	Client Everest Lim	ited	Data Asset Perso	nnel File Summary	
En	try Date 24/03/2019		Data Code F2ECI	EC0D-A35B-45F5-B	
Data s	Subject EMPLOYEE	Process	Purpose MANAGEMENT - To effectively	y manage our staff, t	heir activities and our tangible assets
Lega	Basis Legal Requireme	nt Contractual Necessity	■ Legitimate Interest	tal Interest	ic Function
	Legal Requirement	Details	LIA Name	Administration of	Employment
Retention	Period 6 years	ı	Runs From Termination of employment		Buffer
	Business Area Human Res	ources	Measures to ensure accuracy	User-reliant update	е
Pers	on responsible Head of HR for data asset		Data Source	Data Subject and i	nternally input
	Approx. No of Records	1200	Storage State	Hard copy in man	ual filing system
	Approx. No of Data Subjects	1200	Storage Physical Location	Client's address in	both locked office and
	Access All staff St	aff need to know   All mana	gement	IT X HR A	ccounts
Security	Access controls			ganisations or Is who access	
measures	Backups	System access controls	Ove	erseas transfer	Yes No
	☐ Data segregation	Tranfer controls	GDPR Compliant	Terms signed?	N/A
	_	☐ Two Factor Authentication			
	Encryption	User input controls		of breach 1 to 5	1 3
	X Physical access controls			k severity 1 to 5 sk rating 1 to 25	3
				5	•
Data Item	Appearance and size		X Gender	Photogra	aphs
	X Attendance and leave reco	ords		Pregnan	cy / maternity records
	Authentication questions o	r answers	Genetic or biometric information (S)	Recruitm	nent records
	X Commencement / terminat	ion dates	Health or Medical Data (S)	Reference	200
	Commencement/terminat	ion dates	☐ ID documents (e.g. passport, driving lie		Jes
	X Contractual requirements		☐ IP Address	Right to	work information
	Correspondence including	statements of opinion or intent		Sickness	s absence records (S)
	Criminal record checks / de	etails (S)	IT system usage records	Signatur	e
		,	Location Data		
	X Date of Birth		Marital status	Social m	edia ID and related info
	X Details of payments or ded	luctions	x Names	Trade ur	nion membership (S)
	Employer/s name/s			Unique i	dentifier number or code
	X Employment benefits (e.g.	pension, etc)	Nationality, race or ethnicity (S)	Usernan	nes and passwords
		,	☐ Notes biographical in nature		·
	X Employment History		X Payroll, tax and NICs information	□ Work co	ntact details
	Expressions of opinions re	garding data subject	X Personal contact details	X Working	hours
	X Financial information		A I GISOHAI COHLACL UCIAIIS		
Notes	3				Document
Advice Notes					
Instructio	ns Yes				

(	Client	Everest Limi	ted		Data Asset	Employee Ap	plication Cov	vering Letter	
Entr	ry Date	24/03/2019			Data Code		1-07CD-4003-BD6F		
Data S	Subject	EMPLOYEE	Process	s Purpose RE0	CRUITMENT - For t	the purposes of	recruitment		
Legal I	Basis	Legal Requiremer	nt Contractual Necessity	X Legitimate In	terest Consent	Vital Inter	est  Publ	ic Function	
		Legal Requirement	Details		LIA N	Name Staff	Application [	Documents	
Retention I	Period	6 years	ı	Runs From T	ermination of emplo	oyment		Buffer	
	Business		ources	Meas	ures to ensure accu	uracy N/A			
	on respor for data				Data Source	ce Data	Subject direc	tly	
		prox. No of Records	1200		Storage Sta	ate Hard	copy in man	ual filing system	
,	Approx.	No of Data Subjects	1200	Stor	age Physical Locati	ion Client	's address in	both locked office and	
A	Access	All staff Sta	aff need to know 🗌 All mana	gement 🗌 Ma	nagement need to k	know IT	K HR A	ccounts	
Security [	Acces	ss controls				other organisati ndividuals who a			
measures	☐ Backı	[ squ	System access controls			Overseas t		Yes No	
			Tranfer controls		GDPR Co	mpliant Terms	signed?	N/A	
L	Data s	segregation	Two Factor Authentication			<b>F</b>	3		
[	Encry	ption	User input controls			elihood of bread		1	
[	Physi	cal access controls	Oser input controls		Bre	each risk severit Risk rating		1	
						Risk faulty	1 10 25	1	
Data Item	Appea	arance and size		Gender			Photogra	aphs	
[	Attend	Attendance and leave records					Pregnan	cy / maternity records	
[	Authe	entication questions or	answers	Genetic or	biometric informatio	on (S)	Recruitm	nent records	
-				☐ Health or M	ledical Data (S)				
L	Comn	nencement / terminati	on dates	☐ ID docume	nts (e.g. passport, d	driving licence)	<ul><li>☐ References</li><li>☐ Right to work information</li></ul>		
[	Contr	actual requirements		☐ IP Address					
[	Corre	spondence including	statements of opinion or intent				Sickness	s absence records (S)	
ſ	Crimir	nal record checks / de	tails (S)	☐ IT system ι	isage records		X Signatur	e	
				Location Da	ata				
	Date	of Birth		☐ Marital stat	us		Social m	nedia ID and related info	
[	Detail	s of payments or ded	uctions	x Names			Trade ur	nion membership (S)	
[	Emplo	oyer/s name/s		Names			Unique i	dentifier number or code	
ſ	□ Emplo	oyment benefits (e.g. <sub>l</sub>	pension, etc)	Nationality,	race or ethnicity (S	5)	Usernan	nes and passwords	
L				☐ Notes biogr	raphical in nature			·	
	Emplo	oyment History		☐ Payroll, tax	and NICs informati	on	☐ Work co	ntact details	
[	Expre	essions of opinions reg	garding data subject				Working	hours	
[	Finan	cial information		X Personal co	madi uelalis				
Notes								Document	
Advice								_ 334311	
Notes									
Instruction require		Yes							

	Client	Everest Li	imited		Data A	sset	CV (Unsucc	essful Applica	ant)	
En	try Date	24/03/201	19		Data (	Code	57A748BD-0	006A-42AE-B	370	
							<b>X</b> Controller	Processo	or	
Data S	Subject	EMPLOYEE	Process	s Purpose	RECRUIT	MENT - For t	he purposes o	of recruitment		
Legal	l Basis	Legal Requiren	nent Contractual Necessity	X Legitima	ate Interest	Consent	☐ Vital Inte	erest 🗌 Pub	lic Function	
		Legal Requireme	ent Details			LIA N	lame Stat	ff Application	Documents	
Retention	n Period	6 months		Runs From	Date cre	eated			Buffer n/a	
	Business	Area Human R	esources	1	Measures to	ensure accu	ıracy N/A			
Pers	son respoi for data		IR			Data Sour	ce Data	Subject dire	ctly	
	Ар	prox. No of Record	s 1000	Storage State Data				a in database	structure	
	Approx.	No of Data Subject	s 1000	Storage Physical Location Loca			ation other tha	an client's address	in both	
	Access	All staff	Staff need to know   All mana	igement x	Managem	ent need to k	know 🗌 IT	X HR A	accounts	
Security	X Acces	ss controls					other organisa		External HR /	Legal Advisors
measures	X Backı	ıns	X System access controls				Overseas		Yes No	
		•	Tranfer controls			GDPR Co	mpliant Terms	s signed?	Yes	
	Data	segregation	☐ Two Factor Authentication			02111	pa	o oiginou :		
	Encry	ption	User input controls				elihood of brea		1	
	Physi	cal access controls	<u> </u>			Bre	each risk seve	rity 1 to 5 ng 1 to 25	3 3	
							Nisk rauii	ig 1 to 25	3	
Data Item	Appea	Appearance and size  Attendance and leave records			er			Photogr	raphs	
	Atten							Pregna	ncy / maternity rec	ords
	Authe	entication questions	or answers	Genet	ic or biomet	ric informatio	n (S)	Recruitment records		
			☐ Health	or Medical	Data (S)		X References			
	Comi	nencement / termin	alion dates	☐ ID doc	cuments (e.ç	g. passport, c	lriving licence)			
	Contr	actual requirement	S	☐ IP Add	dress			☐ Right to	work information	
	Corre	spondence includir	ng statements of opinion or intent	:				Sicknes	s absence records	s (S)
	Crimi	nal record checks /	details (S)	IT syst	tem usage r	records		Signatu	re	
	Doto	of Dirth	, ,	Location	on Data					ad info
	Date	of Birth		Marita	l status			_ Social I	nedia ID and relate	a inio
	Detail	ls of payments or d	eductions	x Name:	s			Trade u	nion membership	(S)
	Emplo	oyer/s name/s					_	Unique	identifier number	or code
	Emplo	oyment benefits (e.	g. pension, etc)	Nation	iality, race o	or ethnicity (S	)	Userna	mes and password	ds
				X Notes	biographica	al in nature		V Work or	nata at diataila	
	Z Empi	oyment History		☐ Payrol	I, tax and N	ICs informati	on	X VVOIK CO	ontact details	
	Expre	essions of opinions	regarding data subject	X Person	nal contact o	details		☐ Working	g hours	
	Finan	cial information		5/50/	J. Jonaol (					
Notes	3	Article 14 (5) (a)	Exception relied on in relation to	Privacy No	itice for Ref	eree nersona	l data			Document
Advice		,				5.55 poisona	. uutu			Doodment
Notes	5									
Instructio requir		Yes								

	Client	Everest L	Limited		Data Asset	t	Successful Ap	oplicant Off	er Letter	
Ent	try Date	24/03/20	19		Data Code		E4F89BE7-40	C3D-4E14-		
Data S	Subject	EMPLOYEE	Process	s Purpose	RECRUITMEN	NT - For th	ne purposes of	recruitmen	t	
Legal	l Basis		ment Contractual Necessity	X Legitir	nate Interest	Consent		est 🗌 Pu	blic Function	
		Legal Requirem	ent Details			LIA Na	ame			
Retention	Period	6 years	I	Runs Froi	n Termination	of emplo	yment		Buffer n/a	
	Business	s Area Human F	Resources		Measures to ens	sure accur	racy N/A			
Pers	on respo for data		HR		D	ata Sourc	e Data	Subject and	l internally input	
	Ар	prox. No of Record	ds 1200		Sto	orage Stat	te Hard	copy in ma	nual filing system	
	Approx.	No of Data Subject	ts 1200		Storage Physic	cal Locatio	on Client	t's address	in both locked office	and
	Access	All staff	Staff need to know  All mana	gement	Management	need to kr	now 🗌 IT	X HR	Accounts	
Security measures	_ Acces	ss controls	System access controls				ther organisati dividuals who a		External HR / L	egal Advisors
	Back	ups					Overseas t	ransfer	Yes No	
	_ Data	segregation	<ul><li>☐ Tranfer controls</li><li>☐ Two Factor Authentication</li></ul>		G	SDPR Con	npliant Terms	signed?	Yes	
	_ Encry	/ption				Likel	ihood of bread	ch 1 to 5	2	
	X Physi	ical access control	<ul><li>User input controls</li></ul>			Brea	ach risk severi	•	2	
							Risk rating	1 to 25	4	
Data Item	_ Appe	arance and size		Gen	der			Photog	ıraphs	
	Atten	dance and leave re	ecords	Gen	etic or biometric ir	nformation	n (S)	Pregna	ancy / maternity reco	rds
	Authe	entication questions	s or answers				. (0)	Recruit	tment records	
	X Comr	mencement / termi	nation dates	Hea	th or Medical Dat	a (S)		Refere	nces	
				☐ ID d	ocuments (e.g. pa	assport, dr	riving licence)			
	Contr	ractual requiremen	ts	☐ IP A	ddress			∐ Right to	o work information	
	Corre	espondence includi	ng statements of opinion or intent					Sickne	ss absence records	(S)
	Crimi	nal record checks	/ details (S)		stem usage reco	ras		Signati	ure	
	□ Dete	af Diath		Loca	ation Data					d:f.
	Date	of Birth		Mari	tal status			Social	media ID and related	סוחו ג
	Detai	ls of payments or o	deductions	V Nom	100			Trade	union membership (	3)
	Empl	oyer/s name/s		x Nam	ies			Unique	identifier number or	· code
	V Empl	ovment benefite (e	a nancian atal	Natio	onality, race or eth	hnicity (S)		Lloorna	amon and nangwords	
	X Empi	oyment benefits (e	.g. pension, etc)	Note	es biographical in	nature		Osema	ames and passwords	)
	Empl	oyment History		□ Dov#	call tay and NICa	informatio	.n	☐ Work o	contact details	
	Expre	essions of opinions	regarding data subject	Fayı	oll, tax and NICs	iiiioiiiialio	)	Workin	g hours	
	<b>Y</b> Finan	ncial information		x Pers	onal contact deta	ils				
	A I IIIali	ioiai iiiioiiiialiUII								
Notes	3									Document
Advice Notes										
Instructio require		Yes								

	Client	Everest Li	mited		Data Asset	Right to Work	Documents			
En	itry Date	24/03/201	19		Data Code	36FB5C09-8l	EBA-4018-90			
Data	Subject	EMPLOYEE	Proce	ess Purpose	LAWFUL - To ensure	e our activities are	e within the la	aw		
Lega	ıl Basis	X Legal Requireme	_			ent	est Dub	lic Function		
Retentior	n Period	2 years		Runs From	Termination of emp	ployment		Buffer + 1 month		
	Business	Area Human Ro	esources	N	leasures to ensure ac	curacy User-	reliant updat	e		
Pers	son respo		IR		Data Sou	urce Data	Subject direc	etly		
		prox. No of Record	s 1200		Storage S	State Hard	copy in man	ual filing system		
	Approx.	No of Data Subject	s 1200		Storage Physical Loca	ation Clien	t's address ir	both locked office and		
	Access	All staff	Staff need to know   All ma	anagement	Management need to	o know 🗌 IT 🛚	X HR A	ccounts		
Security	Acces	ss controls				st other organisat				
measures			System access controls			individuals who a		Yes No		
	Backı	ups	☐ Tranfer controls		CDDD (			N/A		
	Data	segregation	☐ Two Factor Authenticatio	on	GDFRC	Compliant Terms	signed !	IN/A		
	Encry	ption			Li	kelihood of bread	ch 1 to 5	1		
	Physi	ical access controls	User input controls		В	Breach risk severi		4		
						Risk rating	J 1 to 25	4		
Data Item	Appe	arance and size		Gende	r		Photogra	aphs		
	Atten	Attendance and leave records				(' (O)	Pregnan	ncy / maternity records		
	Authe	entication questions	or answers	Genetic	c or biometric informat	tion (S)	Recruitn	nent records		
	☐ Comr	mencement / termin	ation dates	Health	or Medical Data (S)		Referen	ces		
				☐ ID docu	uments (e.g. passport,	, driving licence)	ce)			
	_ Contr	actual requirements	5	☐ IP Add	ress		■ Right to work information			
	Corre	espondence includir	ng statements of opinion or inte		em usage records		Sicknes	s absence records (S)		
	Crimi	nal record checks /	details (S)		•		Signatur	re e		
	Date	of Birth		Locatio	on Data		Social m	nedia ID and related info		
	Detail	ls of payments or d	eductions	☐ Marital	status		☐ Trade III	nion membership (S)		
				X Names						
	Emple	oyer/s name/s		■ National	ality, race or ethnicity (	(S)	□ Unique i	dentifier number or code		
	_ Emplo	oyment benefits (e.	g. pension, etc)	□ Notes t	piographical in nature		Usernan	nes and passwords		
	_ Emplo	oyment History				-ti	☐ Work co	ntact details		
	_ Expre	essions of opinions	regarding data subject	∐ Payroll	, tax and NICs informa	ation	Working	hours		
	Finan	icial information		Person	al contact details					
Note: Advice		(i) we see held -	un to this for langue than 2 war	ro from tormin-	tion if we can acticful	ogitimoto interest	tost	Document		
Notes		(i) we can noid o	on to this for longer than 2 year	ıs nom temina	uon n we can salisiy le	egiimale mierest	. 1031			
Instruction require		Yes								

	Client	Everest Lin	nited	Data Asset Conf	tract of Employment /	Statement of Employment Particulars
En	try Date	24/03/2019	)	Data Code 39C	723AD-61BF-4AEF-E	3708
				X Co	ontroller	or
Data	Subject	EMPLOYEE	Process	Purpose LAWFUL - To ensure our acti	ivities are within the la	aw
Lega	l Basis	X Legal Requireme	ent Contractual Necessity	Legitimate Interest Consent \( \)	Vital Interest ☐ Pub	lic Function
		Legal Requiremen	t Details Employment Rights	s Act 1996 s.1 LIA Name		
Retention	n Period	6 years	F	Runs From Termination of employmen	ıt	Buffer
	Business	Area Human Re	sources	Measures to ensure accuracy	N/A	
Pers	son respon		₹	Data Source	Internally input by	staff member
		prox. No of Records	1200	Storage State	Hard copy in mar	nual filing system
	Approx.	No of Data Subjects	1200	Storage Physical Location	Client's address in	n both locked office and
	Access	All staff S	Staff need to know 🔲 All manag	gement X Management need to know	☐ IT X HR ☐ A	accounts
Security measures	Acces	s controls	System access controls		organisations or lals who access	External HR / Legal Advisors
	Backu	ips		O	verseas transfer	☐ Yes ☐ No
	☐ Data s	segregation	Tranfer controls	GDPR Complian	nt Terms signed?	Yes
	_ Encry	ption	☐ Two Factor Authentication	Likelihood	d of breach 1 to 5	2
			User input controls	Breach rie	sk severity 1 to 5	3
	X Physic	cal access controls		R	tisk rating 1 to 25	6
Data Item	Appea	arance and size			☐ Photogi	raphs
	Attend	dance and leave rec	ords	Gender	Pregna	ncy / maternity records
				☐ Genetic or biometric information (S)		,
	Authe	ntication questions of	or answers	☐ Health or Medical Data (S)	Recruiti	ment records
	Comm	nencement / termina	tion dates	☐ ID documents (e.g. passport, driving	Referer	nces
	X Contra	actual requirements			,	work information
	Corres	spondence including	statements of opinion or intent	☐ IP Address	Sicknes	s absence records (S)
	Crimin	nal record checks / d	letails (S)	☐ IT system usage records	★ Signatu	re
			(0)	Location Data		
	Date o	of Birth		Marital status	Social r	nedia ID and related info
	Details	s of payments or de	ductions	x Names	Trade u	nion membership (S)
	Emplo	oyer/s name/s			Unique	identifier number or code
	X Emplo	oyment benefits (e.g	. pension, etc)	☐ Nationality, race or ethnicity (S)	Userna	mes and passwords
	☐ Emplo	nyment History		☐ Notes biographical in nature	X Work co	ontact details
				Payroll, tax and NICs information		
	Expre	ssions of opinions re	egarding data subject	X Personal contact details	X Working	g nours
	X Financ	cial information				
Notes	5					Document
Advice Notes						The second secon
Instructio	ons	Yes				

Client Everest Limited		Data Asset Contract Val			riation Letter					
Ent	try Date	24/03/201	9		Data (	Code	14800366-C			
							X Controller	Processo	or	
Data S	Subject	EMPLOYEE	Proces	ss Purpose	LAWFUL -	To ensure o	ur activities are	e within the la	aw	
Legal	l Basis	X Legal Requirem	nent	Legitim	nate Interest	Consent	Vital Inte	rest	lic Function	
		Legal Requireme	ent Details Employment Righ	nts Act 1996	3 s.1	LIAN	lame			
Retention	Period	6 years		Runs Fron	n Termina	ation of emplo	oyment		Buffer	
	Business	Area Human Re	esources		Measures to	ensure accu	ıracy N/A			
Pers	on respon for data		R			Data Sour	ce Data	Subject direct	etly	
	App	orox. No of Record	s 1200			Storage Sta	ate Hard	I copy in mar	nual filing system	
	Approx. N	No of Data Subject	s 1200		Storage Ph	nysical Locati	on Clien	ıt's address iı	n both locked office and	d
	Access	All staff	Staff need to know 🗌 All man	agement	<b>X</b> Managem	ent need to k	know 🗌 IT	X HR A	ccounts	
Security	Acces	s controls					other organisat		External HR / Lega	al Advisors
measures	Backu	ne	System access controls			"	Overseas		Yes No	
			☐ Tranfer controls			GDPR Co	mpliant Terms		Yes	
	Data s	segregation	☐ Two Factor Authentication			0211100	mphant remo	oigned.	. 66	
	_ Encry	otion				Like	elihood of brea	ch 1 to 5	2	
	X Physic	cal access controls	User input controls			Bre	each risk sever	•	2	
							Risk rating	g 1 to 25	4	
Data Item	Appea	rance and size		Gend	der			Photogr	aphs	
	Attend	lance and leave re	cords				- (0)	Pregnar	ncy / maternity records	
	Authe	ntication questions	or answers	_ Gene	etic or biomet	ric informatio	n (S)	Recruitr	ment records	
	☐ Comm	nencement / termin	ation dates	Healt	th or Medical	Data (S)		Referen	ices	
				☐ ID do	ocuments (e.ç	g. passport, d	Iriving licence)			
	Contra	actual requirements	5	☐ IP Ac	ddress			☐ Right to	work information	
	Corres	spondence includin	ng statements of opinion or inter		etom usago r	rocordo		Sicknes	s absence records (S)	
	Crimin	nal record checks /	details (S)	II Sy	stem usage r	ecorus		★ Signatu	re	
	□ Date o	of Birth		Loca	tion Data			Social n	nedia ID and related in	fo
				☐ Marit	al status					
	Details	s of payments or do	eductions	x Name	es			∐ Trade u	nion membership (S)	
	_ Emplo	yer/s name/s		□ Natio	onality, race o	er othnicity (S	\	Unique	identifier number or co	de
	X Emplo	yment benefits (e.	g. pension, etc)	INaliO	mailty, race o	ir ethinicity (S	)	Usernar	mes and passwords	
	X Emplo	yment History		Note	s biographica	ıl in nature		X Work co	ontact details	
		,		☐ Payro	oll, tax and N	ICs informati	on			
	Expre	ssions of opinions	regarding data subject	X Perso	onal contact	details		X Working	nours	
	X Financ	cial information								
Notes	3								Γ	Document
Advice Notes										
Instructio requir		Yes								

	Client	Everest Lim	iited		Data Asset	DBS (	Check (unsuccessf	ul applicant)	
En	try Date	24/03/2019			Data Code	20ED	7B85-4D26-44CE-		
Data S	Subject EN	MPLOYEE	Process	s Purpose	LEGITIMATE INT	EREST - To	attain some other l	egitimate interest (ref	er to Legitimate
Lega	l Basis 🔲 l	₋egal Requireme	nt Contractual Necessity	X Legitima	te Interest   Co	nsent 🗌 Vi	tal Interest 🗌 Pu	blic Function	
	Le	egal Requiremen	t Details			LIA Name	DBS Reference	Number	
Retention	n Period 6	months	ı	Runs From	Date created			Buffer n/a	
	Business Are	a Human Res	sources	N	leasures to ensure	e accuracy	N/A		
Pers	on responsibl for data asse				Data	Source	Publicly available	e source	
		. No of Records	0		Storaç	ge State	Hard copy in ma	inual filing system	
	Approx. No o	of Data Subjects	0		Storage Physical L	_ocation	Client's address	in both locked office	and
	Access	All staff S	taff need to know 🔲 All mana	gement _	Management nee	ed to know	IT X HR	Accounts	
Security	Access co	ontrols					ganisations or Is who access	External HR / Le	gal Advisors
measures	Backups		System access controls				erseas transfer	Yes No	
			Tranfer controls		GDP	R Compliant	Terms signed?	Yes	
	☐ Data segr	egation	☐ Two Factor Authentication			,	3		
	Encryption	n	User input controls				of breach 1 to 5	1	
	X Physical a	access controls	_ Oser input controls				k severity 1 to 5	4	
						Ki	sk rating 1 to 25	4	
Data Item	Appearan	ce and size		Gende	r		Photog	graphs	
	Attendance	ce and leave reco	ords	Geride	l		Pregna	ancy / maternity recor	ds
	Authentica	ation questions o	r answers	Genetic	c or biometric infor	mation (S)	Recrui	tment records	
		·		Health	or Medical Data (S	3)			
	Commend	cement / termina	tion dates	☐ ID docu	uments (e.g. passp	oort, driving li	Refere cence)	nces	
	Contractu	al requirements					Right to	o work information	
	Correspor	ndence including	statements of opinion or intent	☐ IP Add	iess		Sickne	ss absence records (	S)
	Criminal r	ecord checks / d	etails (S)	☐ IT syste	em usage records		☐ Signat	ure	
			ctans (0)	Location	n Data		_		
	Date of Bi	rth		Marital	status		Social	media ID and related	info
	Details of	payments or dec	ductions				Trade	union membership (S	<b>(i)</b>
	☐ Employer	/s name/s		x Names	i		Unique	e identifier number or	code
	□ Employme	ent benefits (e.g.	nonsian ata)	National	ality, race or ethnic	city (S)	Llearns	ames and passwords	
		eni benenis (e.g.	pension, etc)	☐ Notes I	oiographical in natu	ure		arries ariu passworus	
	Employme	ent History		☐ Pavroll	, tax and NICs info	ormation	☐ Work o	contact details	
	Expressio	ns of opinions re	garding data subject			mation	Workin	ng hours	
	Financial	information		∐ Person	al contact details				
_									_
Notes									Document
Advice Notes									
Instructio	ons	Yes							

	Client	Everest Lin	nited	Data Asset	HR Pe	rformance Appraisa	al / Development Plan	
En	itry Date	24/03/2019	)	Data Code	45826	6D6-B6AA-47B4-A	424-	
	•				X Cont	roller Processo	or	
	Subject	EMPLOYEE  Legal Requirement  Legal Requirement	ent Contractual Necessity			_		e assets
		Legai Nequiremer	it Details		LIA Name	Appraisari omis	and related	
Retention	n Period	6 years		Runs From Termination o	of employment		Buffer	
	Business /	Area Human Re	sources	Measures to ensu	ire accuracy	N/A		
Pers	son respons for data a		2	Dat	a Source	Internally input by	staff member	
	Арр	rox. No of Records	5000	Stor	age State	Hard copy in man	nual filing system	
	Approx. N	lo of Data Subjects	5000	Storage Physica	I Location	Client's address in	n both locked office and	
	Access	All staff	staff need to know 🔲 All mana	gement 🗵 Management ne	eed to know	IT X HR A	ccounts	
Security	Access	s controls			•	ganisations or s who access	External HR / Legal Advis	ors
measures	Backur	os	System access controls		Ove	rseas transfer	Yes No	
			Tranfer controls	GD	PR Compliant	Terms signed?	Yes	
	Data S	egregation	☐ Two Factor Authentication		·	-		
	Encryp	otion	User input controls			of breach 1 to 5	1 2	
	X Physic	al access controls				severity 1 to 5 k rating 1 to 25	2	
						_		
Data Item	Appearance and size			Gender		Photogr	aphs	
	Attenda	ance and leave rec	ords	☐ Genetic or biometric info	ormation (S)	Pregnar	ncy / maternity records	
	Authen	ntication questions	or answers	Genetic of biometric line	ormation (3)	Recruitr	ment records	
	Comm	encement / termina	tion dates	Health or Medical Data	(S)	Referen	ices	
	Contro	atual requirements		☐ ID documents (e.g. pass	sport, driving lic	·	work information	
	Contra	ctual requirements		☐ IP Address		☐ Right to	work information	
	Corres	pondence including	statements of opinion or intent	☐ IT system usage record	ls	Sicknes	s absence records (S)	
	Crimina	al record checks / d	letails (S)			X Signatur	re	
	Date o	f Birth		Location Data		☐ Social n	nedia ID and related info	
	□ Details	of payments or de	ductions	Marital status		□ Trade u	nion membership (S)	
		. ,	ductions	X Names			. , ,	
	☐ Employ	yer/s name/s		☐ Nationality, race or ethn	nicity (S)	Unique	identifier number or code	
	_ Employ	yment benefits (e.g	. pension, etc)	V Notes biographical in pa	aturo	Usernar	mes and passwords	
	X Employ	yment History		X Notes biographical in na		☐ Work co	ontact details	
	X Expres	ssions of opinions re	egarding data subject	Payroll, tax and NICs in	formation	☐ Working	ı hours	
		·		Personal contact details	3			
		ial information						
Notes	S						Docume	ent
Advice Notes								
NOLES	•							
Instructio	ons	Yes						

	Client Everest Lim	nited	Data Asset Att	tendance Sheets	
Ent	ry Date 24/03/2019			DF26667-FE9D-4EE1	
Data S	Subject EMPLOYEE	Process	Purpose MANAGEMENT - To effect	ively manage our staf	ff, their activities and our tangible assets
Legal	Basis Legal Requireme	ent Contractual Necessity	X Legitimate Interest	Vital Interest  Po	ublic Function
	Legal Requiremen	t Details	LIA Name	e Administration	of Employment
Retention	Period 6 years	F	Runs From Termination of employme	ent	Buffer
	Business Area Human Res	sources	Measures to ensure accuracy	y N/A	
Pers	on responsible for data asset		Data Source	Internally input t	by staff member
	Approx. No of Records	5000	Storage State	Spreadsheet do	ocument
	Approx. No of Data Subjects	5000	Storage Physical Location	Client's address	s in both locked office and
	Access All staff S	taff need to know   All mana	gement 🗵 Management need to know	IT X HR X	Accounts
•	X Access controls			r organisations or duals who access	External HR / Legal Advisors
measures	X Backups	X System access controls		Overseas transfer	Yes No
	■ Data segregation	Tranfer controls	GDPR Compli	ant Terms signed?	Yes
	_	☐ Two Factor Authentication			
	Encryption	User input controls		od of breach 1 to 5 risk severity 1 to 5	1 2
	X Physical access controls	_ '	Dieacii	Risk rating 1 to 25	2
				_	
Data Item	Appearance and size		Gender	☐ Photo	graphs
	X Attendance and leave reco	ords	Genetic or biometric information (S		ancy / maternity records
	Authentication questions of	or answers	Genetic or biometric information (S		itment records
	Commencement / termina	tion dates	Health or Medical Data (S)	Refere	ences
			☐ ID documents (e.g. passport, drivin	ng licence)	
	Contractual requirements		☐ IP Address	∐ Right	to work information
	Correspondence including	statements of opinion or intent	☐ IT system usage records	Sickne	ess absence records (S)
	Criminal record checks / d	etails (S)	IT system usage records	Signa	ture
	Date of Birth		Location Data	Socia	I media ID and related info
		du attana	Marital status		
	Details of payments or dec	ductions	X Names	I rade	union membership (S)
	Employer/s name/s		Nationality, race or ethnicity (S)	Uniqu	e identifier number or code
	Employment benefits (e.g.	pension, etc)	Nationality, face of ethilicity (3)	Usern	ames and passwords
	☐ Employment History		■ Notes biographical in nature	□ Work	contact details
			Payroll, tax and NICs information		
	Expressions of opinions re	egarding data subject	Personal contact details	∐ Worki	ng hours
	Financial information				
Notes					Document
Advice Notes					
Instructio	ns Yes				

	Client	Everest Lir	nited		Data Asse	t D	isciplinary F	Records		
En	try Date	24/03/2019	Э		Data Code	e 20	0D0F9E7-F	338-4FAD-B	C1B	
						X	Controller	Processo	or	
Data	Subject	EMPLOYEE	Process	s Purpose	MANAGEMEN	NT - To effec	tively mana	ge our staff,	their activities and	our tangible assets
Lega	l Basis	Legal Requirement	ent Contractual Necessity	X Legitimat	te Interest	Consent	Vital Inter	est  Pub	lic Function	
		Legal Requiremer	nt Details			LIA Nam	ne Adm	inistration of	Employment	
Retention	n Period	6 years		Runs From	Termination	n of employm	nent		Buffer	
	Business	Area Human Re	sources	N	leasures to en	sure accurac	cy N/A			
Pers	son respon for data a		२		D	ata Source	Intern	ally input by	staff member	
	Арр	orox. No of Records	300		St	orage State	Hard	copy in man	nual filing system	
	Approx. N	No of Data Subjects	300		Storage Physic	cal Location	Clien	t's address ir	n both locked office	and
	Access	All staff	Staff need to know   All mana	agement X	Management	need to know	w 🗌 IT 🗓	X HR A	ccounts	
Security measures	Acces	s controls	Cystem access controls				er organisat iduals who		External HR / L	egal Advisors
measures	Backu	ps	System access controls				Overseas t	ransfer	Yes No	
	☐ Data s	egregation	☐ Tranfer controls		C	GDPR Comp	liant Terms	signed?	Yes	
	☐ Encryp		☐ Two Factor Authentication			l ikelih	ood of bread	ch 1 to 5	1	
	_ Lifely	olion	User input controls				h risk severi		3	
	X Physic	cal access controls					Risk rating	g 1 to 25	3	
Data Item	Appearance and size			□ Condo	_			☐ Photogr	raphs	
	Attend	lance and leave rec	ords	Gender	ſ			Pregnar	ncy / maternity reco	ords
	Auther	ntication questions	or answers		or biometric i		S)	Recruitr	ment records	
	Comm	nencement / termina	ation dates	Health	or Medical Dat	ta (S)		Referen	ices	
	☐ Contra	actual requirements		☐ ID docu	uments (e.g. pa	assport, drivi	ing licence)	Right to	work information	
			g statements of opinion or intent	☐ IP Addı	ress				s absence records	(2)
			,		em usage reco	ords				(0)
	Crimin	al record checks / o	details (S)	Locatio	n Data			Signatu	re	
	☐ Date o	of Birth						Social n	nedia ID and relate	d info
	Details	s of payments or de	ductions	Marital				Trade u	nion membership (	S)
	_ Emplo	yer/s name/s		X Names				Unique	identifier number o	r code
	□ Emplo	yment benefits (e.g	nension etc)	Nationa	ality, race or et	hnicity (S)		Usernar	mes and passwords	s
			. pendion, etc)	X Notes t	oiographical in	nature			·	,
	X Emplo	yment History		☐ Payroll	, tax and NICs	information		Work co	ontact details	
	X Expres	ssions of opinions re	egarding data subject	X Person	al contact deta	ails		Working	g hours	
	Financ	cial information								
Notes	S									Document
Advice Notes										
Instructio	ons	Yes								

	Client	Everest Lir	mited			Data Ass	set	Grievanc	e Records		
Ent	try Date	24/03/201	9			Data Co	ode	9F818B7	4-5788-4FFB-96	66E-	
	•						>	X Control	ler Process	or	
Data S	Subject	EMPLOYEE		Proces	s Purpose	MANAGEM	ENT - To effe	ectively m	anage our staff,	their activities a	nd our tangible assets
l egal	l Basis	Legal Requirem	ent Contractual	Necessity	X Legitima	ate Interest	Consent	☐ Vital I	nterest  Pul	olic Function	
Logai	1 Dasis	Legal Requiremen		,	_ 3		LIA Na		Administration of		
Retention	n Period	6 years			Runs From	Terminati	on of employ	yment		Buffer	
	Business	s Area Human Re	esources		1	Measures to e	ensure accur	acv N	/A		
	on respor	nsible Head of HI	R				Data Source	,	ternally input by	/ staff member	
	for data Ap	asset prox. No of Records	s 20				Storage State			nual filing systen	n
		No of Data Subjects				Storage Phy	_			n both locked of	
	Access	All staff	Staff need to know	All mana	agement		nt need to kn			Accounts	
Security	Acces	ss controls						•	isations or ho access	External HR	/ Legal Advisors
measures	Backı	ups	System access	controls				Overse	eas transfer	Yes 1	No
	□ Dete	acarcaction	Tranfer controls	3			GDPR Com	npliant Tei	rms signed?	Yes	
	Data	segregation	☐ Two Factor Aut	hentication					J		
	Encry	ption	User input cont	rols					reach 1 to 5	1	
	X Physi	cal access controls		1010			Brea		everity 1 to 5 ating 1 to 25	3 3	
								Mon	ating 1 to 25	Ü	
Data Item	Appearance and size			Gende	er			☐ Photog	raphs		
	Attend	dance and leave rec	cords						Pregna	ncy / maternity r	ecords
	Authe	entication questions	or answers		Genet	ic or biometri	c information	(S)	Recruit	ment records	
		·			Health	or Medical D	oata (S)				
	_ Comn	mencement / termina	ation dates		☐ ID doc	cuments (e.g.	passport, dri	iving licen	Referer	nces	
	Contr	actual requirements	3		☐ IP Add	dross			Right to	work informatio	on
	Corre	spondence including	g statements of opin	ion or inten		11655			Sicknes	ss absence reco	rds (S)
	Crimi	nal record checks / o	details (S)		☐ IT syst	tem usage re	cords		☐ Signatu	ıre	
					Location	on Data					
	Date	of Birth			☐ Marita	l status			_ Social r	media ID and rela	ated info
	Detail	ls of payments or de	eductions		V Namo	•			Trade ι	union membersh	ip (S)
	Emplo	oyer/s name/s			X Names	S			Unique	identifier numbe	er or code
	□ Emple	oyment benefits (e.g	n nension etc)		Nation	ality, race or	ethnicity (S)		□ Hserna	mes and passwo	ords
			g. periolori, etc)		X Notes	biographical	in nature			·	5143
	X Emplo	oyment History			☐ Pavrol	ll, tax and NIC	Ss information	n	Work c	ontact details	
	Expre	essions of opinions r	egarding data subje	ct	-				Working	g hours	
	Finan	icial information			A Person	nal contact de	ะเสแร				
<b>.</b>											Day
Notes Advice		same as disciplin	narv								Document
Notes		same as discipill	iai y								
Instructio requir		Yes									

(	Client	Everest Li	mited			Data Asset	Passport			
Entr	Entry Date 24/03/2019					Data Code	C67CC87F	r Processo		
Data S	Subject	EMPLOYEE		Process F	Purpose	RECRUITMENT - F	or the purposes	of recruitment		
Legal	Basis	X Legal Requirem	nent	, _		_	ent	terest 🗌 Pub	olic Function	
Retention	Period	2 years		Ru	ıns Fror	n Termination of en	nployment		Buffer	
E	Business <i>i</i>	Area Human Re	esources			Measures to ensure a	ccuracy N/A	A		
	on respon		R			Data So	ource Dat	ta Subject dire	ctly	
		rox. No of Record	s 1200			Storage	State Ha	ard copy in mar	nual filing system	
	Approx. N	lo of Data Subject	s TBA			Storage Physical Loc	cation Clie	ent's address i	n both locked office and	
,	Access	All staff	Staff need to know	All manage	ement	Management need	to know 🔲 IT	☐ HR ☐ A	ccounts	
Security	Access	s controls				L	ist other organis individuals wh			
measures	Backu	00	System access co	ontrols				s transfer	Yes No	
1	backu	μδ	Tranfer controls			CDPP	Compliant Term		N/A	
	☐ Data s	egregation	☐ Two Factor Authe	entication		GDFK	Compliant Tem	is signed?	N/A	
	Encryp	otion				l	Likelihood of bre	each 1 to 5	1	
	X Physic	al access controls	User input contro	IS			Breach risk seve	•	5	
							Risk rati	ing 1 to 25	5	
Data Item	Appea	rance and size			Gen	der		X Photog	raphs	
	Attend	ance and leave re	cords					Pregna	ncy / maternity records	
	Auther	ntication questions	or answers		Gen	etic or biometric informa	ation (S)	Recruit	ment records	
	☐ Comm	encement / termin	ation dates		Heal	th or Medical Data (S)		Referer	nces	
					X ID do	ocuments (e.g. passpor	t, driving licence	e)		
	Contra	ctual requirements	3		☐ IP A	ddress		Right to	work information	
	Corres	pondence includin	g statements of opinio		□ IT ov	vatom ugada racarda		Sicknes	s absence records (S)	
	Crimin	al record checks /	details (S)		II Sy	stem usage records		Signatu	re	
	x Date o	f Birth			Loca	ition Data		□ Social r	nedia ID and related info	
					Mari	tal status				
	Details	s of payments or do	eductions		x Nam	es		Trade u	nion membership (S)	
	_ Employ	yer/s name/s			□ Natio	onality, race or ethnicity	, (S)	Unique	identifier number or code	
	Employ	yment benefits (e.	g. pension, etc)		Nauc	oriality, race or ethnicity	(3)	Userna	mes and passwords	
	☐ Employ	yment History			Note	s biographical in nature	e	□ Work co	ontact details	
,					Payr	oll, tax and NICs inform	nation			
	Expres	ssions of opinions	regarding data subject		Pers	onal contact details		☐ Working	g nours	
	Financ	ial information								
Notes									Docu	ıment
Advice Notes										
Instruction require		X Yes								

	Client	Everest Limite	ed		Data Asse	t	References			
En	Entry Date 24/03/2019				Data Code		57909D40-F8	BCD-40BE-A		
Data S	Subject	THIRD PARTY		_	RECRUITMEN					
Legal	l Basis		Contractual Necessity	X Legitimate	e Interest					
		Legal Requirement D	petalis			LIA N	ame Refe	rence Reque	ests and Responses	
Retention	n Period	6 years		Runs From	Termination	of emplo	yment		Buffer + 1 year	
	Business		urces	Me	easures to ens	sure accui	racy N/A			
Pers	son respor for data				D	ata Sourc	e Data	Subject dired	ctly	
	Ap	prox. No of Records	3600		Sto	orage Sta	te Hard	copy in mar	nual filing system	
	Approx.	No of Data Subjects	3600	8	Storage Physic	cal Locatio	on Clien	t's address ir	n both locked office and	
	Access	All staff Staf	f need to know 🔲 All mana	agement	Management	need to ki	now 🗌 IT	X HR A	ccounts	
Security	Acces	ss controls					other organisat dividuals who		External HR / Legal Adv	isors
measures	☐ Backı	ine	System access controls			II K	Overseas		Yes No	
	backt	1 <b>/</b> 3	Tranfer controls		c	CDDD Con	npliant Terms		Yes	
	Data s	segregation	Two Factor Authentication			DI IX COI	iipiiant reims	signed:	103	
	Encry		_			Likel	lihood of bread	ch 1 to 5	1	
	X Physic	cal access controls	User input controls			Brea	ach risk sever	•	3	
							Risk rating	g 1 to 25	3	
Data Item	Appea	arance and size		Gender				Photogr	raphs	
	Attend	dance and leave record	ls	Genetic	or biometric in	nformation	n (S)	Pregnar	ncy / maternity records	
	Authe	entication questions or a	answers				1(0)	Recruitr	ment records	
	Comn	nencement / terminatio	n dates	пеаш с	or Medical Dat	.a (S)		X Referen	nces	
	Contra	actual requirements		☐ ID docu	ments (e.g. pa	assport, dr	riving licence)	Right to	work information	
		·	estamente of opinion or intent	☐ IP Addre	ess					
	Corre	spondence including st	atements of opinion or intent		em usage reco	rds		Sicknes	s absence records (S)	
	Crimir	nal record checks / deta	ails (S)	Location	n Nata			Signatu	re	
	Date	of Birth		Location	i Data			Social n	nedia ID and related info	
	☐ Detail	s of payments or dedu	ctions	Marital s	status			☐ Trade u	nion membership (S)	
				x Names					. , ,	
	Emplo	oyer/s name/s		Nationa	lity, race or etl	hnicity (S)		Unique	identifier number or code	
	Emplo	oyment benefits (e.g. po	ension, etc)	W Notes h	ia avanhinal in			Usernar	mes and passwords	
	X Emplo	oyment History		X Notes b	iographical in	nature		☐ Work co	ontact details	
	X Expre	essions of opinions rega	arding data subject	Payroll,	tax and NICs	informatio	on	☐ Working	n hours	
		cial information	iranig data babjoot	Persona	al contact deta	iils		Working	, nour	
Notes	5	Article 14 (5) (a) Exc	ception relied on in relation to	Privacy Notic	ce				Docun	nent
Advice Notes	Э								Dodan	.5,11
Instructio requir		Yes								

	Client	Everest Lii	mited	С	Data Asset	GP Fit Notes		
Ent	try Date	24/03/201	9	[	Data Code	CB6F5F0C-5	172-4A3E-A	5A2
						X Controller	Processo	or
Data S	Subject	EMPLOYEE	Process	s Purpose BEN	EFITS - To provic	le benefits to en	nployees and	d workers
Legal	l Basis	X Legal Requirem	ent Contractual Necessity	Legitimate Inte	erest Conser	nt 🗌 Vital Inter	est 🗌 Pub	olic Function
		Legal Requirement	nt Details Statutory Sick Pay	Regs 1982 Reg	2 LIA	Name		
Retention	Period	6 years	F	Runs From Te	ermination of emp	loyment		Buffer
	Business	Area Human Re	esources	Measu	ires to ensure acc	curacy N/A		
Pers	on respor		R		Data Sou	rce The d	lata subject's	s medical advisor/s
	Арі	prox. No of Records	2000		Storage S	tate Hard	copy in mar	nual filing system
	Approx. I	No of Data Subjects	2000	Stora	ige Physical Loca	tion Clien	t's address i	n both locked office and
	Access	All staff	Staff need to know 🗌 All manaç	gement 🗌 Man	agement need to	know 🗌 IT	X HR X A	accounts
Security measures	Acces	ss controls	System access controls			other organisat		External HR / Legal Advisors
	Backu	ıps	_ ,			Overseas t	ransfer	Yes No
	☐ Data s	segregation	Tranfer controls		GDPR C	ompliant Terms	signed?	Yes
	_ Encry	ntion	☐ Two Factor Authentication		l ik	celihood of bread	ch 1 to 5	1
	Епсту	ption	User input controls			each risk severi		4
	X Physic	cal access controls			٥.	Risk rating		4
Data Item	Appea	arance and size		□ Candar			☐ Photogr	raphs
	Attend	dance and leave red	cords	Gender			Pregna	ncy / maternity records
	Δuthe	entication questions	or answers	Genetic or b	iometric informati	on (S)	□ Pecruitr	ment records
		intication questions	or answers	X Health or Me	edical Data (S)		i (Cordin	nent records
	Comn	nencement / termina	ation dates	☐ ID documen	ts (e.g. passport,	driving licence)	Referen	nces
	_ Contra	actual requirements			no (o.g. pacoport,	arrang neeriee,	Right to	work information
	Corre	spondence includin	g statements of opinion or intent	☐ IP Address			Sicknes	ss absence records (S)
					sage records		Ciana atu	. ,
	_ Crimir	nal record checks / (	details (S)	Location Da	ta		Signatu	re
	☐ Date of	of Birth		Marital statu	ie.		Social n	nedia ID and related info
	Detail	s of payments or de	eductions	Iviai itai Statu	15		Trade u	nion membership (S)
	□ Emplo	oyer/s name/s		x Names			□ I Inique	identifier number or code
				☐ Nationality, ı	race or ethnicity (	S)		
	Emplo	oyment benefits (e.g	g. pension, etc)	Notes biogra	aphical in nature		Usernai	mes and passwords
	_ Emplo	syment History					☐ Work co	ontact details
	Expre	essions of opinions r	egarding data subject	☐ Payroll, tax a	and NICs informa	tion	☐ Working	g hours
		cial information	-	Personal co	ntact details		·	
	i iiiaii	o.a. morniduon						
Notes	3							Document
Advice Notes								
Instructio	ns	Yes						

	Client	Everest Limi	ted		Data As	sset	Sickness Sel	lf-cert Form		
En	Entry Date 24/03/2019				Data C		1A6679E1-9  Controller	6E1-41D1-A2		
Data S	Subject	EMPLOYEE	Proces	s Purpose	LEGITIMA	TE INTERES	T - To attain s	some other le	gitimate interest	
Legal	l Basis	Legal Requiremer	nt Contractual Necessity	X Legitima	ate Interest	Consent	☐ Vital Inte	rest Pub	lic Function	
		Legal Requirement	Details			LIA Na	ame Sick	ness Self-cer	t Forms and Related	
Retention	Period	6 years		Runs From	Termina	tion of emplo	yment		Buffer	
	Business	Area Human Reso	ources		Measures to	ensure accur	racy N/A			
Pers	on respor for data					Data Source	e Data	Subject direc	etly	
	Арр	prox. No of Records	4000			Storage Stat	te Hard	d copy in man	ual filing system	
	Approx. I	No of Data Subjects	4000		Storage Ph	ysical Locatio	on Clier	ıt's address ir	both locked office and	
	Access	All staff Sta	aff need to know   All mana	agement	Manageme	ent need to kr	now 🗌 IT	X HR X A	ccounts	
Security	Acces	ss controls					ther organisa		External HR / Legal Adviso	ors
measures	Backu		System access controls			IIIC	Overseas		Yes No	
			Tranfer controls			GDPR Con	npliant Terms		Yes	
	Data s	segregation	Two Factor Authentication			ODI IX OOII	iipiiant reims	Signed:	100	
	_ Encry	ption				Likel	ihood of brea	ch 1 to 5	1	
	X Physic	cal access controls	User input controls			Brea	ach risk sever	-	4	
							Risk ratin	g 1 to 25	4	
Data Item	Appea	arance and size		Gende	or			Photogra	aphs	
	Attend	dance and leave reco	rds	Genu	CI			Pregnan	ncy / maternity records	
	Authe	ntication questions or	answers	Gene	tic or biometr	ic information	n (S)	Recruitn	nent records	
		·		x Health	n or Medical	Data (S)				
	Comm	nencement / terminati	on dates	☐ ID dod	cuments (e.g	. passport, dr	iving licence)	Referen	ces	
	_ Contra	actual requirements			draga			Right to	work information	
	Corres	spondence including	statements of opinion or intent	☐ IP Add	uress			Sicknes	s absence records (S)	
	☐ Crimin	nal record checks / de	tails (S)	☐ IT sys	stem usage re	ecords		X Signatur	re	
			itano (O)	Locati	ion Data					
	Date o	of Birth		Marita	al status			_ Social m	nedia ID and related info	
	Details	s of payments or ded	uctions					Trade u	nion membership (S)	
	Emplo	oyer/s name/s		X Name	es .			Unique i	identifier number or code	
	□ Emplo	oyment benefits (e.g. <sub>l</sub>	nension etc)	Nation	nality, race or	ethnicity (S)		□ Usernan	nes and passwords	
				Notes	biographical	in nature			·	
	Emplo	syment History		Payro	ll, tax and NI	Cs informatio	n	Work co	ntact details	
	Expre	ssions of opinions reg	garding data subject	_				Working	hours	
	Financ	cial information		∐ Perso	nal contact d	etalis				
Notes	S								Documer	nt
Advice	)									
Notes	5									
Instructio requir		Yes								

	Client	Everest Limite	d		Data Asset	Employee	Application For	rm (Successful Applicant)
En	try Date	24/03/2019			Data Code	57A748BE	D-006A-42AE-B	370
						X Controlle	er Processo	or
Data	Subject	EMPLOYEE	Proces	s Purpose RE	ECRUITMENT - Fo	or the purposes	s of recruitment	
Lega	l Basis	Legal Requirement	Contractual Necessity	X Legitimate I	nterest Conse	ent 🗌 Vital Ir	nterest	lic Function
		Legal Requirement D	etails		LIA	A Name S	taff Application	Documents
Retention	n Period	6 years		Runs From	Termination of em	nployment		Buffer + 1 year
	Business	Area Human Resou	rces	Mea	sures to ensure a	ccuracy N/	A	
Pers	son respoi				Data So	ource Da	ata Subject direc	ctly
		prox. No of Records	1200		Storage	State H	ard copy in mar	nual filing system
	Approx.	No of Data Subjects	1200	Sto	orage Physical Loc	ation Cl	ient's address ir	n both locked office and
	Access	All staff Staff	need to know	agement 🗌 Ma	anagement need t	o know 🔲 IT	HR A	ccounts
Security measures	Acces	ss controls			Li	st other organi individuals wl		External HR / Legal Advisors
measures	Backı	ups	System access controls			Oversea	as transfer	Yes No
	_ Data	segregation	Tranfer controls		GDPR	Compliant Terr	ms signed?	Yes
	Encry		Two Factor Authentication		L	ikelihood of br	each 1 to 5	1
	Dhyei	cal access controls	User input controls		E	Breach risk sev	verity 1 to 5	3
		cai access controls				Risk ra	ting 1 to 25	3
Data Item	Appea	arance and size		Gender			Photogr	raphs
	Atten	dance and leave records	S	Genetic or	biometric informa	ation (S)	Pregnar	ncy / maternity records
	Authe	entication questions or a	nswers			111011 (3)	x Recruitr	ment records
	Comr	nencement / terminatior	ı dates	Health or	Medical Data (S)		X Referen	nces
	X Contr	actual requirements		☐ ID docume	ents (e.g. passpor	t, driving licend		work information
		·		☐ IP Addres	S			
	Corre	spondence including sta	atements of opinion or inten		usage records		Sicknes	s absence records (S)
	Crimi	nal record checks / deta	ils (S)	Location [	)ata		X Signatu	re
	Date	of Birth					Social n	nedia ID and related info
	Detail	s of payments or deduc	tions	Marital sta	itus		Trade u	nion membership (S)
	□ Empl	oyer/s name/s		x Names			Unique	identifier number or code
				Nationality	, race or ethnicity	(S)	_	
	Emplo	oyment benefits (e.g. pe	nsion, etc)	X Notes biog	graphical in nature	:	Usernar	mes and passwords
	X Emplo	oyment History			x and NICs inform		X Work co	ontact details
	Expre	essions of opinions rega	rding data subject			auon	☐ Working	g hours
	Finan	cial information		X Personal o	contact details			
Notes Advice Notes	9	Article 14 (5) (a) Exce	eption relied on in relation to	o Privacy Notice	for Referee perso	nal data		Document
Instructio requir		Yes						

	Client	Everest Li	mited			Data As	set	Contracts - E	sign		
Ent	Entry Date 27/03/2019				Data Co	ode	920946A9-00	0-0CF2-471A-B397-			
	•							X Controller	Process	sor	
				_	_	00117740					
Data S	Subject	Employees and w	vorkers	Process	Purpose	CONTRAC	I - To gener	ate appropriate	e contractua	al documentation	
Legal	l Basis	Legal Requirem	ent X Contractual N	lecessity	Legitin	nate Interest	Consent	☐ Vital Inter	est 🗌 Pu	blic Function	
		Legal Requireme	nt Details				LIA N	ame			
Retention	Period	6 years		R	tuns Fror	n Terminat	ion of emplo	yment		Buffer	
	Business	Area Human Re	esources			Measures to	ensure accu	racy N/A			
Pers	on respon		R				Data Source	ce Intern	ally input by	y staff member	
		orox. No of Records	s TBA				Storage Sta	<sub>ite</sub> Scan	ned copy in	n electronic filing s	ystem
	Approx.	No of Data Subjects	s TBA			Storage Phy			t's address	in both locked offic	ce and
	Access	All staff	Staff need to know	All manag	jement	Manageme	nt need to k	now 🗌 IT	X HR	Accounts	
Security	x Acces	s controls						other organisat dividuals who		External HR /	Legal Advisors
measures	X Backu	no	X System access c	ontrols			111	Overseas t		Yes No	)
	Dacku	ρs	☐ Tranfer controls				GDPR Cor	mpliant Terms		Yes	
	Data s	segregation	Two Factor Author	entication			ODFIX COI	inpliant reinis	signed:	163	
	_ Encry	otion					Like	lihood of bread	ch 1 to 5	2	
	X Physic	cal access controls	User input contro	IS			Bre	ach risk severi		3	
								Risk rating	1 to 25	6	
Data Item	Appea	rance and size			Gend	der .			Photog	raphs	
	Attend	lance and leave re	cords						Pregna	ancy / maternity re	cords
	Authe	ntication questions	or answers		_ Gene	etic or biometri	c informatio	n (S)	Recruit	tment records	
	Comm	nencement / termin	ation dates		Heal	th or Medical D	Data (S)		Refere	200	
	Comin	iencement/termin	allon dates		☐ ID do	ocuments (e.g.	passport, d	riving licence)	Kelele	nces	
	Contra	actual requirements	6		☐ IP Ad	ddress			Right to	o work information	
	Corres	spondence includin	g statements of opinion	n or intent					Sickne	ss absence record	ls (S)
	Crimin	nal record checks /	details (S)		∐ II sy	stem usage re	cords		Signatu	ure	
	□ Date (	of Birth			Loca	tion Data			□ Social	media ID and rela	ted info
		) Ditti			Marit	al status			_ Social	illedia iD alid leia	.eu iiiio
	Details	s of payments or de	eductions		Nam	es			Trade	union membership	(S)
	Emplo	yer/s name/s							Unique	identifier number	or code
	☐ Emplo	yment benefits (e.g	g. pension, etc)		Natio	onality, race or	ethnicity (S)	)	Userna	ames and passwor	ds
			, ,		Note	s biographical	in nature			·	
	Emplo	yment History			☐ Payr	oll, tax and NI0	Os informatio	on	vvork c	ontact details	
	Expre	ssions of opinions I	regarding data subject		Pers	onal contact de	etails		Workin	g hours	
	Financ	cial information			1 613	onal contact ut	o tallo				
Notes	<b>S</b>										Document
Advice											2 3 3 3 11 10 11
Notes	3										
Instructio require		X Yes									

	Client	Everest Limi	ted	Data Asset	HR Resourcer Tracke	er Spreadsheets	
Ent	Entry Date 27/03/2019		Data Code		39B2-91A5-41DE-84EE		
Data S	Subject	Applicants for emplo	byment Process	s Purpose RECRUITMENT - For th	ne purposes of recruitn	nent	
Legal	Basis	Legal Requiremer	nt Contractual Necessity	X Legitimate Interest	Vital Interest	Public Function	
		Legal Requirement	Details	LIA N	ame		
Retention	Period	2 years		Runs From Date created		Buffer	
	Business	s Area Human Reso	ources	Measures to ensure accur	racy User-reliant u	pdate	
Perso	on respo for data			Data Sourc	e Various		
	Ар	prox. No of Records	7,500	Storage Sta	te Spreadsheet	document	
	Approx.	No of Data Subjects	7,500	Storage Physical Location	on Client's addre	ss in both locked office and	
	Access	All staff Sta	aff need to know   All mana	gement	now IT X HR	Accounts	
Security	Acce	ss controls			ther organisations or dividuals who access		
measures	Back	uns	System access controls	IIIC	Overseas transfer	Yes No	
			Tranfer controls	GDPR Con	npliant Terms signed?	N/A	
	Data	segregation	Two Factor Authentication				
	Encry	yption	User input controls		lihood of breach 1 to 5 ach risk severity 1 to 5	1 2	
	Phys	ical access controls		Die	Risk rating 1 to 25		
Data Item	_ Appe	earance and size		Gender	Pho	otographs	
	Atten	dance and leave recor	rds			gnancy / maternity records	
	Authe	entication questions or	answers	Genetic or biometric information	` '	ruitment records	
	Comi	mencement / terminati	on dates	☐ Health or Medical Data (S)	Ref	erences	
	Cont	ractual requirements		☐ ID documents (e.g. passport, dr		nt to work information	
		·		☐ IP Address			
	_ Corre	espondence including s	statements of opinion or intent	☐ IT system usage records	Sich	kness absence records (S)	
	Crimi	inal record checks / de	tails (S)	Location Data	☐ Sigr	nature	
	Date	of Birth		Marital status	Soc	ial media ID and related info	
	Detai	ils of payments or dedu	uctions		☐ Trac	de union membership (S)	
	Empl	oyer/s name/s		X Names	Unio	que identifier number or code	
	☐ Empl	oyment benefits (e.g. ¡	pension, etc)	☐ Nationality, race or ethnicity (S)		rnames and passwords	
		oyment History	, , , , , , , , , , , , , , , , , , , ,	▼ Notes biographical in nature		rk contact details	
				Payroll, tax and NICs information	on		
		essions of opinions reg	garding data subject	X Personal contact details	∐ Wor	rking hours	
	Finar	ncial information					
Notes	;					Document	
Advice Notes							
Instruction require		Yes					

	Client	Everest Limited		Data Asset D	BS Check Re	eterence		
En	ntry Date	27/03/2019		Data Code 20	0ED7B85-4D	)26-44CE-A	A0C6	
	,					Processo		
				_		_		
Data	Subject	Suppliers and Contractors	Process	Purpose LEGITIMATE INTEREST -	- To attain so	me other le	egitimate interest (refer	to Legitimate
Lega	al Basis	Legal Requirement C	Contractual Necessity	X Legitimate Interest Consent	Vital Intere	est 🗌 Pub	olic Function	
		Legal Requirement Details		LIA Nam	ne DBS F	Reference N	Number	
Retentior	n Period	6 years	F	Runs From Termination of contract	or last engaç	jement	Buffer n/a	
	Business	Area Human Resources		Measures to ensure accurac	cy N/A			
Pers	son respor			Data Source	Publicl	ly available	source	
			000	Storage State	Hard o	copy in mar	nual filing system	
	Approx.	No of Data Subjects 20	000	Storage Physical Location		s address i	n locked cabinet	
	Access	All staff Staff need	I to know 🔲 All mana	gement	w 🗌 IT 🗴	HR A	Accounts	
Security	Acces	ss controls			er organisatio			
measures	Backı		em access controls		Overseas tra		☐ Yes ☐ No	
		Tran	fer controls	GDPR Compl	liant Terms s	signed?	N/A	
	Data	segregation	Factor Authentication	OBI IX Compl	mant rennis s	igrica:	14// (	
	Encry	rption		Likeliho	ood of breach	า 1 to 5	1	
	X Physi	User cal access controls	input controls	Breach	h risk severity	y 1 to 5	4	
					Risk rating	1 to 25	4	
Data Item	_ Appea	arance and size				Photogr	raphs	
	Atten	dance and leave records		Gender		Pregna	ncy / maternity records	<u>.</u>
	7 1110111	dance and leave records		☐ Genetic or biometric information (S	S)	r rogridi	ney / maternity records	,
	Authe	entication questions or answe	rs	☐ Health or Medical Data (S)		Recruitr	ment records	
	Comr	nencement / termination date	s	_ reality of moulear Data (e)		Referen	nces	
	☐ Contr	actual requirements		☐ ID documents (e.g. passport, drivi	ing licence)	☐ Right to	work information	
	Oone	aotaar requirements		☐ IP Address		ragnit to	Work information	
	Corre	spondence including stateme	ents of opinion or intent	☐ IT system usage records		Sicknes	ss absence records (S)	1
	Crimi	nal record checks / details (S)	)	_ 11 System asage resortes		Signatu	ire	
	□ Date	of Birth		Location Data		☐ Social r	nedia ID and related in	nfo.
				Marital status		_ coolai ii	nedia 15 dila related in	
	Detail	s of payments or deductions		X Names		Trade u	inion membership (S)	
	Emplo	oyer/s name/s				Unique	identifier number or co	ode
	□ Emple	oyment benefits (e.g. pension	etc)	Nationality, race or ethnicity (S)		Userna	mes and passwords	
		symone sonome (e.g. penelen	, 510)	☐ Notes biographical in nature			·	
	Emplo	oyment History		☐ Payroll, tax and NICs information		Work co	ontact details	
	Expre	essions of opinions regarding	data subject			Working	g hours	
	Finan	cial information		Personal contact details				
Notes	s						г	Document
Advice								- 5541110111
Notes								
Instructio	ons	Yes						

	Client	Everest Lin	nited		Data Asset	Person	al Details Form		
Ent	try Date	27/03/2019	9		Data Code	0C4342	285-0049-44DA-A0	OCD	
						X Contr	oller Processo	or	
	Basis 🔲 I	mployees and we Legal Requirement egal Requirement	ent  Contractual Necessity		e Interest				ır tangible assets
	Le	egai Nequilemei	it Details			LIA Name	Administration of	employment	
Retention	Period 6	years		Runs From	Termination of	employment		Buffer	
	Business Are		sources	M	easures to ensure	e accuracy	Data Subject requ	ested to notify chang	jes
Pers	on responsible for data asse		₹		Data	Source	Data Subject and	internally input	
		x. No of Records			Storag	ge State	Hard copy in mar	nual filing system	
	Approx. No	of Data Subjects	1200	\$	Storage Physical L	_ocation	Client's address in	n both locked office a	ind
	Access	All staff	Staff need to know   All mar	nagement	Management nee	ed to know	IT X HR A	ccounts	
Security	Access co	ontrols				List other org	anisations or who access	External HR / Le	gal Advisors
measures	Backups		System access controls				seas transfer	Yes No	
			Tranfer controls		GDP	R Compliant T	erms signed?	Yes	
	Data segr	regation	☐ Two Factor Authentication	n			-		
	Encryptio	on	User input controls				breach 1 to 5	1 3	
	X Physical a	access controls					severity 1 to 5 rating 1 to 25	3	
							_		
Data Item	∐ Appearan	nce and size		Gender			Photogr	aphs	
	Attendand	ce and leave rec	ords	Genetic	or biometric infor	mation (S)	Pregnar	ncy / maternity record	ds
	Authentic	ation questions	or answers				Recruitr	ment records	
	Commend	cement / termina	ition dates	Health o	or Medical Data (S	3)	Referen	nces	
	Contracto			☐ ID docu	ments (e.g. passp	oort, driving lice	·	work information	
	Contractu	ual requirements		☐ IP Addre	ess		☐ Right to	work information	
	Correspon	ndence includino	statements of opinion or inter		m usage records		Sicknes	s absence records (	3)
	Criminal r	record checks / c	letails (S)				Signatu	re	
	X Date of B	irth		X Location	n Data		☐ Social n	nedia ID and related	info
	□ Dotails of	f navments or de	ductions	Marital s	status		□ Trade u	nion membership (S	<b>\</b>
	Details of	f payments or de	ductions	x Names			Hade u	mon membership (S	,
	Employer	r/s name/s		Nationa	lity, race or ethnic	citv (S)	Unique	identifier number or	code
	Employm	ent benefits (e.g	. pension, etc)		-		Usernar	mes and passwords	
	Employm	ent History		☐ Notes b	iographical in natu	ure	☐ Work co	ontact details	
	Expression	ons of oninions re	egarding data subject	X Payroll,	tax and NICs info	ormation	☐ Working	n hours	
		·	and oubject	X Persona	al contact details		_ vvoikiilg	,	
	x Financial	intormation							
Notes	; (i	i) also includes e	mergency contact information	n (ii) electronic o	copy held also				Document
Advice Notes	<b>\'</b> -	i) suggest we ha	ve equal opportunities monitor	oring on a separ	ate anonymous fo	orm in future			
Instructio requir		Yes							

	Client	Everest Lim	nited			Data Asset	Medic	al Referral Con	sent For	m		
En	try Date	27/03/2019	)			Data Code	2826E	3472-98F3-4705	5-A62E-			
							<b>X</b> Con	troller Proc	essor			
Data	Subject Emp	oloyees and wo	orkers	Process	Purpose	CARE – To comply	with our du	ity of care and c	consider	adjustments		
Lega	l Basis X Le	gal Requireme	ent 🗌 Cor	ntractual Necessity	Legitima	ate Interest   Cons	sent	tal Interest	Public F	unction		
	Lega	al Requiremen	t Details	Equality Act 2010		L	IA Name					
Retention	n Period 6 ye	ears		F	Runs From	Termination of e	mployment		But	ffer		
	Business Area	Human Res	sources		1	Measures to ensure	accuracy	N/A				
Pers	son responsible for data asset	Head of HR	₹			Data S	ource	Data Subject	directly			
	Approx. N	No of Records	200			Storage	State	Hard copy in	manual	filing system		
	Approx. No of I	Data Subjects	200			Storage Physical Lo	cation	Client's addre	ess in bot	th locked office	and	
	Access	All staff S	staff need to	o know 🔲 All mana	gement	Management need	to know	IT X HR	Accou	unts		
Security measures	Access cont	trols				l		ganisations or ls who access	(	OH Provider / E	External HR / Legal A	dvisor
measures	Backups		System	access controls			Ove	erseas transfer		Yes No		
	☐ Data segreg	gation	Tranfer	controls		GDPR	Compliant	Terms signed?	Υ	es		
	Encryption		Two Fa	actor Authentication			l ikelihood (	of breach 1 to 5	1			
	Liferyption		User in	put controls				severity 1 to 5				
	X Physical acc	cess controls						sk rating 1 to 25				
Data Item	Appearance	e and size						Pho	otographs	S		
	☐ Attendance	and leave reco	ords		Gende	er		Pre	gnancy /	maternity reco	ords	
					Genet	ic or biometric inform	ation (S)			•	7140	
	Authenticati	on questions o	or answers		Health	n or Medical Data (S)		_ Rec	cruitment	records		
	Commencer	ment / termina	tion dates			cuments (e.g. passpo	rt driving li		erences			
	Contractual	requirements					it, anving in		ht to wor	k information		
	Correspond	ence including	statement	s of opinion or intent	☐ IP Add	dress		Sick	kness ab	sence records	(S)	
	Criminal roo	oord abooks / d	lotoile (S)	•	☐ IT sys	tem usage records		▼ Sign	natura			
	Criminal rec		letalis (3)		Locati	on Data		X Sign	nature			
	X Date of Birth	h			Marita	ıl status		Soc	ial media	a ID and relate	d info	
	Details of pa	ayments or dec	ductions					☐ Trac	de union	membership (	S)	
	☐ Employer/s	name/s			X Name	S		Unic	que iden	tifier number o	r code	
	Employmen	it benefits (e.g.	. pension, e	etc)	Nation	nality, race or ethnicit	y (S)	Use	ernames	and passwords	S	
			, p	,	Notes	biographical in natur	e					
	Employmen	it History			Payro	II, tax and NICs inform	mation	VVOI	rk contac	ct details		
	Expressions	s of opinions re	egarding da	ata subject	X Perso	nal contact details		☐ Woı	rking hou	urs		
	Financial inf	formation										
Notes	2										Document	
Advice Notes	e										Document	
	S											

	Client	Everest Lir	nited			Data A	sset	Occupational	Health Advi	ce	
En	Entry Date 27/03/2019				Data C	ode	784E8EC6-C	F99-4FD8-A	AD80-		
							[	X Controller	Processo	or	
Data :	Subject	Employees and w	orkers	Process	s Purpose	CARE – To	comply with	our duty of ca	re and cons	ider adjustments	
Lega	l Basis	X Legal Requirem	ent   Contractua	al Necessity	Legitima	te Interest	Consent	☐ Vital Inter	est 🗌 Pub	lic Function	
		Legal Requiremen	nt Details Equa	ality Act 2010			LIA N	ame			
Retention	n Period	6 years		ı	Runs From	Termina	tion of emplo	yment		Buffer	
	Business	Area Human Re	sources		M	leasures to	ensure accui	racy N/A			
Pers	son respon for data		२				Data Sourc	e The d	ata subject's	s medical advisor/s	S
	App	prox. No of Records	200				Storage Sta	te Hard	copy in mar	nual filing system	
	Approx.	No of Data Subjects	200			Storage Ph	ysical Locatio	on Client	's address i	n both locked offic	e and
	Access	All staff	Staff need to know	All mana	gement X	Manageme	ent need to kr	now 🗌 IT 🕽	CHR A	accounts	
Security	Acces	s controls						ther organisati		External HR /	Legal Advisors
measures	Backu	ins	System acces	s controls				Overseas t		Yes No	ı
			☐ Tranfer contro	ls			GDPR Con	npliant Terms	sianed?	Yes	
	∐ Data s	segregation	☐ Two Factor Au	uthentication			02111 001	inpliant Tollie	oigi i ou i		
	_ Encry	ption	User input cor	atrole				ihood of bread		3	
	X Physic	cal access controls		ILIOIS			Brea	ach risk severi	•	5	
								Risk rating	1 10 25	15	
Data Item	Appea	arance and size			Gende	r			Photogr	raphs	
	Attend	dance and leave rec	cords		Gende				X Pregnai	ncy / maternity red	ords
	Authe	ntication questions	or answers		Genetic	c or biometr	ic informatior	n (S)	Recruitr	ment records	
					X Health	or Medical	Data (S)				
	Comm	nencement / termina	ation dates		☐ ID docu	uments (e.g	. passport, dr	riving licence)	Referen	ices	
	_ Contra	actual requirements			☐ IP Add	r000			Right to	work information	
	Corres	spondence including	g statements of opi	nion or intent		1633			Sicknes	s absence records	s (S)
	Crimin	nal record checks / o	details (S)		☐ IT syste	em usage re	ecords		Signatu	re	
			(0)		Locatio	n Data					
	X Date of	of Birth			Marital	status			Social n	nedia ID and relat	ed info
	Details	s of payments or de	eductions		x Names				Trade u	nion membership	(S)
	Emplo	oyer/s name/s			Names				Unique	identifier number	or code
	☐ Emplo	oyment benefits (e.g	pension, etc)		Nationa	ality, race o	ethnicity (S)		Usernai	mes and password	ds
			, posicion, cue,		X Notes I	oiographica	l in nature			·	
	∐ Emplo	syment History			Payroll	, tax and NI	Cs informatio	n	_ Work co	ontact details	
	Expre	ssions of opinions r	egarding data subj	ect	-	al contact o			Working	g hours	
	Financ	cial information			_ reis0N	ai contact C	icialis				
<b>8.7</b> *	_										Descri
Notes Advice											Document
Notes											
Instructio requir		Yes									

	Client	Everest L	imited	Data Ass	et	CV (Successi	ul Applicant	i)	
Ent	try Date	27/03/20	19	Data Coo		57A748BD-00	06A-42AE-B		
Data S	Subject	EMPLOYEE	Proces	s Purpose RECRUITME	ENT - For th	e purposes of	recruitment		
Legal	Basis	Legal Requirent	nent	X Legitimate Interest	Consent LIA Na	☐ Vital Intere		Documents	
Retention	Period	6 years		Runs From Termination	on of employ	yment		Buffer n/a	
	Business	s Area Human R	esources	Measures to er	nsure accur	acy N/A			
Pers	on respo		HR .	I	Data Source	e Data S	Subject dire	ctly	
		prox. No of Record	ls 1000	S	Storage Stat	te Hard	copy in mai	nual filing system	
	Approx.	No of Data Subject	ts 1000	Storage Phys	ical Locatio	n Client	's address i	n both locked office and	
	Access	All staff	Staff need to know	agement 🗵 Managemen	t need to kn	now IT	CHR A	Accounts	
Security measures	Acces	ss controls				ther organisati dividuals who a		External HR / Legal Adv	isors
	Backı	ups	System access controls			Overseas to	ansfer	Yes No	
	☐ Data	segregation	☐ Tranfer controls		GDPR Com	npliant Terms	signed?	Yes	
	Encry	ption/	Two Factor Authentication		Likeli	ihood of breac	h 1 to 5	1	
	X Physi	ical access controls	User input controls		Brea	ach risk severit	-	3	
						Risk rating	1 to 25	3	
Data Item	Appe	arance and size		Gender			Photog	raphs	
	Atten	dance and leave re	ecords	☐ Genetic or biometric	information	ı (S)	Pregna	ncy / maternity records	
	Authe	entication questions	s or answers			(0)	Recruit	ment records	
	Comr	mencement / termir	nation dates	Health or Medical Da	ata (S)		X Referer	nces	
	Contr	ractual requirement	s	☐ ID documents (e.g. p	oassport, dri	iving licence)	Right to	work information	
		·		☐ IP Address					
	Corre	esponaence incluair	ng statements of opinion or intent	t ☐ IT system usage rec	ords			ss absence records (S)	
	Crimi	nal record checks /	details (S)	Location Data			Signatu	ire	
	Date	of Birth					Social r	media ID and related info	
	Detai	ls of payments or d	leductions	Marital status			Trade u	ınion membership (S)	
	Emple	oyer/s name/s		X Names			Unique	identifier number or code	
		•		Nationality, race or e	thnicity (S)				
	Empl	oyment benefits (e.	g. pension, etc)	X Notes biographical ir	n nature		Userna	mes and passwords	
	X Emplo	oyment History		Payroll, tax and NICs	s informatio	n	X Work co	ontact details	
	Expre	essions of opinions	regarding data subject	X Personal contact det			☐ Working	g hours	
	Finan	ncial information			-				
Notes	i.	Article 14 (5) (a)	Exception relied on in relation to	Privacy Notice for Refere	e personal	data		Docum	nent
Advice Notes		(i) Logic Melon a	are data controller in their own rig	yht					
Instruction require		Yes							

	Client	Everest Li	mited	Data Asset Pay	yment of bene	efits on death	form	
En	try Date	Pate 23/05/2019		Data Code 114C4B6		A-8EAF-4DC5-AAAC		
				X C	Controller	Processor		
Data	Subject En	nployees and w	orkers Process	s Purpose BENEFITS - To provide ben	nefits to emplo	yees and wor	rkers	
Lega	l Basis 🔲 L	₋egal Requirem	ent X Contractual Necessity	Legitimate Interest Consent	Vital Interest	_ Public F	unction	
	Le	egal Requireme	nt Details	LIA Name	9			
Retention	n Period 6	years		Runs From Termination of employme	ent	Buf	ffer + 1 year	
	Business Are	a Human Re	esources	Measures to ensure accuracy	v N/A			
Pers	on responsible for data asse		R	Data Source	Data Sub	oject directly		
		. No of Records	1000	Storage State Scanned copy in electronic filing system				
	Approx. No o	of Data Subjects	1000	Storage Physical Location	Client's a	address in bot	th locked office and	
	Access	All staff	Staff need to know   All mana	gement X Management need to know	IT X F	HR Accou	unts	
Security	Access co	ontrols			r organisations duals who acc		Royal London (but se	e advice note (i)
measures	Backups		System access controls		Overseas trans		Yes No	
			Tranfer controls	GDPR Complia				
	Data segr	egation	Two Factor Authentication	ODI IX Gomplie	ant renns sigi	ieu:		
	Encryption	n		Likelihoo	od of breach 1	I to 5 1		
	X Physical a	access controls	User input controls		risk severity 1			
					Risk rating 1 t	to 25 2		
Data Item	Appearan	ce and size		Gender		Photographs	S	
	Attendanc	ce and leave red	cords	<ul> <li>☐ Genetic or biometric information (S)</li> <li>☐ Health or Medical Data (S)</li> <li>☐ ID documents (e.g. passport, driving licence)</li> </ul>		Pregnancy /	maternity records	
	Authentica	ation questions	or answers			Recruitment	records	
		·						
	Commend	cement / termina	ation dates			References		
	Contractu	al requirements		☐ IP Address		Right to wor	k information	
	Correspor	ndence includin	g statements of opinion or intent			] Sickness ab	sence records (S)	
	Criminal re	ecord checks /	details (S)	<ul><li>☐ IT system usage records</li><li>☐ Location Data</li><li>☐ Marital status</li></ul>		Signature		
			. ,				a ID and related info	
	☐ Date of Bi	run				J Social media	a ID and related info	
	Details of	payments or de	eductions	X Names		Trade union	membership (S)	
	_ Employer/	/s name/s				Unique iden	tifier number or code	
	Employme	ent benefits (e.g	g. pension, etc)	Nationality, race or ethnicity (S)		Usernames	and passwords	
	Employme	ent History		<ul><li>Notes biographical in nature</li><li>□ Payroll, tax and NICs information</li></ul>				
		ent History				Work contac		
	Expressio	ns of opinions r	egarding data subject	Personal contact details		Working hou	urs	
	Financial i	information						
Notes	S						Doo	cument
Advice Notes	(-)	) assumed that	Royal London Mutual is a data c	controller in its own right and not a proces	ssor			doos.
Instructio requir		Yes						

	Client Everest Li	mited	Data Asset Term	nination Form			
Ent	ry Date 17/06/2019		Data Code E1F1	1198C-B057-4124-B9	3057-4124-B90F		
			X Controller Processor				
Data S	Subject Employees and v	vorkers Process	Purpose HUMAN RESOURCES - To p	process personnel ma	atters including appraisal, professional		
Legal	Basis Legal Requirem	nent Contractual Necessity	■ Legitimate Interest	/ital Interest	olic Function		
	Legal Requireme	ent Details	LIA Name	Administration of	employment		
Retention	Period 6 years	1	Runs From Termination of employment	t	Buffer + 1 year		
	Business Area Human Ro	esources	Measures to ensure accuracy	N/A			
Pers	on responsible for data asset	R	Data Source Internally input by staff member				
	Approx. No of Record	s	Storage State	Hard copy in mar	nual filing system		
	Approx. No of Data Subject	s	Storage Physical Location	Client's address in	n both locked office and		
	Access All staff	Staff need to know   All mana	gement X Management need to know	IT X HR A	accounts		
Security	Access controls			organisations or als who access	SDC HR		
measures	Backups	System access controls	Ov	verseas transfer	Yes X No		
		☐ Tranfer controls	GDPR Complian	nt Terms signed?	Yes		
	Data segregation	☐ Two Factor Authentication					
	Encryption	User input controls		of breach 1 to 5	1		
	X Physical access controls	<u> </u>		sk severity 1 to 5	2		
			K	isk rating 1 to 25	2		
Data Item	Appearance and size		Condor	☐ Photogr	raphs		
	Attendance and leave re	cords	Gender	Pregna	ncy / maternity records		
	Authentication questions	or answers	Genetic or biometric information (S)	Recruit	ment records		
		or anowers	Health or Medical Data (S)	reordia	ment records		
	Commencement / termin	ation dates	☐ ID documents (e.g. passport, driving	Referer	nces		
	Contractual requirements	3		,	work information		
	Correspondence including	ng statements of opinion or intent	IP Address	Sicknes	ss absence records (S)		
		•	☐ IT system usage records				
	Criminal record checks /	details (S)	Location Data	X Signatu	re		
	Date of Birth		□ Morital atatus	☐ Social r	nedia ID and related info		
	☐ Details of payments or de	eductions	Marital status	☐ Trade u	ınion membership (S)		
	☐ Employer/s name/s		x Names	<b>V</b> Unique	identifier number or code		
	Limployel/s flame/s		☐ Nationality, race or ethnicity (S)	Z Offique	identifier fluffiber of code		
	Employment benefits (e.	g. pension, etc)	▼ Notes biographical in nature	Userna	mes and passwords		
	X Employment History			☐ Work co	ontact details		
	X Expressions of opinions	regarding data subject	▼ Payroll, tax and NICs information	X Working	g hours		
		Personal contact details		_			
	X Financial information						
Notes					Document		
Advice							
Notes							
Instructio	ns Yes						

	Client	Everest Limited			Data Asset	Group Perso	onal Pension	Opt Out Form		
Entry Date		Pate 17/06/2019				316CED6E-	SE-7A65-4B90-A27E- ler Processor			
Data S	Subject	Employees and workers	Process	s Purpose	_AWFUL - To ensu	re our activities a	re within the la	aw		
Legal	Basis	X Legal Requirement Cor	ntractual Necessity	Legitimate	e Interest	ent	erest 🗌 Pub	olic Function		
		Legal Requirement Details	Pensions Act 2008	and Pension	n Regulator LI	A Name				
Retention	Period	6 years	F	Runs From	Termination of er	nployment		Buffer + 1 year		
	Business			M	easures to ensure a	accuracy N/A				
Pers		responsible Head of HR or data asset			Data Source Data			Subject directly		
		prox. No of Records			Storage	State Har	d copy in mar	I copy in manual filing system		
	Approx.	No of Data Subjects		S	Storage Physical Lo	cation Clie	nt's address i	n both locked office and		
	Access	All staff Staff need to	know 🗌 All mana	gement	Management need	to know 🔲 IT	X HR A	accounts		
Security	Acces	ss controls			L	ist other organisa individuals who		Hartley Wadsworth		
measures	☐ Backı		access controls			Overseas		Yes X No		
		☐ Tranfer controls ☐ Data segregation			GDPR Compliant Ter		s signed?	N/A		
		☐ Two Fa	actor Authentication		ı	Likelihood of brea	20h 1 to 5	2		
	Encry		put controls			Breach risk seve		3		
	X Physi	cal access controls					ng 1 to 25	6		
Data Item	_ Appea	arance and size		Gender			Photogr	raphs		
	Attend	dance and leave records		Genetic or biometric information (S)		ation (S)	Pregnar	ncy / maternity records		
	Authe	entication questions or answers				ation (3)	Recruitr	ment records		
	Comn	Commencement / termination dates  Contractual requirements			<ul><li>☐ Health or Medical Data (S)</li><li>☐ ID documents (e.g. passport, driving licence)</li><li>☐ IP Address</li></ul>			nces		
	☐ Contr							work information		
	Corre	spondence including statement	☐ IT system usage records			Sickness absence records (S)				
	Crimir	nal record checks / details (S)		Location Data			Signature			
	Date	Date of Birth			Location Data		Social media ID and related info			
	Detail	ls of payments or deductions		<ul><li>■ Marital status</li><li>▼ Names</li></ul>			<ul><li>☐ Trade union membership (S)</li><li>☐ Unique identifier number or code</li></ul>			
	Y Emplo	oyer/s name/s								
				☐ Nationality, race or ethnicity (S)		/ (S)	_			
	Emplo	oyment benefits (e.g. pension, e	X Notes b	iographical in nature	e	Usernames and passwords				
	Emplo	Employment History  Expressions of opinions regarding data subject						Work contact details		
	Expre				Payroll, tax and NICs information		☐ Working	g hours		
	Finan	cial information		X Persona	al contact details					
Notes	<b>s</b>	(i) Hartley Wadsworth will be	data controller also	so article 28	terms not required			Doc	ument	
Advice	<b>)</b>	,,		-	,			- **		
Notes	3								The second secon	
Instructio require		Yes								

	Client	Everest Li	mited	Data Asset Pension -	Auto Enrolment New Starter Employee Information Form
En	try Date	te 17/06/2019		Data Code E057C01	E-99C9-41AB-A7AF
				X Controll	er Processor
Data	Subject	Employees and w	vorkers Process	Purpose LAWFUL - To ensure our activities	are within the law
Lega	l Basis	X Legal Requirem	ent Contractual Necessity	Legitimate Interest	nterest  Public Function
		Legal Requireme	nt Details Pensions Act 2008	and Pension Regulator LIA Name	
Retention	n Period	6 years	F	Runs From Termination of employment	Buffer + 1 year
	Business	Area Human Re	esources	Measures to ensure accuracy N	/A
Pers	son respo for data		R	Data Source Da	ata Subject directly
	Ар	prox. No of Records	3	Storage State H	lard copy in manual filing system
	Approx.	No of Data Subjects	3	Storage Physical Location C	lient's address in both locked office and
	Access	All staff	Staff need to know 🔲 All manag	gement X Management need to know 🗌 🖂	T X HR Accounts
Security	Acce	ss controls		List other organ individuals w	Hamey Wansworn
measures	Backups		System access controls		as transfer Yes X No
		•	<ul><li>☐ Tranfer controls</li><li>☐ Two Factor Authentication</li><li>☐ User input controls</li></ul>	GDPR Compliant Ter	rms signed? N/A
	Data	segregation			
	Encry	ption		Likelihood of bi	
	X Physi	cal access controls	•	Breach risk se	verity 1 to 5 4 ating 1 to 25 8
				T KIOK TO	
Data Item	Appe	arance and size		Gender	Photographs
	Atten	dance and leave re	cords	☐ Genetic or biometric information (S)	Pregnancy / maternity records
	Authe	entication questions	or answers		Recruitment records
	Comr	mencement / termin	ation dates	Health or Medical Data (S)	References
	Contr	actual requirements		☐ ID documents (e.g. passport, driving licend	ce)  Right to work information
	Conti	actual requirements	•	☐ IP Address	Right to work information
	Corre	espondence includin	g statements of opinion or intent	☐ IT system usage records	Sickness absence records (S)
	Crimi	nal record checks /	details (S)		Signature
	X Date	of Birth		Location Data	Social media ID and related info
	Detai	Is of payments or de	eductions	▼ Marital status	☐ Trade union membership (S)
		overle nemele		▼ Names	
		oyer/s name/s		☐ Nationality, race or ethnicity (S)	Unique identifier number or code
	Empl	oyment benefits (e.ç	g. pension, etc)	■ Notes biographical in nature	Usernames and passwords
	X Empl	oyment History			Work contact details
	_ Expre	essions of opinions i	regarding data subject	■ Payroll, tax and NICs information ■	☐ Working hours
	X Finar	nancial information		X Personal contact details	
Notes	6				Document
Advice	Э				
Notes	6				
Instructio requir		Yes			

	Client	Everest Lir	nited	Data Asset Recru	uitment Request Form		
Ent	try Date	17/06/2019	)	Data Code A4888	5DAA-2D22-44DF-8141		
				X Con	ntroller Processor		
	I Basis □ Le	ployees and we egal Requiremental	ent  Contractual Necessity	s Purpose HUMAN RESOURCES - To pr  X Legitimate Interest	rocess personnel matters including appraisal, professional ital Interest Public Function  Administration of employment		
Retention	Period TBA	A		Runs From TBA	Buffer TBA		
	Business Area		sources	Measures to ensure accuracy	N/A		
Pers	on responsible for data asset		2	Data Source Internally input by staff member			
	Approx. I	No of Records		Storage State	Data in database structure		
	Approx. No of	Data Subjects		Storage Physical Location	TBA		
	Access	All staff 🔲 S	staff need to know   All mana	agement X Management need to know	IT X HR Accounts		
Security	Access con	ntrols			rganisations or als who access		
measures	Backups	☐ System acces ☐ Backups		Ove	erseas transfer		
	□ Data segre	gation	☐ Tranfer controls	GDPR Compliant Terms signed?			
		<ul><li>□ Data segregation</li><li>□ Two Factor Authenti</li></ul>		ation			
	Encryption		User input controls		of breach 1 to 5 1 k severity 1 to 5 1		
	Physical ac	cess controls			sk rating 1 to 25		
Data Item	Appearance	e and size		Gender	Photographs		
	Attendance and leave records			☐ Genetic or biometric information (S)	Pregnancy / maternity records		
	Authenticati	ion questions	or answers	Genetic of biometric information (3)	Recruitment records		
	X Commence	ement / termina	tion dates	Health or Medical Data (S)	References		
				☐ ID documents (e.g. passport, driving li	icence)		
	x Contractual	i requirements		☐ IP Address	Right to work information		
	Correspond	dence includino	statements of opinion or inten-	t ☐ IT system usage records	Sickness absence records (S)		
	Criminal red	cord checks / c	letails (S)		Signature		
	Date of Birt	:h		Location Data	Social media ID and related info		
	□ Details of n	ayments or de	ductions	Marital status	Trade union membership (S)		
	Details of pa	ayments or de	ductions	Names			
	Employer/s	name/s		□ Nationality, race or ethnicity (S)	Unique identifier number or code		
	Employmen	nt benefits (e.g	pension, etc)		Usernames and passwords		
	Employment History			Notes biographical in nature	Work contact details		
	Expressions	s of oninions r	egarding data subject	Payroll, tax and NICs information	X Working hours		
	X Financial in		galang data babjeet	Personal contact details	Es Tronking hours		
		nomanon					
Notes	s (i) t	this record doe	s not seem to contain any pers	onal data; can it be linked to an individual w	hen recruitment has taken place? Document		
Advice Notes							
Instructio requir		Yes					

	Client Everest Lin	nited	Data Asset Payrol	Il and Position Change Form		
En	try Date 17/06/2019	9	Data Code E8686	3383-68CA-43B1-908C		
			X Con	troller Processor		
Lega Retention	Legal Requiremer	ent Contractual Necessity  nt Details  sources	Purpose HUMAN RESOURCES - To pro Light Legitimate Interest Consent Vit LIA Name Runs From TBA  Measures to ensure accuracy Data Source	ocess personnel matters including appraisal, professional		
	Approx. No of Data Subjects		Storage State Storage Physical Location	TBA		
	Approx. No or Bata Gabjeoto	. 57.	Storage Physical Location	IDA		
	Access All staff S	Staff need to know   All mana	gement  Management need to know	IT X HR Accounts		
Security measures	<ul><li>☐ Access controls</li><li>☐ Backups</li></ul>	System access controls Tranfer controls	individual Ove	ganisations or Is who access erseas transfer  Yes  No		
	Data segregation	☐ Two Factor Authentication	GDPR Compliant Terms signed?			
	Encryption		Likelihood o	of breach 1 to 5		
	☐ User input controls ☐ Physical access controls		Breach risk severity 1 to 5			
	_ r rryerear access controls		Ris	sk rating 1 to 25		
Data Item	Appearance and size		Gender	Photographs		
	Attendance and leave rec	ords	☐ Genetic or biometric information (S)	Pregnancy / maternity records		
	Authentication questions	or answers	Health or Medical Data (S)	Recruitment records		
	Commencement / termina	ation dates		References		
	Contractual requirements		☐ ID documents (e.g. passport, driving lie	cence)  Right to work information		
	Correspondence including	g statements of opinion or intent	☐ IP Address	Sickness absence records (S)		
		,	☐ IT system usage records			
	Criminal record checks / c	details (S)	Location Data	Signature		
	Date of Birth			Social media ID and related info		
	Details of payments or de	ductions	Marital status	☐ Trade union membership (S)		
	Employer/s name/s		x Names	X Unique identifier number or code		
	Employer/s name/s		☐ Nationality, race or ethnicity (S)	offique identifier flumber of code		
	Employment benefits (e.g	. pension, etc)	▼ Notes biographical in nature	Usernames and passwords		
	X Employment History			Work contact details		
	Expressions of opinions re	egarding data subject	<ul><li>☐ Payroll, tax and NICs information</li><li>☐ Personal contact details</li></ul>	☐ Working hours		
	X Financial information		I GISOIIAI COIIIACI UGIAIIS			
Notos				Dogument		
Notes Advice				Document		
Notes						
Instructio	ns X Yes			<del>t ::====</del>		