


Information Asset Registry

Client	Everest Limited	Data Asset	Payroll - PAYE Reports
Entry Date	24/03/2019	Data Code	EE4331C4-433E-43E5-AA13
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	PAYROLL - To administer pay, tax, NI and other deductions and allowances
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Income Tax (PAYE) Regs 2003	LIA Name
Retention Period	3 years	Runs From	End of relevant tax year
			Buffer
Business Area	Payroll	Measures to ensure accuracy	N/A
Person responsible for data asset	Finance Director	Data Source	Internally input by staff member
Approx. No of Records	3600	Storage State	TBA
Approx. No of Data Subjects	3600	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input checked="" type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input 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 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 checked="" type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Payroll – Employee Information Form
Entry Date	24/03/2019	Data Code	2C333901-BCA7-4116-B085
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Income Tax (PAYE) Regs 2003	LIA Name
Retention Period	3 years	Runs From	End of relevant tax year
			Buffer
Business Area	Payroll	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Finance Director	Data Source	Data Subject directly
Approx. No of Records	1200	Storage State	TBA
Approx. No of Data Subjects	1200	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input 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 checked="" type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input checked="" type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input 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 checked="" type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input 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 checked="" type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input checked="" type="checkbox"/> Working hours		
Notes	Document		
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Confidential Personal Information - New Starters
Entry Date	24/03/2019	Data Code	73FA7339-F310-42DF-947D
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	PAYROLL - To administer pay, tax, NI and other deductions and allowances
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Income Tax (PAYE) Regs 2003	LIA Name
Retention Period	3 years	Runs From	End of relevant tax year
			Buffer
Business Area	Payroll	Measures to ensure accuracy	
Person responsible for data asset	Finance Director	Data Source	Data Subject directly
Approx. No of Records	1200	Storage State	TBA
Approx. No of Data Subjects	1200	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input checked="" type="checkbox"/> Management need to know <input type="checkbox"/> IT <input checked="" type="checkbox"/> HR <input checked="" type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls	List other organisations or individuals who access	
	<input type="checkbox"/> Backups	Overseas transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Data segregation	GDPR Compliant Terms signed?	N/A
	<input type="checkbox"/> Encryption	Likelihood of breach 1 to 5	1
	<input type="checkbox"/> Physical access controls	Breach risk severity 1 to 5	3
		Risk rating 1 to 25	3
Data Item	<input type="checkbox"/> Appearance and size	<input type="checkbox"/> Photographs	
	<input type="checkbox"/> Attendance and leave records	<input type="checkbox"/> Pregnancy / maternity records	
	<input type="checkbox"/> Authentication questions or answers	<input type="checkbox"/> Recruitment records	
	<input type="checkbox"/> Commencement / termination dates	<input type="checkbox"/> References	
	<input type="checkbox"/> Contractual requirements	<input type="checkbox"/> Right to work information	
	<input type="checkbox"/> Correspondence including statements of opinion or intent	<input type="checkbox"/> Sickness absence records (S)	
	<input type="checkbox"/> Criminal record checks / details (S)	<input checked="" type="checkbox"/> Signature	
	<input checked="" type="checkbox"/> Date of Birth	<input type="checkbox"/> Social media ID and related info	
	<input type="checkbox"/> Details of payments or deductions	<input type="checkbox"/> Trade union membership (S)	
	<input type="checkbox"/> Employer/s name/s	<input checked="" type="checkbox"/> Unique identifier number or code	
	<input type="checkbox"/> Employment benefits (e.g. pension, etc)	<input type="checkbox"/> Usernames and passwords	
	<input type="checkbox"/> Employment History	<input type="checkbox"/> Work contact details	
	<input type="checkbox"/> Expressions of opinions regarding data subject	<input type="checkbox"/> Working hours	
	<input checked="" type="checkbox"/> Financial information		
Notes		Document	
Advice Notes	(i) contains special category personal data, i.e. race and ethnicity which could be better gathered on a separate anonymous form (ii) footer reads 'Personal information provided by you will be processed by Everest Limited in accordance with the Data Protection Acts 1984 and 1998' and should be updated and include link to privacy notice for employees.		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Payroll – P45
Entry Date	24/03/2019	Data Code	2C112217-4E96-4868-B3EE
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	PAYROLL - To administer pay, tax, NI and other deductions and allowances
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Income Tax (PAYE) Regs 2003	LIA Name
Retention Period	3 years	Runs From	End of relevant tax year
			Buffer
Business Area	Payroll	Measures to ensure accuracy	
Person responsible for data asset	Finance Director	Data Source	Data Subject directly
Approx. No of Records	600	Storage State	TBA
Approx. No of Data Subjects	600	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input 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 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 checked="" type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		


Information Asset Registry

Client	Everest Limited	Data Asset	Payroll – P60
Entry Date	24/03/2019	Data Code	E6D05CED-769B-4895-A59B
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	PAYROLL - To administer pay, tax, NI and other deductions and allowances
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Income Tax (PAYE) Regs 2003	LIA Name
Retention Period	3 years	Runs From	End of relevant tax year
			Buffer
Business Area	Payroll	Measures to ensure accuracy	
Person responsible for data asset	Finance Director	Data Source	Data Subject directly
Approx. No of Records	3600	Storage State	TBA
Approx. No of Data Subjects	3600	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input 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 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 checked="" type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Payroll – Pensions Reports
Entry Date	24/03/2019	Data Code	7923D5CC-9270-44AF-9863
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	EMPLOYEE	Process Purpose	PENSIONS – To administer pension enrolment and payment.
Legal Basis	<input checked="" type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details	Pensions Act 2008	LIA Name
Retention Period	6 years	Runs From	End of relevant tax year
			Buffer
Business Area	Payroll	Measures to ensure accuracy	
Person responsible for data asset	Finance Director	Data Source	Data Subject directly
Approx. No of Records	7200	Storage State	TBA
Approx. No of Data Subjects	7200	Storage Physical Location	TBA
Access	<input type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input 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 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 checked="" type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Cheque Requisition Form
Entry Date	23/05/2019	Data Code	A13CFC28-55B2-42F7-BE76-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	All	Process Purpose	PAYMENTS - For the purposes of payments or refunds
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	TBA	Runs From	TBA
		Buffer	
Business Area	Finance	Measures to ensure accuracy	N/A
Person responsible for data asset	Finance Director	Data Source	Data Subject and internally input
Approx. No of Records	TBA	Storage State	TBA
Approx. No of Data Subjects	TBA	Storage Physical Location	TBA
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		List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 3 Risk rating 1 to 25 3
	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls		
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 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 type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes			
Instructions required	<input checked="" type="checkbox"/> Yes		