

## Information Asset Registry

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

Document

