

Information Asset Registry

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

Information Asset Registry

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