Information Asset Registry

| | Client | Everest Limited | | Data Asset | | E Financials (Su | E Financials (Suppliers who are companies) | | | |
|--|----------------------------------|------------------|-----------------------------|--|---|--------------------|--|-----------------------------|--|--|
| En | try Date | 24/03/2019 | | Data Code 7920 | | 79206911-3A2A | 6911-3A2A-45C1-A2C4 | | | |
| , | | | | | | X Controller | Controller Processor | | | |
| Dete | Outrie of Ou | unaliara and Ca | ntrastara Dras | | DAVMENTS For the | nurnanan of navma | nto or rofi | undo | | |
| Data | Subject Su | ppliers and Co | intractors Proc | ess Purpose PAYMENTS - For the purposes of payments or refunds | | | | | | |
| Legal Basis Legal Requirement 🗴 Contractual Necessity Legitimate Interest Consent Vital Interest Public Function | | | | | | | | | | |
| Legal Requirement Details | | | | LIA Name | | | | | | |
| Detentior | Deried 6 | Vooro | | | Data areated | | | Buffer | | |
| Retentior | i Perioa o | years | | Runs From | Date created | | | Dullel | | |
| | Business Area | a Supplier E | Ingagement | Ν | leasures to ensure ac | curacy User-reli | ant update | e | | |
| Pers | son responsible for data asse | | urnett | | Data So | urce Business | s partner o | or client | | |
| | | . No of Records | s TBA | | Storage S | State Data in | Data in database structure | | | |
| | Approx. No o | of Data Subjects | s TBA | Storage Physical Location In known mult | | | n multiple o | iple cloud server locations | | |
| | Access | All staff X | Staff need to know 🗌 All ma | anagement | Management need to | o know 🔄 IT 🔄 ł | HR 🗌 Ad | ccounts | | |
| | | | | | | | | | | |
| Security | X Access controls | | | | List other c individu | | | ? Cloud hosting company ? | | |
| measures | Backups | | X System access controls | | | Overseas tran | sfer | Yes No | | |
| | Data segr | egation | Tranfer controls | | GDPR Compliant | | ned? | ТВА | | |
| | | - | Two Factor Authenticatio | n | | | | | | |
| | × Encryptior | ו | User input controls | | Likelihood o | | | 2 | | |
| | Physical a | access controls | | | Breach risk severity 1 Risk rating 1 | | | 2 4 | | |
| | | | | | | | _ | | | |
| Data Item | Appearance and size | | | Gende | Gender | | Photogra | aphs | | |
| | Attendance and leave records | | | | | Pregnan | regnancy / maternity records | | | |
| | Authentica | ation questions | or answers | Genetic | c or biometric informa | | Recruitment records | | | |
| | Commenc | ement / termin | t / termination dates | | Health or Medical Data (S) References | | | 285 | | |
| | | | | | uments (e.g. passport | , driving licence) | | | | |
| | Contractua | al requirements | | | IP Address | | | | | |

Correspondence including statements of opinion or intent Sickness absence records (S) IT system usage records Signature Criminal record checks / details (S) Location Data Date of Birth Social media ID and related info Marital status Details of payments or deductions Trade union membership (S) X Names Employer/s name/s Unique identifier number or code Nationality, race or ethnicity (S) Employment benefits (e.g. pension, etc) Usernames and passwords Notes biographical in nature Employment History Work contact details Payroll, tax and NICs information Expressions of opinions regarding data subject Working hours X Personal contact details Financial information Notes Document Advice (i) Nikki: who hosts this? (ii) check article 28 terms, (iii) what security do they operate? (iv) approx. how many suppliers who are Notes companies?

Instructions required X Yes

Information Asset Registry

| | Client Everest Lin | | nited | Data Asset | | | E Financials (Suppliers who are individuals) | | | | |
|--|--|------------------|------------------------------|---|--|------------------|--|---------------------------------|--|--|--|
| En | try Date | 27/03/2019 | 9 | Data Code 7920691 | | | 11-3A2A-45C1-A2C4 | | | | |
| | | | | | | X Controller | Process | or | | | |
| Data | Subject Su | uppliers and Cor | ntractors Proce | ess Purpose | PAYMENTS - For th | e purposes of pa | ayments or re | funds | | | |
| Legal Basis Legal Requirement X Contractual Necessity Legitimate Interest Consent Vital Interest Public Function | | | | | | | | | | | |
| Legal Requirement Details | | | | LIA Name | | | | | | | |
| Retentior | n Period 6 | years | | Runs From | Date created | | | Buffer | | | |
| | Business Are | a Supplier Ei | ngagement | N | leasures to ensure a | ccuracy User | r-reliant upda | te | | | |
| Person responsible for data asset | | | rnett | | Data Sc | ource Busi | ness partner | or client | | | |
| | Approx | . No of Records | ТВА | Storage S | | | Data in database structure | | | | |
| | Approx. No of Data Subjects TBA | | | Storage Physical Location In known r | | | nown multiple | multiple cloud server locations | | | |
| | Access | All staff X S | Staff need to know 🗌 All man | anagement 	Management need to know 	IT 	HR Accounts | | | | | | | |
| Security measures | X Access controls | | X System access controls | | | individuals who | | ? Cloud hosting company ? | | | |
| | Backups | | | | Ove | | transfer | Yes No | | | |
| | Data segregation Encryption | | Tranfer controls | | GDPR Compliant | | | ТВА | | | |
| | | | Two Factor Authentication | า | Likelihood | | ach 1 to 5 | 2 | | | |
| | Physical access controls | | User input controls | | Breach risk se | | | 3 | | | |
| | | | | Risk rating 1 | | | ng 1 to 25 | 6 | | | |
| Data Item | Appearance and size | | Gender | | | Photographs | | | | | |
| | Attendance and leave records | | | | | | Pregna | ncy / maternity records | | | |
| | Authentication questions or answers | | | Genetic or biometric information (S) | | | Recruitment records | | | | |
| | Commencement / termination dates | | | Health or Medical Data (S) References | | | | nces | | | |
| | | al requirements | | | ID documents (e.g. passport, driving licence) Right to work information IP Address | | | | | | |

Correspondence including statements of opinion or intent Sickness absence records (S) IT system usage records Signature Criminal record checks / details (S) Location Data Date of Birth Social media ID and related info Marital status Details of payments or deductions Trade union membership (S) X Names Employer/s name/s X Unique identifier number or code Nationality, race or ethnicity (S) Employment benefits (e.g. pension, etc) Usernames and passwords Notes biographical in nature Employment History X Work contact details Payroll, tax and NICs information Expressions of opinions regarding data subject Working hours X Personal contact details X Financial information Notes Document Advice (i) Nikki: who hosts this? (ii) check article 28 terms, (iii) what security do they operate? (iv) approx. how many suppliers who are Notes individuals?

Instructions required X Yes