	Client	Everest Lir	nited		Data Asset	Job Sheet				
En	itry Date	24/03/201	9		Data Code	79206911-3A	2A-45C1-A2C	4		
						X Controller	Processor			
Data	Subject	Clients and their E	Employees Proces	s Purpose	SERVICE DELIVERY	- To provide our	services to cl	ients		
Lega	Il Basis	Legal Requirem	ent X Contractual Necessity	Legitimat	e Interest 🗌 Consen	t 🗌 Vital Inter	est 🗌 Public	c Function		
		Legal Requirement	nt Details		LIA	Name				
Retentior	n Period	Duration of instal	lation only	Runs From	Date created		E	Buffer n/a		
	Business /	Area Customer	Engagement	Μ	easures to ensure acc	uracy N/A				
Pers	son respon for data a	DIALICH MA	nagers / Installation Managers		Data Sour	ce Intern	ally input by s	taff member		
	Approx. No of Records TBA				Storage State Hard copy in manual filing system					
	Approx. No of Data Subjects TBA			:	Storage Physical Location Installers' care then confidentially shredded			confidentially shredded		
	Access	All staff 🗙 S	Staff need to know All man	agement	Management need to	know 🗌 IT 🛛	HR Acc	counts		
Security measures	Access	s controls	Sustem access controls			other organisat ndividuals who a		Retained installers (i.e. Sub Contractors)		
mododroo	 Backups Data segregation Encryption 		System access controls	Over		Overseas t	ransfer	Yes No		
			Tranfer controls		GDPR Compliant Terms sig Likelihood of breach		signed?	ТВА		
Data Item			Two Factor Authentication				ch 1 to 5	5		
	Physical access controls		User input controls		Bre	Breach risk severity		3		
						Risk rating	1 to 25	15		
	Appearance and size			Condor	Quadar			Photographs		
	Attendance and leave records			Gender	 Gender Genetic or biometric information (S) 			Pregnancy / maternity records		
	Authentication questions or answers			Genetic				Recruitment records		
	Commencement / termination dates		ation dates	Health or Medical Data (S)			References			
				ID docu	ID documents (e.g. passport, driving licence)					
Contractual requirements				IP Address						

Correspondence including statements of opinion or intent Sickness absence records (S) IT system usage records Signature Criminal record checks / details (S) Location Data Date of Birth Social media ID and related info Marital status Details of payments or deductions Trade union membership (S) X Names Employer/s name/s Unique identifier number or code Nationality, race or ethnicity (S) Employment benefits (e.g. pension, etc) Usernames and passwords X Notes biographical in nature Employment History Work contact details Payroll, tax and NICs information Expressions of opinions regarding data subject Working hours X Personal contact details Financial information Notes Document Advice (i) need approx. numbers, (ii) check installers' contracts contain article 28 terms Notes X Yes Instructions

required

	Client	Everest L	imited		Data Asset	CSS - Custon	ner Data		
En	try Date	27/03/202	19		Data Code	D0B152D5-D	682-4CF3-95	21-	
						X Controller	Processor		
Data	Subject	Customers	Proces	s Purpose	SERVICE DELIVERY -	To provide our	services to cl	lients	
Dala	Subject	Customers	FICES	s ruipose	SERVICE DELIVERY -				
Lega	l Basis	Legal Requirem	nent Contractual Necessity	X Legitim	ate Interest 🗌 Consent	Vital Inter	est 🗌 Public	c Function	
		Legal Requireme	ent Details		LIA N	lame			
Retention	Period	15 years		Runs From	date installation final	ised	I	Buffer	
	Business	Area Customer	Engagement		Measures to ensure accu	iracy N/A			
Pers	on respon for data a	Біанснім.	anagers / Installation Managers		Data Source	ce Intern	ally input by s	taff member	
	App	prox. No of Record	s TBA		Storage Sta	ate Data	in database s	tructure	
	Approx.	No of Data Subject	s TBA		Storage Physical Location	on Client	's address in	both locked office and	
	Access	X All staff	Staff need to know All mana	agement	Management need to k	now	HR Ac	counts	
Security measures	Acces	s controls				other organisati dividuals who a			
measures	Backups		System access controls			Overseas t	ransfer	Yes No	
	Data segregation		Tranfer controls		GDPR Compliant Terms		signed?	N/A	
			Two Factor Authentication						
	EncryptionPhysical access controls		User input controls			elihood of bread		1	
			- ·	Breach risk sever Risk ratin				4	
Data Item	Арреа	arance and size					Photogra		
	Attendance and leave records				Gender			Pregnancy / maternity records	
	Authentication questions or answers		Genetic or biometric information (S)			Recruitment records			
	Commencement / te		ation dates	Healt	Health or Medical Data (S)			References	
		actual requirement		ID do	cuments (e.g. passport, d	lriving licence)		vork information	
				IP Ad	dress				

Correspondence including statements of opinion or intent Sickness absence records (S) IT system usage records Criminal record checks / details (S) X Signature Location Data Date of Birth Social media ID and related info Marital status Details of payments or deductions Trade union membership (S) X Names Employer/s name/s Unique identifier number or code Nationality, race or ethnicity (S) Usernames and passwords Employment benefits (e.g. pension, etc) X Notes biographical in nature Employment History Work contact details Payroll, tax and NICs information Working hours **X** Expressions of opinions regarding data subject X Personal contact details X Financial information (i) contains sales agreement, (ii) survey, (iii) service issues during warranty period Document Notes Advice (i) data would be better protected when segregated with user access controls, (ii) print controlls, (iii) export controlls, (iv) Notes recommend expressions of opinion are kept clean for access fulfilment purposes X Yes Instructions required

	Client	Everest Lir	nited		Data Asset	New insta	aller starter inforn	nation (copies)	
En	try Date	27/03/2019	9		Data Code	C457116	1-ACED-4B2B-A	FAC-	
						X Control	ller Processo	r	
Data	Subject	Suppliers and Cor	ntractors Proces	ss Purpose	MANAGEMENT - To ef	ffectively m	ianage our staff, t	their activities and our tangible assets	
Lega	I Basis	Legal Requireme	ent Contractual Necessity	X Legitima	ate Interest 🗌 Consent	Vital	Interest Dubl	lic Function	
		Legal Requiremer	nt Details		LIA N	Name			
Retentior	n Period	3 months		Runs From	Date created			Buffer	
	Business	Area Customer I	Engagement	I	Measures to ensure accu	uracy N	I/A		
Pers	son respor for data	Dianch Ma	nagers / Installation Managers		Data Source	ce D	ata Subject direc	tly	
	Ар	prox. No of Records	ТВА		Storage Sta	ate H	Hard copy in man	ual filing system	
	Approx. I	No of Data Subjects	ТВА		Storage Physical Locati	ion C	Client's address in	both locked office and	
	Access	All staff X S	Staff need to know 🗌 All man	agement	Management need to k	know 🗌 l	T HR A	ccounts	
Security measures	Acces	s controls				-	nisations or vho access		
measures	Backups		System access controls	Oversea			eas transfer	Yes No	
	Data s	segregation	Tranfer controls	GDPR Compliant Ter		rms signed?	N/A		
	_		Two Factor Authentication	Likeliheed of h				2	
	 Encryption User ing Physical access controls 		User input controls		Likelihood of bread Breach risk severi			2 3	
			hannad	Dreach hisk			ating 1 to 25	6	
Data Item	Appea	arance and size					Photogra		
	Attendance and leave records		Gender		Pregnancy / maternity records				
	Authentication questions or answers			Genetic or biometric information (S)			Recruitm	Recruitment records	
	Comn	nencement / termina	ation dates	Health	Health or Medical Data (S)		References		
	Contra	actual requirements			uments (e.g. passport, d	driving licen		work information	
			IP Address						

Correspondence including statements of opinion or intent

Criminal record checks / details (S)

X 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

X Financial information

Notes (i) emergency contact

X Yes

Advice (i) approx. how many records Notes

Instructions required IT system usage records

Location Data

Marital status

X Names

Nationality, race or ethnicity (S)

Notes biographical in nature

Payroll, tax and NICs information

X Personal contact details

Sickness absence records (S)

Signature

Social media ID and related info

Trade union membership (S)

Unique identifier number or code

Usernames and passwords

Work contact details

Working hours

Document

	Client Everes	t Limited	Data Asset Installe	er training records ir	n training matrix	
En	try Date 27/03/2	2019	Data Code CBC6	567D-B1E2-4AB9-E	3A79-	
			X Con	troller Processo)r	
Data	Subject Suppliers and	Contractors Proces	ss Purpose MANAGEMENT - To effectively	y manage our staff,	their activities and our tangible assets	
Lega	Il Basis 🗌 Legal Requir	ement Contractual Necessity	X Legitimate Interest Consent Vit	tal Interest 🗌 Pub	lic Function	
	Legal Require	ment Details	LIA Name			
Retentior	n Period TBA		Runs From		Buffer	
	Business Area Custon	ner Engagement	Measures to ensure accuracy	User-reliant updat	e	
Pers	son responsible for data asset	Managers / Installation Managers	Data Source	Internally input by	staff member	
	Approx. No of Reco	ords 1	Storage State	Spreadsheet doc	ument	
	Approx. No of Data Subj	ects TBA	Storage Physical Location	Client's address ir	h both locked office and	
	Access All staff	X Staff need to know All man	agement Management need to know	IT HR A	ccounts	
Security	Access controls			ganisations or Is who access		
measures	× Backups	X System access controls	Ove	erseas transfer	Yes No	
	X Data segregation	Tranfer controls	GDPR Compliant	Terms signed?	N/A	
		Two Factor Authentication				
	Encryption	User input controls		of breach 1 to 5	1	
	X Physical access contr	•		k severity 1 to 5 sk rating 1 to 25	1 1	
Data Item	Appearance and size		Gender	Photogr		
	Attendance and leave	records		Pregnar	Pregnancy / maternity records	
			Genetic or biometric information (S)		Recruitment records	
	Authentication question	ons or answers		Recruit	nent records	
	 Authentication question Commencement / terr 		Health or Medical Data (S)	Recruit		

Correspondence including statements of opinion or intent Sickness absence records (S) IT system usage records Signature Criminal record checks / details (S) Location Data Date of Birth Social media ID and related info Marital status Details of payments or deductions Trade union membership (S) X Names Employer/s name/s Unique identifier number or code Nationality, race or ethnicity (S) Employment benefits (e.g. pension, etc) Usernames and passwords X Notes biographical in nature Employment History Work contact details Payroll, tax and NICs information Expressions of opinions regarding data subject Working hours Personal contact details Financial information Notes Document Advice (i) how long do we need to retain this data for? (ii) approx. how many data subjects? Notes X Yes Instructions

required