Information Asset Registry

Client	Everest Limited	Data Asset	Archive of Paper Applications for Credit
Entry Date	24/03/2019	Data Code	79206911-3A2A-45C1-A2C4

[X] Controller [ ] Processor

Data Subject: Clients and their Employees   Process Purpose: ARCHIVE - To maintain appropriate historical records

Legal Basis [ ] Legal Requirement [ ] Contractual Necessity [X] Legitimate Interest [ ] Consent [ ] Vital Interest [ ] Public Function

Legal Requirement Details   LIA Name

Retention Period: 10 years   Runs From: Date created   Buffer

Business Area	Finance	Measures to ensure accuracy	N/A
Person responsible for data asset	John Grethe	Data Source	Data Subject directly
Approx. No of Records	20,000	Storage State	Scanned copy in electronic filing system
Approx. No of Data Subjects	20,000	Storage Physical Location	Location other than client's address in

Access [ ] All staff [ ] Staff need to know [ ] All management [X] Management need to know [ ] IT [ ] HR [ ] Accounts

Security measures

[X] Access controls
[X] Backups
[ ] Data segregation
[X] Encryption
[ ] Physical access controls

[ ] System access controls
[ ] Tranfer controls
[ ] Two Factor Authentication
[ ] User input controls

List other organisations or individuals who access: EDM (Scanning and archive)

Overseas transfer: [ ] Yes [ ] No

GDPR Compliant Terms signed?: TBA

Likelihood of breach 1 to 5	2
Breach risk severity 1 to 5	4
Risk rating 1 to 25	8

Data Item

[ ] Appearance and size
[ ] Attendance and leave records
[ ] Authentication questions or answers
[ ] Commencement / termination dates
[ ] Contractual requirements
[ ] Correspondence including statements of opinion or intent
[ ] Criminal record checks / details (S)
[ ] Date of Birth
[ ] Details of payments or deductions
[ ] Employer/s name/s
[ ] Employment benefits (e.g. pension, etc)
[X] Employment History
[ ] Expressions of opinions regarding data subject
[X] Financial information

[ ] Gender
[ ] Genetic or biometric information (S)
[ ] Health or Medical Data (S)
[ ] ID documents (e.g. passport, driving licence)
[ ] IP Address
[ ] IT system usage records
[ ] Location Data
[ ] Marital status
[X] Names
[ ] Nationality, race or ethnicity (S)
[ ] Notes biographical in nature
[ ] Payroll, tax and NICs information
[X] Personal contact details

[ ] Photographs
[ ] Pregnancy / maternity records
[ ] Recruitment records
[ ] References
[ ] Right to work information
[ ] Sickness absence records (S)
[X] Signature
[ ] Social media ID and related info
[ ] Trade union membership (S)
[ ] Unique identifier number or code
[ ] Usernames and passwords
[ ] Work contact details
[ ] Working hours

Notes   Document

Advice Notes: (i) do EDM's terms of business include article 28 terms?

Instructions required: [X] Yes

Information Asset Registry

Client	Everest Limited	Data Asset	Reports of Early Settlement
Entry Date	27/03/2019	Data Code	44CA6036-C4CF-411F-BB03

[X] Controller [ ] Processor

Data Subject	Clients and their Employees	Process Purpose	ANALYSIS - To undertake data analytics for internal staff management or external service

Legal Basis [ ] Legal Requirement [ ] Contractual Necessity [X] Legitimate Interest [ ] Consent [ ] Vital Interest [ ] Public Function

Legal Requirement Details   LIA Name

Retention Period	2 years	Runs From	Date created	Buffer

Business Area	Finance	Measures to ensure accuracy	N/A
Person responsible for data asset	John Grethe	Data Source	Third-party referral
Approx. No of Records	20,000	Storage State	Spreadsheet document
Approx. No of Data Subjects	20,000	Storage Physical Location	Client's address in both locked office and

Access [ ] All staff [ ] Staff need to know [ ] All management [X] Management need to know [ ] IT [ ] HR [ ] Accounts

Security measures

[X] Access controls   [X] System access controls
[X] Backups   [ ] Tranfer controls
[X] Data segregation   [ ] Two Factor Authentication
[ ] Encryption   [ ] User input controls
[X] Physical access controls

List other organisations or individuals who access

Overseas transfer   [ ] Yes [ ] 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

[ ] Appearance and size
[ ] Attendance and leave records
[ ] Authentication questions or answers
[ ] Commencement / termination dates
[ ] Contractual requirements
[X] Correspondence including statements of opinion or intent
[ ] Criminal record checks / details (S)
[ ] Date of Birth
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[ ] Sickness absence records (S)
[ ] Signature
[ ] Social media ID and related info
[ ] Trade union membership (S)
[ ] Unique identifier number or code
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[ ] Work contact details
[ ] Working hours

Notes	(i) contact details is post code only
Advice Notes	(i) relevance to business is because commission gets clawed back

Document

Instructions required [ ] Yes