

Information Asset Registry

Client	Everest Limited	Data Asset	E Financials (Suppliers who are companies)
Entry Date	24/03/2019	Data Code	79206911-3A2A-45C1-A2C4
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Suppliers and Contractors	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	6 years	Runs From	Date created
			Buffer
Business Area	Supplier Engagement	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Andrew Burnett	Data Source	Business partner or client
Approx. No of Records	TBA	Storage State	Data in database structure
Approx. No of Data Subjects	TBA	Storage Physical Location	In known multiple cloud server locations
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 type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input checked="" type="checkbox"/> Encryption <input 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 2 Breach risk severity 1 to 5 2 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 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	(i) Nikki: who hosts this? (ii) check article 28 terms, (iii) what security do they operate? (iv) approx. how many suppliers who are companies?		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	E Financials (Suppliers who are individuals)
Entry Date	27/03/2019	Data Code	79206911-3A2A-45C1-A2C4
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Suppliers and Contractors	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	6 years	Runs From	Date created
			Buffer
Business Area	Supplier Engagement	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Andrew Burnett	Data Source	Business partner or client
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Approx. No of Data Subjects	TBA	Storage Physical Location	In known multiple cloud server locations
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 type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input checked="" type="checkbox"/> Encryption <input 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 2 Breach risk severity 1 to 5 3 Risk rating 1 to 25 6
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 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 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 checked="" 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		
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Advice Notes	(i) Nikki: who hosts this? (ii) check article 28 terms, (iii) what security do they operate? (iv) approx. how many suppliers who are individuals?		
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