Information Asset Registry

	Client	Everest Lii	mited		Data Ass	et	Archive of Pa	iper Applica	tions for Credit		
Entry Date 24/03/2019		24/03/201	9	Data Code			79206911-3A2A-45C1-A2C4 X Controller Processor				
Data S	Subject	Clients and their I	Employees Proces	s Purpose	ARCHIVE - 1	Γο maintain	appropriate h	istorical rec	ords		
Legal	l Basis	Legal Requirem	ent Contractual Necessity	X Legitimat	e Interest	Consent	☐ Vital Inter	est 🗌 Pu	blic Function		
		Legal Requireme	nt Details			LIA N	ame				
Retention	Period	10 years		Runs From	Date creat	ted			Buffer		
	Business	s Area Finance		M	leasures to e	nsure accu	racy N/A				
Pers	•	on responsible John Grethe for data asset			Data Source D			Data Subject directly Scanned copy in electronic filing system			
	Approx. No of Records 20,000 Approx. No of Data Subjects 20,000			Glorage Glate			te Scan				
							on Locat	cation other than client's address in			
	Access	All staff	gement X Management need to know IT								
Security measures	X Access controls				List other organi individuals w			EDIVLOCADNIO		g and archive)	
	X Backı	System access controls Backups									
			☐ Tranfer controls	GDPR (npliant Terms		TBA		
	Data	segregation	☐ Two Factor Authentication					o.gou.			
	X Encry	X EncryptionUser input controlsPhysical access controls			Likelihood of breach risk sev				2		
	Physi							ty 1 to 5 g 1 to 25	4 8		
							TVISK TAUTY	j 1 to 25	Ü		
Data Item	Appe	Appearance and size			Gender			Photographs			
	Atten	dance and leave red	cords					Pregnancy / maternity records			
	Authe	Authentication questions or answers			Genetic or biometric information (S)			Recruitment records			
	Comr	mencement / termina	ation dates	Health	Health or Medical Data (S)			References			
				☐ ID docu	ıments (e.g. p	oassport, di	riving licence)				
	_ Contr	ractual requirements	S	☐ IP Addr	☐ IP Address				Right to work information		
	Corre	espondence includin	g statements of opinion or inten-		☐ IT system usage records			Sickness absence records (S)			
	Crimi	nal record checks /	details (S)		_	ordo		X Signatu	X Signature		
	Date	☐ Date of Birth			Location Data			Social	Social media ID and related info		
				Marital	status			Trade union membership (S)			
		Details of payments or deductions									
	Employer/s name/s			☐ Nationa	ality, race or e	ethnicity (S)		☐ Unique identifier number or code☐ Usernames and passwords			
	Employment benefits (e.g. pension, etc)			Notes h	oiographical ir	a natura					
	X Employment History			Notes t	Notes biographical in nature				Work contact details		
	Expressions of opinions regarding data subject X Financial information			☐ Payroll,	tax and NIC	s informatio	on	Workin	─ Working hours		
				X Persona	X Personal contact details				-		
		ıolal IIIIOIIIIdliUII									
Notes	3									Document	
Advice Notes		(i) do EDM's tern	ns of business include article 28	terms?							
Instructio requir		X Yes									

Information Asset Registry

required

	Client	Everest Lin	nited	D	Oata Asset	Reports of Ear	rly Settlemen	t		
Ent	try Date	27/03/2019)	Data Code 44CA6036-C4		4CF-411F-BB03				
•				X Controller			Processor			
Data S	Subject	Clients and their E	Employees Process	s Purpose ANA	LYSIS - To undertak	ke data analyti	cs for interna	l staff management	or external service	
Legal	l Basis	Legal Requireme	ent Contractual Necessity	X Legitimate Inte	erest Consent	☐ Vital Intere	est 🗌 Public	c Function		
		Legal Requiremer	nt Details		LIA Na	ame				
Retention	n Period	2 years		Runs From Da	ate created		I	Buffer		
	Business			Measu	ires to ensure accura	acy N/A				
Person resp for dat		.10000 (5040)	е		Data Source	e Third-r	arty referral			
	Ар	prox. No of Records	20,000	Storage State Spreadshe				eet document		
	Approx.	No of Data Subjects	20,000	Storage Physical Location Client's address in both locked office and					nd	
	Access	All staff S	Staff need to know All mana	agement X Man	agement need to kn	ow IT	HR Ac	counts		
Security measures	X Acces	Access controls X System access controls		List other organisati individuals who a			access			
	X Backı	ups	☐ Tranfer controls ☐ Two Factor Authentication		Ove		ansfer	Yes No		
	X Data	segregation		GDPR Compliant Te		pliant Terms s	signed?	N/A		
	Encry	yption				hood of breacl	n 1 to 5	1		
		User input controls		Breach risk sever			y 1 to 5	2		
	X Physi	cal access controls				Risk rating	1 to 25	2		
Data Item	_ Appea	arance and size		Condor			Photographs			
	Attend	Attendance and leave records			Gender		Pregnancy / maternity records			
	Authe	Authentication questions or answers			☐ Genetic or biometric information (S)☐ Health or Medical Data (S)			Recruitment records		
	Comr	mencement / termina	ition dates		Treattr of Medical Data (5)			References		
	Contr	Contractual requirements			ts (e.g. passport, dri	ving licence)	Right to work information			
	Y Corre	 ✗ 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) ☐ Employment History ☐ Expressions of opinions regarding data subject 			☐ IP Address ☐ IT system usage records ☐ Location Data ☐ Marital status			☐ Sickness absence records (S)☐ Signature☐ Social media ID and related info		
	Cone									
	Crimii									
	Date									
	Detail				S		☐ Trade union membership (S)			
	□ Empl						Unique identifier number or code			
					race or ethnicity (S)		Offique Identifier flumber of code			
	Emplo				■ Notes biographical in nature			Usernames and passwords		
	_ Emplo				Payroll, tax and NICs information					
	Expre									
	Financial information			X Personal contact details						
Notes	8	(i) contact details is post code only						Document		
Advice Notes		(i) relevance to bu	usiness is because commission	gets clawed back	(
Instructio	ons	Yes								