

Information Asset Registry

Client	Everest Limited	Data Asset	CSS - Legal (which have become a claim)
Entry Date	28/03/2019	Data Code	8E54D859-5AA5-4F59-A31C
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	CLAIMS - To retain documents that may be relevant to legal claims
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	25 years	Runs From	fitment date
			Buffer
Business Area	Legal	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Legal	Data Source	Data Subject directly
Approx. No of Records	2,000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	2,000	Storage Physical Location	Location other than client's address in
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Yes Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
			Legal Advisors / Expert Witnesses
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input checked="" type="checkbox"/> Contractual requirements <input checked="" type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input checked="" type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input checked="" type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input checked="" type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) check article 28 terms, (ii) consider creating legal agreement for expert witnesses and include article 28 terms, (iii) IT to amend retention period (iv) however consider retention where service call raised near end of warranty period		
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Hard Copy File (which have become a claim)
Entry Date	28/03/2019	Data Code	8E54D859-5AA5-4F59-A31C
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	CLAIMS - To retain documents that may be relevant to legal claims
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	6 years	Runs From	End of litigation process
			Buffer
Business Area	Legal	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Legal	Data Source	Data Subject directly
Approx. No of Records	2,000	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	2,000	Storage Physical Location	Location other than client's address in
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			Legal Advisors / Expert Witnesses <input type="checkbox"/> Yes <input type="checkbox"/> No Yes 1 3 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input checked="" type="checkbox"/> Contractual requirements <input checked="" type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input checked="" type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input checked="" type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input checked="" type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) check article 28 terms, (ii) consider creating legal agreement for expert witnesses and include article 28 terms		
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Fitters Public Liability Insurance
Entry Date	28/03/2019	Data Code	71B423EF-7ADA-4803-8CD9
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Suppliers and Contractors	Process Purpose	CONTRACT - To ensure other parties perform their contracted duties
Legal Basis	<input type="checkbox"/> Legal Requirement <input checked="" type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	25 years	Runs From	fitment date
			Buffer
Business Area	Legal	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Head of Legal	Data Source	Data Subject directly
Approx. No of Records	TBA	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	TBA	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 1 Risk rating 1 to 25 1
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input checked="" type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) business centres have files for each subcontract which will contain a copy of the public liability insurance certificate		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Credit Control Checks
Entry Date	28/03/2019	Data Code	75441D5E-485E-4461-AFA2-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	CREDIT CHECKS - To vet for creditworthiness
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	2 years	Runs From	Date created
			Buffer + 6 months
Business Area	Legal	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Legal	Data Source	Data Subject directly
Approx. No of Records	500	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	500	Storage Physical Location	Client's address in locked office
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 4 Risk rating 1 to 25 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input checked="" type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Access Request Files
Entry Date	28/03/2019	Data Code	9B075101-7F7A-46A1-8C7B
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	All	Process Purpose	LAWFUL - To ensure our activities are within the law
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	TBA	LIA Name
Retention Period	6 months	Runs From	Date request fulfilled
			Buffer
Business Area	Customer Relations	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Legal	Data Source	Various
Approx. No of Records	100	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	100	Storage Physical Location	Client's address in locked cabinet
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls		<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls
		List other organisations or individuals who access	
		Overseas transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No
		GDPR Compliant Terms signed?	N/A
		Likelihood of breach 1 to 5	1
		Breach risk severity 1 to 5	4
		Risk rating 1 to 25	4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) categories of personal data are all that appear in other data assets		Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Data Access Log Sheet
Entry Date	28/03/2019	Data Code	C0B9F517-2982-4CE1-9FF4-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	All	Process Purpose	LAWFUL - To ensure our activities are within the law
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	TBA	LIA Name
Retention Period	6 months	Runs From	Date request fulfilled
			Buffer
Business Area	Customer Relations	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Head of Legal	Data Source	Various
Approx. No of Records	1	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	100	Storage Physical Location	Client's address in locked office
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 2 Risk rating 1 to 25 2
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) personal contact details is postcode only if no contract number		Document
Advice Notes	(i) transfer to spreadsheet so that old data can be removed		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Personal Injury Claims
Entry Date	28/03/2019	Data Code	4A3FA868-28EA-473D-822A
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	All	Process Purpose	CLAIMS - To retain documents that may be relevant to legal claims
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	Duration of litigation plus 6 years	Runs From	Data litigation concluded
			Buffer
Business Area	Legal	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Legal	Data Source	Various
Approx. No of Records	100	Storage State	Scanned copy in electronic filing system
Approx. No of Data Subjects	100	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input checked="" type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input checked="" type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? TBA Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 4 Risk rating 1 to 25 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input checked="" type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) this is on F: drive on company server, (ii) these go back many years		Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Customer Finance Complaints and Compliance Files
Entry Date	28/03/2019	Data Code	A2AC3F1C-0C1C-4F5F-9759
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	CLAIMS - To retain documents that may be relevant to legal claims
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	TBA	Runs From	Buffer
Business Area	Customer Relations	Measures to ensure accuracy	N/A
Person responsible for data asset	Head of Legal	Data Source	Data Subject directly
Approx. No of Records	200	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	200	Storage Physical Location	Client's address in locked office
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input checked="" type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) how long do we need to retain this for?		
Instructions required	<input checked="" type="checkbox"/> Yes		