

## Information Asset Registry

Client	Everest Limited	Data Asset	Personnel File Summary
Entry Date	24/03/2019	Data Code	F2ECEC0D-A35B-45F5-BC5C
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	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	Administration of Employment
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Head of HR	Data Source	Data Subject and internally input
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	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 checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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      1 Breach risk severity 1 to 5      3 Risk rating 1 to 25      3
Data Item	<input type="checkbox"/> Appearance and size <input checked="" type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input checked="" type="checkbox"/> Commencement / termination dates <input checked="" type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input checked="" type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input checked="" type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input checked="" 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 type="checkbox"/> Notes biographical in nature <input checked="" 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 checked="" type="checkbox"/> Working hours		
Notes	Document		
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	Employee Application Covering Letter
Entry Date	24/03/2019	Data Code	93E38951-07CD-4003-BD6F
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	RECRUITMENT - For the purposes of recruitment
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	Staff Application Documents
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	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 checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input 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      1 Breach risk severity 1 to 5      1 Risk rating 1 to 25      1
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 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 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 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 checked="" 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			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	CV (Unsuccessful Applicant)
Entry Date	24/03/2019	Data Code	57A748BD-006A-42AE-B370
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	RECRUITMENT - For the purposes of recruitment
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	Staff Application Documents
Retention Period	6 months	Runs From	Date created
			Buffer n/a
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1000	Storage State	Data in database structure
Approx. No of Data Subjects	1000	Storage Physical Location	Location other than client's address in both
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" 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 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? Yes Likelihood of breach 1 to 5      1 Breach risk severity 1 to 5      3 Risk rating 1 to 25      3
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 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 checked="" type="checkbox"/> Employment History <input 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 checked="" 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 checked="" type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	Article 14 (5) (a) Exception relied on in relation to Privacy Notice for Referee personal data		Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry


Client	Everest Limited	Data Asset	Successful Applicant Offer Letter
Entry Date	24/03/2019	Data Code	E4F89BE7-4C3D-4E14-848D
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	RECRUITMENT - For the purposes of recruitment
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
Retention Period	6 years	Runs From	Termination of employment
			Buffer n/a
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject and internally input
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	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 checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Overseas transfer GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5      2 Breach risk severity 1 to 5      2 Risk rating 1 to 25      4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input checked="" type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input 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 checked="" type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" 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 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			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	Right to Work Documents
Entry Date	24/03/2019	Data Code	36FB5C09-8EBA-4018-9C87- <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    Immigration Asylum & Nationality Act 2006 -    LIA Name		
Retention Period	2 years	Runs From	Termination of employment    Buffer    + 1 month
Business Area	Human Resources	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	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 checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input 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    1 Breach risk severity 1 to 5    4 Risk rating 1 to 25    4
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 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 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 type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input 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 checked="" 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) we can hold on to this for longer than 2 years from termination if we can satisfy legitimate interest test		
Instructions required	<input type="checkbox"/> Yes		



## Information Asset Registry

Client	Everest Limited	Data Asset	Contract of Employment / Statement of Employment Particulars
Entry Date	24/03/2019	Data Code	39C723AD-61BF-4AEF-B708
			<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	Employment Rights Act 1996 s.1	LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	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 checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 External HR / Legal Advisors Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5      2 Breach risk severity 1 to 5      3 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 checked="" type="checkbox"/> Contractual requirements <input 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 checked="" type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" 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 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 checked="" 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 checked="" type="checkbox"/> Work contact details <input checked="" type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	Contract Variation Letter
Entry Date	24/03/2019	Data Code	14800366-C385-457B-B1FA
			<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	Employment Rights Act 1996 s.1	LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	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 checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Yes 2 2 4
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 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 checked="" type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" 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 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 checked="" 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 checked="" type="checkbox"/> Work contact details <input checked="" type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	DBS Check (unsuccessful applicant)
Entry Date	24/03/2019	Data Code	20ED7B85-4D26-44CE-A0C6
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	LEGITIMATE INTEREST - To attain some other legitimate interest (refer to Legitimate
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	DBS Reference Number
Retention Period	6 months	Runs From	Date created
			Buffer n/a
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Publicly available source
Approx. No of Records	0	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	0	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 checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 External HR / Legal Advisors Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5      1 Breach risk severity 1 to 5      4 Risk rating 1 to 25      4
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 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 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 type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input 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			
Instructions required	<input type="checkbox"/> Yes		



## Information Asset Registry

Client	Everest Limited	Data Asset	HR Performance Appraisal / Development Plan
Entry Date	24/03/2019	Data Code	458266D6-B6AA-47B4-A424-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	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	Appraisal Forms and Related
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	5000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	5000	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 checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Overseas transfer GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5      1 Breach risk severity 1 to 5      2 Risk rating 1 to 25      2
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 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 checked="" 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 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 checked="" 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			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	Attendance Sheets
Entry Date	24/03/2019	Data Code	0DF26667-FE9D-4EE1-8B64-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	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	Administration of Employment
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	5000	Storage State	Spreadsheet document
Approx. No of Data Subjects	5000	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 checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input checked="" type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input checked="" 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? Yes Likelihood of breach 1 to 5      1 Breach risk severity 1 to 5      2 Risk rating 1 to 25      2
Data Item	<input type="checkbox"/> Appearance and size <input checked="" 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 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 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 type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input 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			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	Disciplinary Records
Entry Date	24/03/2019	Data Code	20D0F9E7-F338-4FAD-BC1B
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	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	Administration of Employment
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	300	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	300	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 checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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? Yes Likelihood of breach 1 to 5      1 Breach risk severity 1 to 5      3 Risk rating 1 to 25      3
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 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 checked="" 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			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	Grievance Records
Entry Date	24/03/2019	Data Code	9F818B74-5788-4FFB-966E-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	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	Administration of Employment
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	20	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	20	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 <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Overseas transfer GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5      1 Breach risk severity 1 to 5      3 Risk rating 1 to 25      3
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 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 checked="" type="checkbox"/> Employment History <input 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	same as disciplinary		
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	Passport
Entry Date	24/03/2019	Data Code	C67CC87F-E3BF-42B6-A7FC
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	RECRUITMENT - For the purposes of recruitment
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	Immigration (Restrictions on Employment)	LIA Name
Retention Period	2 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1200	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 <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls		<input 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	1
		Breach risk severity 1 to 5	5
		Risk rating 1 to 25	5
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 type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" 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 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 checked="" 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 type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input checked="" 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			
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Document



## Information Asset Registry

Client	Everest Limited	Data Asset	References
Entry Date	24/03/2019	Data Code	57909D40-F8CD-40BE-ADE5
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	THIRD PARTY	Process Purpose	RECRUITMENT - For the purposes of recruitment
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	Reference Requests and Responses
Retention Period	6 years	Runs From	Termination of employment
			Buffer + 1 year
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	3600	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	3600	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 checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Yes 1 3 3
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 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 checked="" 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 type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input checked="" 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	Article 14 (5) (a) Exception relied on in relation to Privacy Notice		Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	GP Fit Notes
Entry Date	24/03/2019	Data Code	CB6F5F0C-5172-4A3E-A5A2
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	BENEFITS - To provide benefits to employees and workers
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	Statutory Sick Pay Regs 1982 Reg 2	LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	The data subject's medical advisor/s
Approx. No of Records	2000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	2000	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 checked="" type="checkbox"/> HR <input checked="" type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Overseas transfer GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5      1 Breach risk severity 1 to 5      4 Risk rating 1 to 25      4
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 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 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 checked="" 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 type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input 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			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	Sickness Self-cert Form
Entry Date	24/03/2019	Data Code	1A6679E1-96E1-41D1-A270
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	LEGITIMATE INTEREST - To attain some other legitimate interest
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	Sickness Self-cert Forms and Related
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	4000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	4000	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 checked="" type="checkbox"/> HR <input checked="" type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Yes
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 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 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 checked="" 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 type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input 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 checked="" 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			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	Employee Application Form (Successful Applicant)
Entry Date	24/03/2019	Data Code	57A748BD-006A-42AE-B370
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	RECRUITMENT - For the purposes of recruitment
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	Staff Application Documents
Retention Period	6 years	Runs From	Termination of employment
			Buffer + 1 year
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	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 <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input 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? Yes Likelihood of breach 1 to 5      1 Breach risk severity 1 to 5      3 Risk rating 1 to 25      3
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 checked="" type="checkbox"/> Contractual requirements <input 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 checked="" type="checkbox"/> Employment History <input 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 checked="" type="checkbox"/> Recruitment records <input checked="" type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" 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 checked="" type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	Article 14 (5) (a) Exception relied on in relation to Privacy Notice for Referee personal data		Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	Contracts - E sign
Entry Date	27/03/2019	Data Code	920946A9-0CF2-471A-B397- <input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	CONTRACT - To generate appropriate contractual documentation
Legal Basis	<input type="checkbox"/> Legal Requirement <input checked="" 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		LIA Name
Retention Period	6 years	Runs From	Termination of employment <span style="float: right;">Buffer</span>
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	TBA	Storage State	Scanned copy in electronic 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 checked="" 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? Yes Likelihood of breach 1 to 5 <span style="float: right;">2</span> Breach risk severity 1 to 5 <span style="float: right;">3</span> Risk rating 1 to 25 <span style="float: right;">6</span>
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 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 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 type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input 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			
Instructions required	<input checked="" type="checkbox"/> Yes		



## Information Asset Registry

Client	Everest Limited	Data Asset	HR Resourcer Tracker Spreadsheets
Entry Date	27/03/2019	Data Code	14AD39B2-91A5-41DE-84EE
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Applicants for employment	Process Purpose	RECRUITMENT - For the purposes of recruitment
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
Retention Period	2 years	Runs From	Date created
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Head of HR	Data Source	Various
Approx. No of Records	7,500	Storage State	Spreadsheet document
Approx. No of Data Subjects	7,500	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 checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input 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      1 Breach risk severity 1 to 5      2 Risk rating 1 to 25      2
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 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			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	DBS Check Reference
Entry Date	27/03/2019	Data Code	20ED7B85-4D26-44CE-A0C6
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Suppliers and Contractors	Process Purpose	LEGITIMATE INTEREST - To attain some other legitimate interest (refer to Legitimate
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	DBS Reference Number
Retention Period	6 years	Runs From	Termination of contract or last engagement
		Buffer	n/a
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Publicly available source
Approx. No of Records	2000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	2000	Storage Physical Location	Client's address in locked cabinet
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 checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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      1 Breach risk severity 1 to 5      4 Risk rating 1 to 25      4
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 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 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 type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input 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			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	Personal Details Form
Entry Date	27/03/2019	Data Code	0C434285-0049-44DA-A0CD
			<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	Administration of employment
Retention Period	6 years	Runs From	Termination of employment
			Buffer
Business Area	Human Resources	Measures to ensure accuracy	Data Subject requested to notify changes
Person responsible for data asset	Head of HR	Data Source	Data Subject and internally input
Approx. No of Records	1200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1200	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 checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Overseas transfer GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5      1 Breach risk severity 1 to 5      3 Risk rating 1 to 25      3
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 type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" 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 type="checkbox"/> Expressions of opinions regarding data subject <input checked="" 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 checked="" type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input checked="" 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	(i) also includes emergency contact information (ii) electronic copy held also		Document
Advice Notes	(i) suggest we have equal opportunities monitoring on a separate anonymous form in future		
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	Medical Referral Consent Form
Entry Date	27/03/2019	Data Code	2826B472-98F3-4705-A62E- <input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	CARE – To comply with our duty of care and consider adjustments
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: Equality Act 2010 <span style="float: right;">LIA Name</span>		
Retention Period	6 years	Runs From	Termination of employment <span style="float: right;">Buffer</span>
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	200	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 checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 OH Provider / External HR / Legal Advisors Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5: 1 Breach risk severity 1 to 5: 2 Risk rating 1 to 25: 2
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 type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" 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 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 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 checked="" 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			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry


Client	Everest Limited	Data Asset	Occupational Health Advice
Entry Date	27/03/2019	Data Code	784E8EC6-CF99-4FD8-AD80- <input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	CARE – To comply with our duty of care and consider adjustments
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: Equality Act 2010 <span style="float: right;">LIA Name</span>		
Retention Period	6 years	Runs From	Termination of employment <span style="float: right;">Buffer</span>
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	The data subject's medical advisor/s
Approx. No of Records	200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	200	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 checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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? Yes Likelihood of breach 1 to 5: 3 Breach risk severity 1 to 5: 5 Risk rating 1 to 25: 15
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 type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" 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 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 checked="" 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 type="checkbox"/> Personal contact details	<input type="checkbox"/> Photographs <input checked="" 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			
Instructions required	<input type="checkbox"/> Yes		




## Information Asset Registry

Client	Everest Limited	Data Asset	CV (Successful Applicant)
Entry Date	27/03/2019	Data Code	57A748BD-006A-42AE-B370
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	RECRUITMENT - For the purposes of recruitment
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	Staff Application Documents
Retention Period	6 years	Runs From	Termination of employment
		Buffer	n/a
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	1000	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 checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 External HR / Legal Advisors <input type="checkbox"/> Yes <input type="checkbox"/> No Overseas transfer GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5      1 Breach risk severity 1 to 5      3 Risk rating 1 to 25      3
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 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 checked="" type="checkbox"/> Employment History <input 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 checked="" 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 checked="" type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	Article 14 (5) (a) Exception relied on in relation to Privacy Notice for Referee personal data		Document
Advice Notes	(i) Logic Melon are data controller in their own right		
Instructions required	<input type="checkbox"/> Yes		


## Information Asset Registry

Client	Everest Limited	Data Asset	Payment of benefits on death form
Entry Date	23/05/2019	Data Code	114C4B6A-8EAF-4DC5-AAAC
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	BENEFITS - To provide benefits to employees and workers
Legal Basis	<input type="checkbox"/> Legal Requirement <input checked="" 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		LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer + 1 year
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records	1000	Storage State	Scanned copy in electronic filing system
Approx. No of Data Subjects	1000	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 checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 Royal London (but see advice note (i)) Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Likelihood of breach 1 to 5      1 Breach risk severity 1 to 5      2 Risk rating 1 to 25      2
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 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 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 type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input 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 checked="" 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) assumed that Royal London Mutual is a data controller in its own right and not a processor		
Instructions required	<input type="checkbox"/> Yes		


## Information Asset Registry

Client	Everest Limited	Data Asset	Termination Form
Entry Date	17/06/2019	Data Code	E1F1198C-B057-4124-B90F
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	HUMAN RESOURCES - To process personnel matters including appraisal, professional
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	Administration of employment
Retention Period	6 years	Runs From	Termination of employment Buffer + 1 year
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records		Storage State	Hard copy in manual filing system
Approx. No of Data Subjects		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 checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 SDC HR Overseas transfer <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
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 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 checked="" type="checkbox"/> Employment History <input checked="" type="checkbox"/> Expressions of opinions regarding data subject <input checked="" 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 checked="" type="checkbox"/> Payroll, tax and NICs information <input 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 checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input checked="" type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input checked="" type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry


Client	Everest Limited	Data Asset	Group Personal Pension Opt Out Form
Entry Date	17/06/2019	Data Code	316CED6E-7A65-4B90-A27E-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	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	Pensions Act 2008 and Pension Regulator	LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer + 1 year
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records		Storage State	Hard copy in manual filing system
Approx. No of Data Subjects		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 checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 Hartley Wadsworth Overseas transfer <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5      2 Breach risk severity 1 to 5      3 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 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 checked="" type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input 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	(i) Hartley Wadsworth will be data controller also so article 28 terms not required		Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

## Information Asset Registry


Client	Everest Limited	Data Asset	Pension - Auto Enrolment New Starter Employee Information Form
Entry Date	17/06/2019	Data Code	E057C01E-99C9-41AB-A7AF
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	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	Pensions Act 2008 and Pension Regulator	LIA Name
Retention Period	6 years	Runs From	Termination of employment
			Buffer + 1 year
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Data Subject directly
Approx. No of Records		Storage State	Hard copy in manual filing system
Approx. No of Data Subjects		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 checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input 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 Hartley Wadsworth Overseas transfer <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5      2 Breach risk severity 1 to 5      4 Risk rating 1 to 25      8
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 type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" 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 checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" 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 checked="" type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input checked="" 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			
Instructions required	<input type="checkbox"/> Yes		



## Information Asset Registry

Client	Everest Limited	Data Asset	Recruitment Request Form
Entry Date	17/06/2019	Data Code	A4885DAA-2D22-44DF-8141
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	HUMAN RESOURCES - To process personnel matters including appraisal, professional
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	Administration of employment
Retention Period	TBA	Runs From	TBA
		Buffer	TBA
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records		Storage State	Data in database structure
Approx. No of Data Subjects		Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input 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? Likelihood of breach 1 to 5      1 Breach risk severity 1 to 5      1 Risk rating 1 to 25      1
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input checked="" type="checkbox"/> Commencement / termination dates <input checked="" type="checkbox"/> Contractual requirements <input 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 type="checkbox"/> Expressions of opinions regarding data subject <input checked="" 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 type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input 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 checked="" type="checkbox"/> Working hours		
Notes	(i) this record does not seem to contain any personal data; can it be linked to an individual when recruitment has taken place?		Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

## Information Asset Registry

Client	Everest Limited	Data Asset	Payroll and Position Change Form
Entry Date	17/06/2019	Data Code	E8686383-68CA-43B1-908C
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Employees and workers	Process Purpose	HUMAN RESOURCES - To process personnel matters including appraisal, professional
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	Administration of employment
Retention Period	TBA	Runs From	TBA
		Buffer	TBA
Business Area	Human Resources	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of HR	Data Source	Internally input by staff member
Approx. No of Records	TBA	Storage State	Data in database structure
Approx. No of Data Subjects	TBA	Storage Physical Location	TBA
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 checked="" type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input 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? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
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 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 checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" 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 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 checked="" 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			
Instructions required	<input checked="" type="checkbox"/> Yes		