					d info
	Date	of Birth		☐ Marita	al status			Social II	nedia ID and relate	a inio
	Detai	ls of payments or de	eductions	X Name	ıs.			Trade u	nion membership (S)
	Empl	oyer/s name/s						Unique	identifier number o	r code
	☐ Empl	oyment benefits (e.g	g. pension, etc)	Natior	nality, race or e	thnicity (S)		Usernar	mes and password	S
				x Notes	biographical in	nature			·	
		oyment History		☐ Payro	ll, tax and NICs	sinformation		VVOIK CC	ontact details	
	X Expre	essions of opinions r	egarding data subject	X Perso	nal contact deta	ails		Working	g hours	
	Finan	icial information		Z 1 0100	nai contact dou	ano				
A.										Description
Notes Advice		(i) who is mobile	nhone provider?							Document
Notes		(i) who is mobile	priorie provider:							
Instructio requir		x Yes								

	Client	Everest Lin	nited		Data Asset	t Mah	er Bird Ass	sociates we	eb domain database	9
En	try Date	28/03/2019)		Data Code	e 893I	F79C4-9F2	23-47D0-AE	DA2	
						X Co	ontroller	Processo	or	
Data	_	ts and their E			MARKETING -					
Lega		gal Requireme	_	X Legitimat	te Interest		Vital Intere	st Pub	lic Function	
	Lega	I Requiremen	t Details			LIA Name				
Retention	n Period 6 mo	onths		Runs From	Date created	d			Buffer	
	Business Area	Marketing		M	leasures to ens	sure accuracy	N/A			
Pers	son responsible for data asset	Head of Ma	ırking		Da	ata Source	Data S	ubject direc	etly	
	Approx. N	o of Records	65000		Sto	orage State	Data ir	n database	structure	
	Approx. No of D	ata Subjects	54000	:	Storage Physic	cal Location	In knov	vn multiple	cloud server location	ons
	Access	All staff 🗵 S	taff need to know 🗌 All mana	agement X	Management i	need to know	_ IT _	HR A	ccounts	
Security	X Access contr	ols				List other of individual	organisatio		Maher Bird Ass	ociates
measures	X Backups		X System access controls			0	verseas tra	ansfer	X Yes No	
		- C	Tranfer controls		G	DPR Complian	nt Terms si	igned?	TBA	
	Data segrega	ation	☐ Two Factor Authentication			·		J		
	X Encryption		User input controls				d of breach		2	
	X Physical acc	ess controls	Osci input controls				isk severity Risk rating		3 6	
						,	disk rating	1 10 23	O	
Data Item	Appearance	and size		Gender	r			Photogr	aphs	
	Attendance a	and leave rec	ords					Pregnar	ncy / maternity reco	rds
	Authentication	on questions o	or answers	Genetic	c or biometric ir	nformation (S)		Recruitn	nent records	
		·		Health	or Medical Data	a (S)				
	Commencen	nent / termina	tion dates	☐ ID docu	uments (e.g. pa	ssport, driving	licence)	Referen	ces	
	Contractual r	requirements		☐ IP Addr	race			Right to	work information	
	Corresponde	ence including	statements of opinion or intent		C33			Sicknes	s absence records	(S)
	Criminal reco	ord checks / d	etails (S)	☐ IT syste	em usage recor	rds		Signatur	re	
				Locatio	n Data					
	Date of Birth			Marital	status			Social m	nedia ID and related	d into
	Details of pa	yments or de	ductions	X Names				Trade u	nion membership (S	S)
	Employer/s r	name/s		Names				Unique i	identifier number or	code
	☐ Employment	benefits (e.a.	pension, etc)	National	ality, race or eth	nnicity (S)		Usernar	nes and passwords	3
			pondion, cto)	☐ Notes b	oiographical in i	nature			·	
	Employment	History		☐ Payroll,	, tax and NICs i	information		∐ Work co	entact details	
	Expressions	of opinions re	egarding data subject	V Davasa		:1-		Working	hours	
	Financial info	ormation		A Person	al contact detai	lis				
										_
Notes Advice		and cutters of	tormo in MDA sostes ("							Document
Notes	(1) 01	теск апісіе 28	B terms in MBA contract, (ii)							
Instructio requir		es								

	Client	Everest Lin	nited		Data A	sset	ConnexOne [Dialler		
En	try Date	28/03/2019)		Data (Code	939A0329-F6	6C2-4C5A-9	350-	
							Controller	Processo	or	
		nts and their E	_	ocess Purpos		NG - To marke ☐ Consent	et to leads	est Duh	olic Function	
Lega		al Requiremer		only Z Logic	mate interest	LIA Na			one i diletteri	
	Logo	ar requiremen	it Details			LIA NO	anic			
Retention	n Period 6 mo	onths		Runs Fro	om Date cre	eated			Buffer	
	Business Area	Marketing			Measures to	ensure accur	acy N/A			
Pers	son responsible for data asset	Head of Ma	arking			Data Source	e Data	Subject dire	ctly	
	Approx. N	lo of Records	65000			Storage Stat	e Data	in database	structure	
	Approx. No of [Data Subjects	54000		Storage Ph	nysical Locatio	n In kno	own multiple	cloud server location	ns
	Access	All staff 🗵 S	Staff need to know 🗌 All	management	Managem	ent need to kn	now 🗌 IT	HR A	Accounts	
Security	Access cont	rols					ther organisat lividuals who		ConnexOne Dia	ller
measures	Backups		System access contro	ls			Overseas t		Yes No	
		ation	Tranfer controls			GDPR Com	npliant Terms	signed?	TBA	
	Data segreg	auon	☐ Two Factor Authentica	ation						
	Encryption		User input controls				ihood of bread		2	
	Physical acc	cess controls				Brea	ich risk severi Risk rating		3 6	
	_						r work realing			
Data Item	Appearance	and size		Ger	nder			Photogi	raphs	
	Attendance	and leave rec	ords	Cor	actic or biomot	rio information	(8)	Pregna	ncy / maternity recor	ds
	Authentication	on questions	or answers		netic or biomet		(3)	Recruit	ment records	
	Commencer	ment / termina	tion dates	Hea	alth or Medical	Data (S)		Referer	nces	
					documents (e.g	g. passport, dri	iving licence)			
	Contractual	requirements			Address			☐ Right to	work information	
	Corresponde	ence including	statements of opinion or		system usage r	ecords		Sicknes	ss absence records ((S)
	Criminal rec	ord checks / c	letails (S)			000140		Signatu	ire	
	Date of Birth	1		Loc	ation Data			Social r	media ID and related	l info
	□ Dotails of pa	ayments or de	ductions	Mai	rital status			Trade	ınion membership (S	2)
	Details of pa	lyments of de	ductions	x Nar	nes			Hade d	illion membersiilp (c	'/
	Employer/s	name/s		□ Nat	ionality, race o	or ethnicity (S)		Unique	identifier number or	code
	Employment	t benefits (e.g	. pension, etc)		,			Userna	mes and passwords	
	Employment	t History		∐ Not	es biographica	al in nature		☐ Work co	ontact details	
	Evnressions	of oninions re	egarding data subject	☐ Pay	roll, tax and N	ICs information	n	☐ Working	n hours	
	Financial info	·	ogaranig data subject	X Per	sonal contact of	details		- AAOIKIII	y 110410	
		omaliUH								
Notes	S									Document
Advice Notes	(.)	heck article 2	8 terms, (ii)							
Instructio requir		es								

required

	Client	Everest Lir	nited		Data As	sset	CSS Appo	ointment (Lifetim	ne Guarantee Conve	erts to Customer)
En	try Date	28/03/2019	9		Data C	ode	E3AF1F6	4-061C-4C60-93	355	
						[x Controll	er Processo	or	
Data s	Subject	Clients and their E	Employees Proces	s Purpose	MARKETIN	NG - To mark	et to leads			
Lega	l Basis	Legal Requireme	ent Contractual Necessity	X Legitima	ate Interest	Consent	☐ Vital Ir	nterest 🗌 Pub	lic Function	
		Legal Requiremer	nt Details			LIA N	ame *l	_EI re 25 years i	nc. impact on sales	
Retention	Period	25 years		Runs From	fitment o	late			Buffer	
	Business	Area Marketing		ľ	Measures to	ensure accui	racy N/	'A		
Pers	on respoi		arking			Data Sourc	e Da	ata Subject direc	etly	
		prox. No of Records	2,000,000			Storage Sta	te D	ata in database	structure	
	Approx.	No of Data Subjects	2,000,000		Storage Ph	ysical Locatio	on Cl	ient's address ir	n both locked office	and
	Access	X All staff	Staff need to know All mana	agement	Manageme	ent need to ki	now 🗌 IT	HR A	ccounts	
Security measures	X Acces	ss controls	X System access controls				other organi dividuals w		Sales Consultar	nts / Anaylin
	X Backı	ups	_ ,				Overse	as transfer	Yes No	
	Data	segregation	Tranfer controls			GDPR Con	npliant Ter	ms signed?	TBA	
			☐ Two Factor Authentication			l ikel	lihood of br	each 1 to 5	1	
	Encry	ption	User input controls					verity 1 to 5	2	
	X Physi	cal access controls					Risk ra	iting 1 to 25	2	
Data Item	Appea	arance and size						Photogr	aphs	
	Atten	dance and leave rec	ords	Gende	er			□ Pregnar	ncy / maternity reco	rds
				Genet	ic or biometr	ic information	n (S)			40
	Authe	entication questions	or answers	Health	or Medical	Data (S)		Recruitr	nent records	
	Comr	mencement / termina	ation dates		eumonto (o a	nacenart dr	rivina licon	Referen	ces	
	Contr	actual requirements			uments (e.g	. passport, dr	iving licent	,	work information	
	Corre	spondence including	g statements of opinion or inten	☐ IP Add	dress			Sicknes	s absence records	(S)
					tem usage re	ecords				(0)
	Crimii	nal record checks / c	details (S)	Location	on Data			Signatu	re	
	Date	of Birth		Marita	I status			Social m	nedia ID and related	l info
	Detail	ls of payments or de	ductions					Trade u	nion membership (S	S)
	☐ Emplo	oyer/s name/s		× Names	S			Unique	identifier number or	code
				Nation	ality, race o	ethnicity (S)				
	Emplo	oyment benefits (e.g	. pension, etc)	Notes	biographica	l in nature		Usernar	nes and passwords	
	_ Emplo	oyment History		□ Payrol	I tay and NI	Cs informatio	n .	Work co	ontact details	
	Expre	essions of opinions re	egarding data subject			Cs information	/I I	Working	j hours	
	Finan	cial information		X Persor	nal contact d	letails				
Notos										Document
Notes Advice Notes)	(i) check article 2	8 terms , (ii) check numbers for	records and	l data subjec	ets				Document
Instructio	ns	x Yes								

	Client	Everest Lin	nited		Data Asset	CSS Appoint	ment (Prev. I	Enquiries)
Ent	try Date	28/03/2019			Data Code	E3AF1F64-06	61C-4C60-93	
Data S	Subject Cl	ients and their E	mployees Process	s Purpose	MARKETING - To mar	ket to leads		
Legal	l Basis 🔲 l	Legal Requireme	ent Contractual Necessity	X Legitimat	te Interest Consen	t 🗌 Vital Inter	est Pub	lic Function
	Le	egal Requiremen	t Details		LIA	Name		
Retention	Period 3	years	F	Runs From	Date created			Buffer
	Business Are	ea Marketing		M	leasures to ensure acc	uracy N/A		
Pers	on responsibl for data asse		rking		Data Soui	rce Data	Subject dired	etly
		a. No of Records	2,000,000		Storage St	ate Data	in database	structure
	Approx. No o	of Data Subjects	2,000,000	;	Storage Physical Locat	tion Client	's address ir	n both locked office and
	Access	X All staff S	taff need to know 🔲 All mana	gement	Management need to	know 🗌 IT	HR A	ccounts
Security	X Access co	ontrols				other organisat		Sales Consultants / Anaylin
measures	X Backups		X System access controls		·	Overseas t		Yes No
			Tranfer controls		GDPR Co	ompliant Terms	signed?	ТВА
	☐ Data segr	regation	☐ Two Factor Authentication			, , , , , , , , , , , , , , , , , , ,		
	Encryption	n	User input controls			elihood of bread		1
	X Physical a	access controls	_ Oser input controls		Br	each risk severi Risk rating		2
						Risk rating	1 10 25	2
Data Item	Appearan	ice and size		Gender			Photogr	raphs
	Attendand	ce and leave rec	ords				Pregnar	ncy / maternity records
	Authentic	ation questions o	or answers	Genetic	c or biometric information	on (S)	Recruitr	ment records
		·		Health	or Medical Data (S)			
	Commend	cement / termina	tion dates	☐ ID docu	uments (e.g. passport,	driving licence)	Referen	ices
	Contractu	al requirements		☐ IP Addr	-22 <i>9</i>		Right to	work information
	Correspoi	ndence including	statements of opinion or intent				Sicknes	s absence records (S)
	Criminal r	ecord checks / d	etails (S)	∐ IT syste	em usage records		Signatu	re
	Date of Bi			Locatio	n Data			nedia ID and related info
		iiui		☐ Marital	status		_ Social II	nedia iD and related into
	Details of	payments or dec	ductions	x Names			Trade u	nion membership (S)
	Employer	/s name/s					Unique	identifier number or code
	Employme	ent benefits (e.g.	pension, etc)		ality, race or ethnicity (S	5)	Usernar	mes and passwords
		ant History		X Notes b	piographical in nature			·
	Employme	ent History		☐ Payroll,	, tax and NICs informat	ion	vvork co	ontact details
	Expression	ons of opinions re	garding data subject	X Person	al contact details		Working	hours
	Financial	information		_ 1 0100110	Jonast dotallo			
Notes	s (i) understand this	is not in place yet but is an asp	oiration and s	so included on this bas	is		Document
Advice Notes	ν-) check article 28 om CSS	B terms , (ii) check numbers for r	records and	data subjects, (iii) IT to	arrange remov	al of records	after 3 years
Instructio requir		Yes						

	Client	Everest Lin	nited		Data Asset	CSS Sales C	onsultant Dia	ry
Ent	try Date	28/03/2019)		Data Code	E3AF1F64-06	61C-4C60-93	55
						X Controller	Processo	r
Data S	Subject Cli	ients and their E	mployees Process	Purpose	MARKETING - To ma	rket to leads		
Legal	l Basis 🔲 L	₋egal Requireme	ent Contractual Necessity	x Legitima	te Interest Conse	nt	est 🗌 Publ	ic Function
	Le	gal Requiremer	t Details		LIA	Name		
Retention	Period TE	ВА	F	Runs From	fitment date			Buffer
	Business Area	a Marketing		N	leasures to ensure ac	curacy N/A		
Pers	on responsible for data asse		arking		Data Sou	irce Data	Subject direc	tly
		. No of Records	2,000,000		Storage S	tate Data	in database s	structure
	Approx. No o	of Data Subjects	2,000,000		Storage Physical Loca	ation Clien	t's address in	both locked office and
	Access	× All staff ☐ S	taff need to know 🔲 All manaç	gement _	Management need to	know 🗌 IT	HR Ac	counts
Security	X Access co	ontrols				t other organisat		Sales Consultants
measures	X Backups		X System access controls			Overseas t		☐ Yes ☐ No
			Tranfer controls		GDPR C	compliant Terms		ТВА
	Data segre	egation	Two Factor Authentication		ODI IX O	ompilant romo	oigned:	
	Encryption	า	Lloor input controls			kelihood of bread		1
	X Physical a	ccess controls	User input controls		В	reach risk severi	•	1
						Risk rating) 1 to 25	1
Data Item	Appearance	ce and size		Gende	r		Photogra	aphs
	Attendanc	e and leave rec	ords				Pregnan	cy / maternity records
	Authentica	ation questions o	or answers	Geneti	c or biometric informat	ion (S)	Recruitm	nent records
	Commono	cement / termina	tion datas	Health	or Medical Data (S)		Reference	200
	Commenc	ement / termina	tion dates	☐ ID doc	uments (e.g. passport,	driving licence)	Reference	,es
	Contractua	al requirements		☐ IP Add	ress		Right to	work information
	Correspon	ndence including	statements of opinion or intent				Sickness	s absence records (S)
	Criminal re	ecord checks / d	etails (S)	II syst	em usage records		Signatur	e
	Date of Bi	rth		Location	n Data		☐ Social m	edia ID and related info
	Date of bil	1111		Marital	status			
	Details of	payments or de	ductions	x Names			Trade un	ion membership (S)
	Employer/	's name/s				0)	Unique id	dentifier number or code
	Employme	ent benefits (e.g	pension, etc)	Nationa	ality, race or ethnicity (S)	Usernam	nes and passwords
	Employme	ant History		Notes I	oiographical in nature		□ Work co	ntact details
		•		Payroll	, tax and NICs informa	ition		
	Expression	ns of opinions re	egarding data subject	x Person	al contact details		Working	hours
	Financial i	information						
Notes	3							Document
Advice Notes	(-)		B terms , (ii) check numbers for r ng data is available to Sales Con		data subjects			
Instructio requir		Yes						

	Client	Everest Limited			Data Asset	Dialler Databa	ase	
En	try Date	28/03/2019			Data Code	939A0329-F6	C2-4C5A-93	50-
						X Controller	Processor	-
Data	Subject Clien	its and their Employ	ees Process	Purpose	MARKETING - To ma	rket to leads		
Lega	l Basis 🔲 Leg	gal Requirement	Contractual Necessity	X Legitimat	te Interest Conse	nt	est Publi	c Function
	Lega	I Requirement Deta	ils		LIA	Name		
Retention	n Period 6 mo	onths	1	Runs From	Date created			Buffer
	Business Area	Marketing		N	leasures to ensure ac	curacy N/A		
Pers	son responsible for data asset	Head of Marking			Data Sou	ırce Data S	Subject direct	ly
	Approx. N	lo of Records	65000		Storage S	state Data	in database s	structure
	Approx. No of D	Oata Subjects	54000	,	Storage Physical Loca	ation In kno	own multiple o	cloud server locations
	Access	All staff X Staff ne	eed to know 🗌 All mana	gement	Management need to	know IT	HR Ac	counts
Security	Access contr	rols				t other organisati individuals who a		ConnexOne Dialler
measures	Backups	☐ Sy	stem access controls			Overseas tr		Yes No
			anfer controls		GDPR C	compliant Terms		TBA
	Data segrega		vo Factor Authentication		ODI IX O	ompilant remis	oigi ica :	
	Encryption		aar innut aantrala		Lil	kelihood of breac	h 1 to 5	1
	Physical acc		ser input controls		В	reach risk severit		3
						Risk rating	1 to 25	3
Data Item	Appearance	and size		Gende			Photogra	phs
	Attendance a	and leave records		Geridei			Pregnand	cy / maternity records
	Authentication	on questions or ansv	vers	Genetic	or biometric informat	ion (S)	Recruitm	ent records
		·		Health	or Medical Data (S)			
	Commencen	nent / termination da	ates	☐ ID docu	uments (e.g. passport,	driving licence)	Reference	ees
	Contractual	requirements					Right to v	work information
	Corresponde	ence including state	ments of opinion or intent	☐ IP Addı	ess		Sickness	absence records (S)
	Criminal reco	ord checks / details	(S)	☐ IT syste	em usage records		Signature	<u>.</u>
			(0)	Locatio	n Data			
	Date of Birth			☐ Marital	status		Social me	edia ID and related info
	Details of pa	yments or deduction	ns	x Names			Trade un	ion membership (S)
	Employer/s r	name/s		Names			Unique id	dentifier number or code
	☐ Employment	benefits (e.g. pens	ion. etc)	Nationa	ality, race or ethnicity (S)	Usernam	es and passwords
			,,	☐ Notes b	piographical in nature			•
	Employment	History		☐ Payroll	, tax and NICs informa	ation	Work cor	ntact details
	Expressions	of opinions regarding	ng data subject				Working	hours
	Financial info	ormation		A Person	al contact details			
.								
Notes Advice		nack artiala 20 tarm	e (ii)					Document
Notes	(.,	neck article 28 term	o, (II <i>)</i>					
Instructio requir		es						

required

	Client	Everest Lim	ited	Data Asset Recruitment R			ment Request Forr	m		
Ent	try Date	Date 17/06/2019			Data Code A4885D			A-2D22-44DF-8141 ler Processor		
Data S	Subject En	nployees and wo	rkers Process	s Purpose	HUMAN RESOURCE	ES - To prod	cess personnel ma	atters including appraisa	al, professional	
Legal	l Basis 🔲 L	.egal Requireme	nt Contractual Necessity	X Legitima	ate Interest Conse	ent 🗌 Vita	I Interest Pub	lic Function		
	Le	gal Requirement	Details		LIA	Name	Administration of	employment		
Retention	Period TE	ВА	F	Runs From	TBA			Buffer TBA		
	Business Area	a Human Res	ources	N	Measures to ensure ac	ccuracy	N/A			
Person responsible Head of HR				Data Source Inter				nally input by staff member		
		Approx. No of Records Approx. No of Data Subjects			Storage State Data Storage Physical Location TBA			a in database structure		
	Approx. No o									
	Access	All staff S	taff need to know 🔲 All manaç	gement X	Management need to	o know	IT X HR A	ccounts		
Security measures	Access controls System access controls			List other organisations or individuals who access						
	Backups		_ ,		Overseas			Yes No		
	☐ Data segre	egation	Tranfer controls		GDPR Compliant Terms					
	Encryption	.	☐ Two Factor Authentication	Likelihoo			breach 1 to 5	1		
	Eneryption	EncryptionUser input controls			Breach risk sever			1		
	Physical a				Risk	rating 1 to 25	1			
Nata Ham	Appearance	Appearance and size					☐ Photogr	anhs		
Data Item				Gende	er					
	Attendanc	e and leave reco	ords	Geneti	ic or biometric informat	tion (S)	Pregnar	ncy / maternity records		
	Authentica	ation questions o	r answers			(-)	Recruitn	ment records		
	X Commenc	ement / terminat	ion dates	Health	Health or Medical Data (S)			ices		
	V Contractus	al requiremente		☐ ID documents (e.g. passport, driving licence)			<i>'</i>	Dight to work information		
	Contractue	al requirements		☐ IP Add	Iress		☐ Right to	Right to work information		
	Correspon	Correspondence including statements of opinion or intent Criminal record checks / details (S)			☐ IT system usage records			☐ Sickness absence records (S)		
	Criminal re							re		
	Date of Bi	rth		Location	on Data		Social m	Social media ID and related info		
					l status					
	Details of	payments or dec	luctions	Names	S		∐ Trade u	nion membership (S)		
	Employer/	Employer/s name/s			ality race or otherwity	(C)	Unique i	identifier number or coo	de	
	Employme	ent benefits (e.g.	pension, etc)	Nation	ality, race or ethnicity	(3)	Usernar	mes and passwords		
	☐ Employment History			Notes	biographical in nature		□ Work co	ontact details		
	Expressions of opinions regarding data subject			Payrol	Payroll, tax and NICs information			Work contact details Working hours		
				Personal contact details			× Working			
	X Financial i	X Financial information								
Notes Advice Notes)	this record does	s not seem to contain any perso	onal data; ca	an it be linked to an inc	dividual whe	en recruitment has	taken place? D	Pocument	
Instructio	ons X	Yes							<u> </u>	

	Client	Everest Lin	nited	Data Asset			Payroll and Position Change Form		
En	try Date	17/06/2019	9		Data Code	E8686383-68CA-43B1-908C			
						X Controller	Processor		
Data	Subject	Employees and w		ess Purpose		_	personnel matters including apprai	sal, professional	
Lega	l Basis	Legal Requireme		X Legitim	ate Interest		_		
		Legal Requiremer	nt Details		LIA N	lame Adı	ministration of employment		
Retention	n Period	ТВА		Runs From	TBA		Buffer TBA		
	Business		sources		Measures to ensure accu	racy N/A			
Pers	on responsible Head of HR for data asset				Data Source	ce Inte	Internally input by staff member Data in database structure		
		prox. No of Records		Storage State					
	Approx. I	No of Data Subjects	TBA		Storage Physical Location	on TBA	5A		
	Access	All staff S	Staff need to know All mar	nagement	Management need to k	now 🗌 IT	X HR Accounts		
Security	Acces	☐ Access controls☐ System access controls☐ Backups			List other organisations or individuals who access Overseas transfer Yes No				
measures	Backu								
			Tranfer controls		GDPR Co	mpliant Term	signed?		
	Data s	☐ Data segregation ☐ Two Factor Authentication			GDPR Compliant Terms signed?				
	Encry	ption	□ Hear input controls			lihood of brea			
	User input controls Physical access controls				Breach risk severity 1 to 5 Risk rating 1 to 25				
						RISK Talli	ng 1 to 25		
Data Item	Appea	arance and size		Gend	۵r		Photographs		
	Attend	dance and leave rec	ords	_ Gend	61		Pregnancy / maternity records	s	
	Authe	ntication questions	or answers	Gene	tic or biometric information	n (S)	Recruitment records		
		•		Healt	h or Medical Data (S)				
	Comm	nencement / termina	ition dates	□ ID do	cuments (e.g. passport, d	riving licence	References		
	Contra	actual requirements				g	Right to work information		
	Corres	spondence including	g statements of opinion or inte	☐ IP Ad nt	dress		Sickness absence records (S)	5)	
			•		stem usage records			,	
	_ Crimir	nal record checks / c	letalis (S)	Locat	ion Data		Signature		
	Date of	☐ Date of Birth			al atatua		Social media ID and related infoTrade union membership (S)		
	☐ Details of payments or deductions				al status				
	Employer/s name/s			x Name	es		X Unique identifier number or co	ode	
	•			Natio	nality, race or ethnicity (S))	M offique identifier flumber of of	Suc	
	 □ Employment benefits (e.g. pension, etc) □ Employment History □ Expressions of opinions regarding data subject □ Financial information 			X Notes	s biographical in nature		Usernames and passwords		
							Work contact details		
				☐ Payro	oll, tax and NICs information	on	─ Working hours		
				Perso	onal contact details				
		oiai iiiiOIIIIaliOII							
Notes	S							Document	
Advice Notes									
Instructio requir		X Yes							