	Client	Everest Lir	nited		Data Asset	Payroll - PA	YE Reports	
En	try Date	24/03/2019)		Data Code	EE4331C4-4	33E-43E5-A	A13
						X Controller	Process	or
Data	Subject	EMPLOYEE	Proces	ss Purpose	PAYROLL - To admini	ister pay, tax, N	II and other o	deductions and allowances
Lega	l Basis	X Legal Requireme	ent Contractual Necessity	Legitima	te Interest 🗌 Consen	nt Vital Inte	rest 🗌 Put	olic Function
		Legal Requiremer	t Details Income Tax (PA)	YE) Regs 200	3 LIA	Name		
Retention	n Period	3 years		Runs From	End of relevant tax	year		Buffer
	Business	Area Payroll		Ν	leasures to ensure acc	curacy N/A		
Pers	son respon for data a	FINANCELU	rector		Data Sou	rce Inter	nally input by	v staff member
	Арр	orox. No of Records	3600		Storage St	tate TBA		
	Approx. N	No of Data Subjects	3600		Storage Physical Loca	tion TBA		
	Access	All staff	Staff need to know 🗌 All man	nagement	Management need to	know IT	HR XA	Accounts
Security measures	Acces	s controls				t other organisa Individuals who		
incasares	Backups		System access controls	Overseas			transfer	Yes No
	Data s	egregation	Tranfer controls	Likelihood of bread Breach risk sever			signed?	N/A
			Two Factor Authentication				-h 4 to 5	4
	Encryp	otion	User input controls					1
	Physic	al access controls					g 1 to 25	2 2
Data Item	Appea	rance and size		Gende	r		Photog	
	Attend	ance and leave rec	ords		ı		Pregna	ncy / maternity records
	Authentication questions or answers				Genetic or biometric information (S)			ment records
	Comm	encement / termina	tion dates		Health or Medical Data (S)			nces
	Contra	actual requirements			uments (e.g. passport,	driving licence)		o work information
				IP Add	ress			

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

X Financial information

X Yes

Notes

Advice Notes

Instructions required IT system usage records

Location Data

Marital status

X Names

Nationality, race or ethnicity (S)

Notes biographical in nature

X Payroll, tax and NICs information

Personal contact details

Sickness absence records (S)

Signature

Social media ID and related info

Trade union membership (S)

Unique identifier number or code

Usernames and passwords

Work contact details

Working hours

	Client	Everest Li	nited		Data Asset	Payroll – Emp	loyee Informat	tion Form		
En	ntry Date	24/03/201	9		Data Code	2C333901-BC	A7-4116-B08	5		
						x Controller	Processor			
Data	Subject E	EMPLOYEE	Proces	ss Purpose M	IANAGEMENT - To eff	fectively manag	je our staff, the	eir activities a	and our tangible assets	
Lega	al Basis X	Legal Requirem	ent Contractual Necessity	Legitimate	Interest Consent	Vital Intere	est 🗌 Public	Function		
	l	Legal Requireme	nt Details Income Tax (PAY	(E) Regs 2003	LIA N	ame				
Retentior	n Period	3 years		Runs From	End of relevant tax ye	ear	В	uffer		
	Business A	rea Payroll		Me	asures to ensure accu	racy User-r	eliant update			
Pers	son responsi for data as		irector		Data Sourc	e Data S	Subject directly	1		
		ox. No of Records	s 1200		Storage Sta	te TBA				
	Approx. No	o of Data Subjects	s 1200	St	orage Physical Locatio	on TBA				
	Access	All staff	Staff need to know All man	agement 🗌 N	lanagement need to k	now IT	HR Acc	ounts		
Security measures	Access	controls	System access controls			other organisatio dividuals who a				
	Backups					Overseas tr	ansfer	Yes	No	
	Data se	gregation	Tranfer controls		GDPR Co		signed?	N/A		
			Two Factor Authentication	wo Factor Authentication Likelihood of brea Jser input controls Risk ratin				4		
	Encrypti	on	User input controls					1		
	Physical	l access controls						3 3		
Data Item	Appeara	ance and size		X Gender		, don rainig	Photograp			
	Attendar	nce and leave rec	cords				Pregnancy	/ maternity r	records	
	 Authentication questions or answers Commencement / termination dates Contractual requirements 				Genetic or biometric information (S)Health or Medical Data (S)			 Recruitment records References 		
				Health or						
				ID documents (e.g. passport, driving licence)			e) Right to work information			
				IP Addres	55					

Correspondence including statements of opinion or intent

Criminal record checks / details (S)

X 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

X Yes

Notes

Advice Notes

Instructions required IT system usage records

Location Data

X Marital status

X Names

Nationality, race or ethnicity (S)

Notes biographical in nature

Payroll, tax and NICs information

X Personal contact details

Sickness absence records (S)

X Signature

Social media ID and related info

Trade union membership (S)

X Unique identifier number or code

Usernames and passwords

Work contact details

X Working hours

	Client	Everest Lir	nited		Data Asset	Confidential I	Personal Info	ormation - New Starters		
Entry Date 24/03/2019		24/03/2019	9		Data Code	73FA7339-F3	310-42DF-94	17D		
						X Controller	Process	or		
Data	Subject	EMPLOYEE	Proces	ss Purpose	PAYROLL - To administe	er pay, tax, N	I and other c	leductions and allowances		
Lega	l Basis	X Legal Requirem	ent Contractual Necessity	Legitim	ate Interest Consent	Vital Inter	rest 🗌 Put	blic Function		
		Legal Requiremer	nt Details Income Tax (PAY	E) Regs 20	03 LIA Na	ame				
Retention	Period	3 years		Runs From	End of relevant tax ye	ar		Buffer		
	Business	Area Payroll			Measures to ensure accur	асу				
Pers	son respon for data a	EINANCE DI	rector		Data Source	e Data	Subject dire	ctly		
	App	prox. No of Records	1200		Storage Stat	e TBA				
	Approx. N	No of Data Subjects	1200		Storage Physical Locatio	n TBA				
	Access	All staff	Staff need to know All man	agement	K Management need to kn	now 🗌 IT	X HR X A	Accounts		
Security measures	Acces	s controls				ther organisat lividuals who				
measures	Backups		System access controls	Overseas			transfer	Yes No		
	Data s	egregation	Tranfer controls	GDPR Compliant Ter		npliant Terms	signed?	N/A		
	Encry	otion	Two Factor Authentication		Likeli	ihood of bread	ch 1 to 5	1		
		al access controls	User input controls		Breach risk sever			3		
	Physic	al access controls				Risk rating	g 1 to 25	3		
Data Item	Appea	rance and size					Photog	raphs		
	Attendance and leave records				Gender			ncy / maternity records		
	Authentication questions or answers			Gene	Genetic or biometric information (S)			ment records		
	Comm	nencement / termina	tion dates	Health or Medical Data (S)			References			
		actual requirements		ID doo	ID documents (e.g. passport, driving licence)					
		-		IP Ade	IP Address			~		

Correspondence including statements of opinion or intent

Criminal record checks / details (S)

X 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

X Financial information

X Yes

IT system usage records

X Location Data

Marital status

X Names

X Nationality, race or ethnicity (S)

Notes biographical in nature

Payroll, tax and NICs information

X Personal contact details

Sickness absence records (S)

X Signature

Social media ID and related info

Trade union membership (S)

X Unique identifier number or code

Usernames and passwords

Work contact details

Working hours

Notes

Document

Advice(i) contains special category personal data, i.e. race and ethnicity which could be better gathered on a separate anonymous formNotes(ii) footer reads 'Personal information provided by you will be processed by Everest Limited in accordance with the Data Protection Acts1984 and 1998' and should be updated and include link to privacy notice for employees.

Instructions required

	Client	Everest Li	mited		Data Asset	Payroll – P45			
Er	ntry Date	24/03/201	9		Data Code	2C112217-4E	96-4868-B3	EE	
						X Controller	Processo	or	
Data	Subject	EMPLOYEE	Proces	ss Purpose P	AYROLL - To adminis	ster pay, tax, NI	and other d	eductions and allowances	
Lega	al Basis	X Legal Requirem	ent Contractual Necessity	Legitimate	Interest Consen	t Vital Intere	est 🗌 Pub	lic Function	
		Legal Requireme	nt Details Income Tax (PAY	YE) Regs 2003	LIA	Name			
Retention	n Period	3 years		Runs From	End of relevant tax y	year		Buffer	
	Business	Area Payroll		Mea	asures to ensure acc	uracy			
Per	son respoi for data	FINALCELL	irector		Data Sour	ce Data S	Subject direc	ctly	
	Ар	prox. No of Records	s 600		Storage St	ate TBA			
	Approx.	No of Data Subjects	s 600	St	orage Physical Locat	ion TBA			
	Access	All staff	Staff need to know 🗌 All man	agement 🗌 N	lanagement need to l	know IT	HRA	ccounts	
Security measures		ss controls				other organisation ndividuals who a			
measures	Backups		System access controls	Oversea			ansfer	Yes No	
	Data	segregation	Tranfer controls	GDPR Compliant Term			signed?	N/A	
			Two Factor Authentication				h 1 to 5	1	
	Encry	ption	User input controls			each risk severit		2	
	Physi	cal access controls				Risk rating	-	2	
Data Item	Appea	arance and size		Gender			Photogr	aphs	
	Atten	Attendance and leave records					Pregnar	ncy / maternity records	
	Authentication questions or answers			Genetic o	Genetic or biometric information (S)			nent records	
	Comr	nencement / termina	ation dates	Health or	Medical Data (S)		References		
	Contractual requirements				ents (e.g. passport, o	Right to work information			

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

X Financial information

X Yes

Notes

Advice Notes

Instructions required IT system usage records

Location Data

Marital status

X Names

Nationality, race or ethnicity (S)

Notes biographical in nature

X Payroll, tax and NICs information

Personal contact details

Sickness absence records (S)

Signature

Social media ID and related info

Trade union membership (S)

Unique identifier number or code

Usernames and passwords

Work contact details

Working hours

	Client	Everest Lin	nited		Data Asset	Payroll – P60)		
En	try Date	24/03/2019)		Data Code	E6D05CED-7	769B-4895-A	\59B	
						X Controller	Process	or	
Data	Subject	EMPLOYEE	Proces	ss Purpose	PAYROLL - To adminis	ster pay, tax, N	and other c	deductions and allowand	ces
Lega	l Basis	X Legal Requireme	ent Contractual Necessity	Legitima	ate Interest 🗌 Consent	Vital Inter	est 🗌 Put	olic Function	
		Legal Requiremer	t Details Income Tax (PA)	YE) Regs 200	D3 LIA N	lame			
Retention	n Period	3 years		Runs From	End of relevant tax y	rear		Buffer	
	Business	Area Payroll		Γ	Measures to ensure accu	iracy			
Pers	son respon for data a	плансетл	rector		Data Source	ce Data	Subject dire	ctly	
	Арр	orox. No of Records	3600		Storage Sta	ate TBA			
	Approx. N	lo of Data Subjects	3600		Storage Physical Locati	on TBA	Α.		
	Access	All staff	staff need to know 🗌 All man	agement	Management need to k	know	HR	Accounts	
Security measures	Acces	s controls				other organisat idividuals who			
mododioo	Backu	ps	System access controls	Overseas			ransfer	Yes No	
	Data s	egregation	Tranfer controls		GDPR Compliant Terms		signed?	N/A	
	Encry	otion	Two Factor Authentication	Likelihood of brea			ch 1 to 5	1	
			User input controls		Breach risk sever Risk rating			2	
	Physic	al access controls						2	
Data Item	Appea	rance and size		Gende	۶r		Photog	raphs	
	Attend	ance and leave rec	ords				Pregna	ncy / maternity records	
	 Authentication questions or answers Commencement / termination dates Contractual requirements 				ic or biometric informatio	Recruit	ment records		
					or Medical Data (S)	References			
				ID documents (e.g. passport, driving licence)			Right to work information		
				IP Add	Iress				

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

X Financial information

X Yes

Notes

Advice Notes

Instructions required IT system usage records

Location Data

Marital status

X Names

Nationality, race or ethnicity (S)

Notes biographical in nature

X Payroll, tax and NICs information

Personal contact details

Sickness absence records (S)

Signature

Social media ID and related info

Trade union membership (S)

Unique identifier number or code

Usernames and passwords

Work contact details

Working hours

	Client	Everest Lir	nited		Data Asset	Payroll – Pens	sions Repo	rts	
Entry Date		te 24/03/2019			Data Code	7923D5CC-92	270-44AF-9	9863	
						X Controller	Process	sor	
Data	Subject	EMPLOYEE	P	rocess Purpose	PENSIONS – To adm	ninister pension er	nrolment ar	nd payment.	
Lega	I Basis	X Legal Requirem	ent 🗌 Contractual Neces	ssity 🗌 Legitima	ate Interest Conse	nt 🗌 Vital Intere	est 🗌 Pul	blic Function	
		Legal Requiremen	nt Details Pensions Ac	et 2008	LIA	Name			
Retentior	n Period	6 years		Runs From	End of relevant tax	year		Buffer	
	Business	Area Payroll			Measures to ensure ac	curacy			
Pers	son respon for data a	FINALCELT	irector		Data Sou	urce Data S	Subject dire	ectly	
	Арр	prox. No of Records	7200		Storage S	State TBA			
	Approx. I	No of Data Subjects	7200		Storage Physical Location TBA				
	Access	All staff	Staff need to know 🗌 All	management	Management need to			Accounts	
Security measures	Access controlsBackups		System access contro	ble	List other organisa individuals who Overseas				
								Yes No	
	Data s	egregation	Tranfer controls		GDPR Compliant Terms			N/A	
	_		Two Factor Authentica	ation	1.1	kelihood of breac		4	
	Encry	otion	User input controls		Breach risk sever			1 2	
	Physic	cal access controls				Risk rating	-	2	
Data Item	Арреа	rance and size		Gende	ər		Photog	raphs	
	Attend	lance and leave rec	cords		51		Pregna	ancy / maternity record	S
	Authentication questions or answers			Genet	Genetic or biometric information (S)			ment records	
	Comm	Commencement / termination dates		Health	n or Medical Data (S)		References		
	Contractual requirements							o work information	
				IP Add	aress				

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

X Financial information

X Yes

Notes

Advice Notes

Instructions required IT system usage records

Location Data

Marital status

X Names

Nationality, race or ethnicity (S)

Notes biographical in nature

X Payroll, tax and NICs information

Personal contact details

Sickness absence records (S)

Signature

Social media ID and related info

Trade union membership (S)

Unique identifier number or code

Usernames and passwords

Work contact details

Working hours

	Client	Evere	est Limited	ł		Data Asset	Cheque Re	quisition Form	Ì
En	try Date	23/0	5/2019			Data Code	A13CFC28	-55B2-42F7-B	E76-
							X Controller	Process	or
Data	Subject	All		Proces	ss Purpose	PAYMENTS - For t	he purposes of p	ayments or re	funds
Lega	I Basis	Legal Req	uirement	X Contractual Necessity	Legitim	ate Interest Con	sent 🗌 Vital Int	erest 🗌 Pub	lic Function
		Legal Requi	rement De	etails		L	IA Name		
Retentior	n Period	ТВА			Runs From	TBA			Buffer
	Business	Area Finar	ice			Measures to ensure	accuracy N/A	,	
Pers	son respor for data	E III AI	nce Direct	or		Data S	Source Dat	a Subject and	internally input
	Ар	prox. No of Re	cords	ТВА		Storage	e State TB	A	
	Approx. I	No of Data Su	bjects	ТВА		Storage Physical Lo	ocation TB/	4	
	Access	All staff	× Staff	need to know 🗌 All man	agement	Management need	I to know 🗌 IT	HR A	accounts
Security	Acces	s controls				I	List other organis individuals wh		
measures	Backups			System access controls	Overse			s transfer	Yes No
	Data	segregation		Tranfer controls		GDPR Compliant Terms			
		segregation		Two Factor Authentication					
	Encry	ption		User input controls		Likelihood of br			1
	Physic	cal access cor					Breach risk seve Risk rati	erity 1 to 5 ng 1 to 25	3 3
Data Item	Арреа	arance and siz	e					Photogi	
	Attendance and leave records				Gende	er	Pregna	ncy / maternity records	
	 Authentication questions or answers Commencement / termination dates 			Gene	tic or biometric inform	Recruit	ment records		
				Health	n or Medical Data (S)	Referer	ices		
		actual requirer				cuments (e.g. passpo	ort, driving licence	e)	work information
					IP Add	dress			

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

X Financial information

X Yes

Notes

Advice Notes

Instructions required IT system usage records

Location Data

Marital status

X Names

Nationality, race or ethnicity (S)

Notes biographical in nature

Payroll, tax and NICs information

Personal contact details

Sickness absence records (S)

Signature

Social media ID and related info

Trade union membership (S)

Unique identifier number or code

Usernames and passwords

Work contact details

Working hours

Document

#