	Client	Scattergood	s Agency Ltd	Data Asset	Temporary Wor	ker Application Form
Entr	ry Date	30/05/2018		Data Code	E9D7D657-1FD	00-4C79-97C5
					Controller	Processor
Data S	Subject	Agency worker	Process P	urpose RECRUITMENT - For the	e purposes of re	ecruitment
Legal I	Daoio –	Legal Requirement	nt Contractual Necessity Details Conduct of Employm			t Public Function
Retention F		6 years		ns From Termination of contract		ement Buffer + 1 year
		o you	Nu			
Annroy N	No of Reco	orde 18	00	Measures to ensure accura	acy N/A	
	No of Data		00	Data Source	e Data Su	ibject directly
Αρρίολ. Ν	NO OI Data	Subjects 10	00	Storage State	e Hard co	ppy in manual filing system
				Storage Physical Location	n Client's	address in locked office
Access		ff X Staff need to	know 🗌 All management 🕱 N	Management need to know It is to the access in		counts
Security measures			System access controls	List other organis individuals wh		
	Backu	ıps	Tranfer controls	Oversea	s transfer	Yes X No
	☐ Data s	segregation	Two Factor Authentication	GDPR Compliant Tern	ns signed?	
	Encry	ption	Ulgar input controls	Likelihood of bre	each 1 to 5	1
	X Physic	cal access controls	User input controls	Breach risk sev	erity 1 to 5	3
				Risk rat	ing 1 to 25	3
Data Item	Attenda Auther Auther Comma Corre	nal record checks / of Birth Is of payments or decyer's names byment benefits (e.go)	or answers ation dates g statements of opinion or intent details eductions	 ✗ Gender ☐ Genetic or biometric information ☐ Health or Medical Data (S) ☒ ID documents (e.g. passport, of IP Address) ☐ IT system usage records ☐ Location Data ☐ Marital status ☒ Names ☒ Nationality, race or ethnicity ☐ Notes biographical in nature ☒ Payroll, tax and NICs information ☒ Personal contact details ☐ Photographs 	driving licence)	Pregnancy / maternity records Recruitment records X References X Right to work information Sickness absence records (S) X Signature Social media ID and related info Trade union membership (S) Unique identifier number or code Usernames and passwords Work contact details Working hours
Notes	worker		ners are for Legitimate Interests /			data inputted elsewhere for these purposes if th tion form is Compliance with record keeping du
Advice Notes						
In all 100						
Instructions required	Yes					

	Client	Scattergoods	s Agency Ltd		Data Asse	t Temp	Worker C	Copies of C	CVs	
Entı	ry Date	24/03/2019			Data Code	e 79206		A-45C1-A2 Processo		
Data S	ubject	Agency worker	Proces	ss Purpose	RECRUITMENT	Γ - For the purp	oses of re	ecruitment		
Legal I	Basis	Legal Requiremen	t Contractual Necessity	X Legitimate	e Interest 🔲 C	Consent Vit	al Interes	t 🗌 Pub	lic Function	
		Legal Requirement	Details			LIA Name	Employ	ee C.V.s		
Retention I	Period	6 years		Runs From	Termination of	of contract or la	st engage	ement	Buffer + 1 year	
				М	easures to ensu	ire accuracy	N/A			
Approx. N	No of Rec				Dat	ta Source	Data Su	ıbject dired	ctly	
Approx. N	No of Data	a Subjects 360	00	Storage State Ha				opy in mar	nual filing system	
				5	Storage Physica		Client's	address ir	n both locked office	and locked
Security		ss controls	All management System access controls	X Manageme	List othe	v IT H er organisations iduals who acce	s or	counts		
measures	Back	ups	Tranfer controls			Overseas trans	sfer	Yes	X No	
	☐ Data	segregation	☐ Two Factor Authenticatio	n	GDPR Compl	liant Terms sigr	ned?			
	Encr	yption	User input controls		Likeliho	ood of breach 1	to 5	1		
	X Phys	ical access controls			Breach	n risk severity 1	to 5	2		
						Risk rating 1 t	o 25	2		
Data Item	Atter Auth X Com X Cont X Corre Crim X Date Deta X Emp Emp X Emp X Expr	inal record checks / d of Birth ils of payments or de loyer's names loyment benefits (e.g loyment History	or answers tion dates g statements of opinion or inte letails ductions	Health ID doc IP Add IT sys Locati X Marita X Name X Nation Notes Payro	tic or biometric in or Medical Data cuments (e.g. padress etem usage record on Data all status es hality, race or ethe biographical in II, tax and NICs nal contact deta	ta (S) assport, driving rds hnicity nature information	licence)	Recrui	to work information ess absence record ture I media ID and relat union membership e identifier number ames and password contact details	s (S) red info (S) or code
Notes										
Advice Notes										

	Client Scatte	ergoods Agency Ltd	Data	a Asset Em	ployee Offe	r Letter with Key Terms
Ent	ry Date 26/03	Dat	ta Code 7C:	3CD9FF-2E	3F-4207-AA93-	
	,					Processor
Data S	ubject Employees	Process P	Purpose CONTRA	CT - To generate ه	appropriate (contractual documentation
Legal I	Basis 🗌 Legal Requ	uirement Contractual Necessity X	Legitimate Interest	Consent	Vital Interes	st Public Function
· ·		rement Details		LIA Name	Admin	istration of employment
	2094.11044			Zii (Name	, , , , , , , , , , , , , , , , , , ,	ionation of omprovinging
Retention I	Period 6 years	Ru	uns From Termir	nation of employme	ent	Buffer + 1 year
			Measures t	to ensure accuracy	N/A	
Approx. N	No of Records	17		Data Source	Data Sı	ubject and internally input
Approx. N	lo of Data Subjects	17		Ctavaga Ctata	Hard c	opy in manual filing system
			Storago F	Storage State		address in locked cabinet
			Storage P	Physical Location	Cilents	address in locked cabinet
Access	☐ All staff ☐ Staff no	eed to know All management I				ccounts
Security measures		System access controls	L	ist other organisation individuals who a		HR Managed Services
	Backups	Tranfer controls		Overseas tr	ansfer	Yes X No
	☐ Data segregation	☐ Two Factor Authentication	GDPR	Compliant Terms s	signed?	Yes
	Encryption	I WOT actor Additionation			h 1 to 5	2
	□ D I : I	User input controls		Likelihood of breach		2
	X Physical access co	ontrols		Breach risk severit	•	3 6
				Risk rating	1 10 25	0
Data Item	Appearance and s		Gender Genetic or bion	metric information (8)	☐ Pregnancy / maternity records ☐ Recruitment records
	Authentication que		Health or Medic	•	<i>O</i> ,	References
	X Commencement /			(e.g. passport, drivi	ng licence)	Right to work information
	Correspondence in	ements ncluding statements of opinion or intent	☐ IP Address☐ IT system usag	ne records		Sickness absence records (S)Signature
	Criminal record ch		Location Data	le records		Social media ID and related info
	Date of Birth		☐ Marital status			☐ Trade union membership (S)
	X Details of payment	ts or deductions	X Names			Unique identifier number or code
	Employer's names		Nationality, rac	e or ethnicity		Usernames and passwords
	X Employment benef	, - ,	Notes biograph			Work contact details
	Employment Histo	-		d NICs information		X Working hours
	■ Expressions of opi▼ Financial information	nions regarding data subject	X Personal conta	ct details		
	A Fillancial illioillation	OH	Photographs			
Notes	(i) signature not incl	uded because it is not the signature of the	he data subject			
Advice Notes						
Instructions required	Yes					

	Client	Scattergoods	s Agency Ltd		Data Asset	Contract of En	nployment / Statement of Employment Particular
Ent	ry Date	26/03/2019			Data Code	944AF805-641	10-47FE-A0B7
						X Controller	Processor
Data S	ubject	Employees	Process	Purpose	LAWFUL - To ensure or	ur activities are	within the law
Legal	Basis	X Legal Requiremer	nt Contractual Necessity	Legitim	ate Interest Consent	☐ Vital Intere	est Public Function
J		Legal Requirement	Details Employment Rights	s Act 1996	s.1 LIA N	ame	
Retention	Period	6 years	F	Runs From	Termination of emplo	yment	Buffer + 1 year
					Measures to ensure accu	racy N/A	
Approx.					Data Source	e Interna	ally input by staff member
Approx. N	No of Da	ta Subjects 17			Storage Sta	te Hard	copy in manual filing system
					Storage Physical Location		s address in locked cabinet
Access	☐ All s	etaff Staff need to l	know	Manager	ment need to know It is to all the contract.		accounts
Security measures			System access controls		List other organ individuals w		HR Managed Services
measures	Bac	kups	Tranfer controls		Overse	as transfer	Yes X No
	☐ Data	a segregation	☐ Two Factor Authentication		GDPR Compliant Ter	ms signed?	Yes
	Enc	ryption	User input controls		Likelihood of b	reach 1 to 5	2
	X Phy	rsical access controls			Breach risk se	verity 1 to 5	3
					Risk ra	ating 1 to 25	6
Data Item	Atte	pearance and size endance and leave receptations of the mentication questions of the mencement / terminal record checks / one of Birth ails of payments or deployer's names ployment benefits (e.g. ployment History pressions of opinions reancial information	or answers ation dates g statements of opinion or intendetails ductions . pension, etc)	Heal ID de IP A IT se IT	netic or biometric informational of the following the foll	driving licence)	Pregnancy / maternity records Recruitment records References Right to work information 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
Notes							

Advice Notes

	Client	Scattergoods	s Agency Ltd		Data Asset	Temp \	Worker Cor	ntract	
Entı	ry Date	26/03/2019			Data Code	485981	E5D-B295-	4C55-BAB8	
						X Cont	roller 🗌 F	Processor	
Data S	ubject	Agency worker	Proces	ss Purpose	CONTRACT - To	generate appi	ropriate cor	ntractual documentation	
Legal I	Basis	X Legal Requiremen	t Contractual Necessity	Legitima	ate Interest 🔲 Co	onsent 🗌 Vita	al Interest	☐ Public Function	
		Legal Requirement	Details Conduct of Emplo	oyment Agen	cies &	LIA Name			
Retention I	Period	6 years		Runs From	Termination of	contract or las	st engagem	nent Buffer + 1 year	
				N	Measures to ensur	e accuracy	N/A		
Approx. N	Approx. No of Records 3600				Data	Source	Internally	input by staff member	
Approx. No of Data Subjects 3600			00		Stora	ige State	Hard cop	y in manual filing system and CRM	
					Storage Physical	Location	Client's ac	ddress in both locked office and locked	t
Access		taff X Staff need to l	know	X Managem		☐ IT ☐ HF		ounts	
Security measures			X System access controls			luals who acce			
	∐ Bac	kups	Tranfer controls		(Overseas trans	sfer	Yes No	
	☐ Data	a segregation	Two Factor Authenticatio	n	GDPR Complia	ant Terms sign	ed?	N/A	
	X Enc	ryption			Likelihoo	od of breach 1	to 5	2	
	X Phy	sical access controls	User input controls			risk severity 1		3	
						Risk rating 1 to	25	6	
Data Item	Atte Auth Con Cor Crin Date X Deta Emp X Emp Exp	earance and size and neave recondence and leave recondentication questions of the property of	or answers ation dates g statements of opinion or intelletails ductions . pension, etc)	Healt ID do IP Ace IT sy Loca Marit X Nam Natio Note Payro X Perse	etic or biometric information the or Medical Data ocuments (e.g. passiddress estem usage recordation Data tal status	i (S) ssport, driving I ds nicity nature nformation	licence)	Pregnancy / maternity records Recruitment records References Right to work information 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	
Notes									
Advice Notes									

	Client Scatterg	goods Agency Ltd		Data Asset	Employee Ge	eneral Correspondence Items
Enti	ry Date 26/03/20	019		Data Code	55673D47-06	6E4-46A6-9CCA Processor
Data S	ubject Employees	Proces	ss Purpose	RECORDS - To ma	intain appropriate	records of ongoing business relationships
Legal I	Basis	ement	X Legitima	rest Public Function		
	Legal Requiren	nent Details		LI	A Name Adm	inistration of employment
Retention I	Period 6 years		Runs From	Termination of er	nployment	Buffer + 1 year
			N	Measures to ensure a	ccuracy N/A	
	No of Records	136		Data So	ource Data	Subject and internally input
Approx. N	lo of Data Subjects	17		Storage	State Hard	copy in manual filing system
				Storage Physical Lo	cation Clien	t's address in both locked office and locked
Security measures	Access controls	System access controls			ganisations or Is who access	HR Managed Services
•	Backups	_ ,			erseas transfer	Yes X No
	Data segregation	☐ Tranfer controls☐ Two Factor Authenticatio	n	GDPR Compliant	Terms signed?	Yes
	Encryption	User input controls			of breach 1 to 5	2
	X Physical access contr	rois			c severity 1 to 5 sk rating 1 to 25	5 10
Data Item	Criminal record check Date of Birth Details of payments of Employer's names Employment benefits Employment History	e records ons or answers mination dates ents uding statements of opinion or inte ks / details or deductions	X Healt ID do IP Adent IT system Locate Marite Natio Notes Payro X Perso	etic or biometric information or Medical Data (Socuments (e.g. passparents) etc. Idress Idre	ort, driving licence	Pregnancy / maternity records Recruitment records References Right to work information 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
Notes Advice Notes						

	Client	Scattergoo	ods Agency Ltd		Data Asset	Employ	ee Medic	al Questionnaire	
Ent	ry Date	26/03/201	9		Data Code	FDC23	DEC-0B1	F-48B4-8B70	
						X Contr	oller 🗌	Processor	
Data S	ubject	Employees	Process	Purpose	HUMAN RESOURCE	S - To pro	cess pers	onnel matters includ	ling appraisal, professiona
Legal I	Basis	Legal Requirem	ent Contractual Necessity	X Legitima	ate Interest Conser	nt 🗌 Vita	al Interest	☐ Public Function	1
		Legal Requirement	nt Details		LIA	Name	Medical	information / vaccin	ations
Retention I	Period	6 years	F	Runs From	Termination of emp	oloyment		Buffer +	⊦ 1 year
				1	Measures to ensure acc	curacy	Data Sub	oject requested to no	otify changes
Approx. N			 -		Data Sou	ırce	Data Sub	ubject and internally input	
Approx. N	lo of Da	ita Subjects 1	17		Storage S	State	Hard cop	oy in manual filing sy	ystem
					Storage Physical Loca	ation	Client's a	address in locked ca	binet
Security measures	Bac	cess controls ckups a segregation	System access controls Tranfer controls			who accesseas transf	ss fer	HR Managed Serv ☐ Yes ☒ No Yes	vices
		cryption	Two Factor Authentication		GDPR Compliant T	-			
	X Phy	sical access control	User input controls		Likelihood of Breach risk s Risk		to 5	1 4 4	
Data Item	Atte	minal record checks te of Birth tails of payments or o ployer's names ployment benefits (e	s or answers nation dates ts ing statements of opinion or inter / details deductions	X Heal ID do IP Ao IT sy Loca Marii X Nam X Natio X Note Payr Pers	etic or biometric informath or Medical Data (S) ocuments (e.g. passportdress vistem usage records ation Data tal status	rt, driving li		Pregnancy / mater Recruitment record References Right to work information Sickness absence X Signature Social media ID and Trade union mentor Unique identifier Usernames and pure work contact det Working hours	ords ormation e records (S) and related info bership (S) number or code basswords
Notes									

Advice Notes

Data Subject		Client	Scattergood	ds Agency Ltd		Data Asset Temp Worker Health and Disability Questionnaire			
Legal Basis Legal Requirement Contractual Necessity X Legitimate Interest Consent Vital Interest Public Function	Entr	ry Date	26/03/2019			Data Code			
Legal Requirement Details Lian Name Medical Information / vaccinations Retention Period 6 years Runs From Termination of contract or last engagement Measures to ensure accuracy Data Subject requested to notify changes Approx. No of Records 3600 Approx. No of Data Subjects 3600 Data Source Storage State Storage State Storage Physical Location Client's address in both locked office and locked Access All staff Staff need to know All management Management need to know IT HR Accounts Security Access controls System access controls Its other organisations or individuals who access Yes X. No Access controls System access controls Correspondence in the property of the prop	Data S	Subject	Agency worker	Proces	ss Purpose	CARE – To comply w	rith our duty of car	e and consider adjustm	ents
Referention Period 6 years Runs From Termination of contract or last engagement. Buffer +1 year Measures to ensure accuracy Data Subject requested to notify changes Approx. No of Records 3600 Approx. No of Data Subjects 3600 Data Source Storage Physical Location Client's address in both locked office and locked Access All staff X Staff need to know All management X Management need to know IT HR Accounts Security Access controls List other organisations or individuals who access Access controls List other organisations or individuals who access Access controls Data segregation Two Factor Authentication Encryption User input controls Breach risk severity 1 to 5 A Risk rating 1 to 25 A Data Item Appearance and size Authentication Genetic Genet	Legal I	Basis	Legal Requireme	ent Contractual Necessity	X Legitima	te Interest Conse	nt	est Public Function	
Approx. No of Records 3600 Approx. No of Data Subjects 3600 Approx. No of Data Subjects 3600 Approx. No of Data Subjects 3600 Access Storage Physical Location Access Storage Physical Location Access State Storage Physical Location Access Storage Physical Location Access State Storage Physical Location Access Storage Physics Phy			Legal Requiremen	t Details		LIA	Name Medic	al information / vaccina	itions
Approx. No of Records 3600 Approx. No of Data Subjects 3600 Bota Subject and internally input Storage State Storage State Storage Physical Location Client's address in both locked office and locked Access All staff X Staff need to know All management X Management need to know IT HR Accounts Access controls List other organisations or individuals who access Individuals who access Individuals who access Yes X No	Retention I	Period	6 years		Runs From	Termination of con	tract or last engag	gement Buffer +	1 year
Approx. No of Data Subjects 3600 Storage State Hard copy in manual filing system					M	leasures to ensure ac	curacy Data S	Subject requested to not	tify changes
Storage State Storage Physical Location Client's address in both locked office and locked office and locked Client's address in both locked office and locked Client's address in both locked office and locked Client's address in address						Data Sou	urce Data S	Subject and internally in	put
Access	Approx. N	No of Dat	ta Subjects 30	600		Storage S	State Hard of	copy in manual filing sy	stem
Access controls				_			s address in both locke	d office and locked	
Data segregation	Security	Acc	ess controls		X Managem	List other org	anisations or	ccounts	
Data segregation		∐ Bac	kups	☐ Tranfer controls		Over	seas transfer	Yes X No	
User input controls Physical access controls					n	GDPR Compliant 1	erms signed?		
Physical access controls Breach risk severity 1 to 5 4		Enc	ryption	User input controls		Likelihood of	f breach 1 to 5	1	
Data Item		X Phy	sical access controls	·		Breach risk	severity 1 to 5	4	
Attendance and leave records Attendance and leave records Authentication questions or answers Commencement / termination dates Contractual requirements Contractual record checks / details Date of Birth Details of payments or deductions Employment benefits (e.g. pension, etc) Employment History Expressions of opinions regarding data subject Financial information Attendance and leave records Genetic or biometric information (S) References References References References References References References References Right to work information Sickness absence records (S) Sickness absence records (S) Signature Social media ID and related info Marital status Trade union membership (S) Varial status Trade union membership (S) Varial status Unique identifier number or code Mork contact details Work contact details Payroll, tax and NICs information Working hours Notes Notes						Risk	rating 1 to 25	4	
		Atte Auth Con Con Crin Date Emp Emp	endance and leave rependencement / terminatractual requirement respondence includir ninal record checks / e of Birth ails of payments or doloyer's names oloyment benefits (e. oloyment History ressions of opinions	s or answers nation dates s ng statements of opinion or inte details eductions g. pension, etc)	Gene X Healt ID do IP Ad IT system Locat Marita X Name Natio Payro X Perso	tic or biometric inform h or Medical Data (S) cuments (e.g. passpo ldress stem usage records tion Data al status es nality, race or ethnicity s biographical in natur oll, tax and NICs inform	rt, driving licence) y e	Recruitment recor References Right to work infor Sickness absence Signature Social media ID a Trade union mem Unique identifier r Usernames and p Work contact deta	rmation e records (S) and related info bership (S) aumber or code asswords
Advice Notes	Notes								
	Advice Notes								

	Client	Scattergood	ls Agency Ltd		Data A	Asset	Employee Re	quest for Reference Forms
Enti	ry Date	26/03/2019			Data (CA6-4FF3-A7A6
						2	Controller	Processor
Data S	ubject	Employees	Proce	ss Purpose	REFERRAL	.S - To marke	et or otherwise	e correspond with those referred to us
Legal I	Basis	Legal Requireme	nt Contractual Necessity	X Legitimat	te Interest	Consent	☐ Vital Inter	est Public Function
		Legal Requirement	Details			LIA Na	ime Refe	rence Request Forms and Responses
Retention I	Period	6 years		Runs From	Terminati	ion of employ	rment	Buffer + 1 year
				M	leasures to	ensure accur	acy N/A	
Approx. N						Data Source	e Given	as referee in recruitment
Approx. N	No of Dat	a Subjects 17	,		Storage State Hard co		copy in manual filing system	
				;		sical Locatio		s's address in both locked office and locked
Access	All st	aff Staff need to		X Manageme	List	other organi		Accounts HR Managed Services
measures	Back	aine	System access controls		iı	ndividuals wh	o access	•
	Baci	чиро	Tranfer controls			Oversea	s transfer	Yes X No
		segregation	☐ Two Factor Authentication	on	GDPR Co	ompliant Terr	ns signed?	Yes
	Encr	ryption	User input controls		Lik	elihood of bro	each 1 to 5	2
	X Phys	sical access controls	_ '		Bro	each risk sev	erity 1 to 5	2
						Risk rat	ing 1 to 25	4
Data Item	Atte Auth Com Con Corr Crim X Date X Emp Emp X Emp	ninal record checks / e of Birth ails of payments or de bloyer's names bloyment benefits (e.goloyment History	or answers ation dates s g statements of opinion or int details eductions	Health ID doc IP Addent IT system Locate Marita X Name Nation Notes Payro X Perso	tic or biometh or Medical cuments (e.glaress stem usage raion Data al status es biographical stockers	g. passport, of ecords or ethnicity all in nature IICs informations.	driving licence	Pregnancy / maternity records Recruitment records References Right to work information 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
Notes								
Advice Notes								

	Client	Scattergood	s Agency Ltd		Data Asset	Tem	p Worker F	Request fo	r Reference Forms	
Entr	ry Date	26/03/2019			Data Code		31974-98A			
Data Si	ubject	Agency worker	Proce	ss Purpose I	RECRUITMENT -	- For the pur	poses of re	ecruitment	i .	
Legal E	Basis	Legal Requiremer	nt Contractual Necessity	X Legitimate	e Interest Co	nsent 🗌 V	t 🗌 Pub	olic Function		
		Legal Requirement	Details			LIA Name	Refere	nce Reque	est Forms and Respon	ses
Retention F	Period	6 years		Runs From	Termination of	contract or I	ast engage	ement	Buffer + 1 year	
				Me	easures to ensure	e accuracy	N/A			
Approx. N					Data	Source	Given a	s referee i	in recruitment	
Approx. N	No of Dat	a Subjects 40	00		Storag	ge State	Hard co	opy in mar	nual filing system	
				S	Storage Physical L		Client's	address i	n both locked office an	d locked
Access		ess controls	know	X Manageme		☐ IT ☐ I	HR Ac	counts		
Security measures			☐ System access controls			uals who ac				
measures	Back	kups	Tranfer controls		C	Overseas tra	nsfer	Yes	X No	
		segregation	☐ Two Factor Authentication	on	GDPR Complia	ınt Terms siç	gned?			
	Encr	ryption	User input controls		Likelihoo	d of breach	1 to 5	2		
	X Phys	sical access controls			Breach r	risk severity	1 to 5	2		
					F	Risk rating 1	to 25	4		
Data Item	X Atte Auth X Com Con X Corr Date Deta X Emp Emp X Emp	ninal record checks / de e of Birth ails of payments or de bloyer's names bloyment benefits (e.go	or answers ation dates g statements of opinion or int details eductions	X Health ID doc IP Add IT syst Locatio Marita X Names Nation X Notes Payrol	ic or biometric info or Medical Data cuments (e.g. pass dress tem usage record on Data I status s ality, race or ethn biographical in na I, tax and NICs in	(S) sport, driving Is nicity ature oformation		X Recru X Refere Right X Sickne X Signa Social Trade Uniqu Usern X Work	to work information ess absence records (S) info)
Notes										
Advice Notes										

	Client	Scattergood	s Agency Ltd		Data Asset	Temp V	Norker R	eference R	esponse Form / L	_etter
Entr	ry Date	26/03/2019			Data Code			D-4A91-BA		
Data Si	ubject	Agency worker	Proces	ss Purpose	LAWFUL - To ensi	ure our activiti	ies are w	ithin the lav	W	
Legal E	Basis	Legal Requiremer	nt Contractual Necessity	X Legitimate	▼ Legitimate Interest					
		Legal Requirement	Details		l	LIA Name	Referen	nce Reques	st Forms and Res	ponses
Retention F	Period	6 years		Runs From	Termination of o	contract or las	t engage	ment	Buffer + 1 year	
				M	easures to ensure	accuracy	N/A			
Approx. N					Data S	Source	Given as	s referee in	recruitment	
Approx. N	lo of Dat	a Subjects 40	00		Storag	e State	Hard co	py in manu	ual filing system a	nd CRM
				S	Storage Physical L	ocation	Client's	address in	both locked office	and locked
Access		taff X Staff need to	know All management	X Manageme		X IT HR		counts		
Security measures	□ Dool	kuna	X System access controls			als who acces				
	Back	kups	Tranfer controls		Ov	verseas transf	fer	Yes	X No	
	Data	a segregation	Two Factor Authenticatio	n	GDPR Complian	nt Terms signe	ed?			
	X Enci	ryption	Ulgar input controls		Likelihood	d of breach 1 t	to 5	3		
	X Phys	sical access controls	User input controls		Breach ris	sk severity 1 t	to 5	4		
					R	tisk rating 1 to	25	12		
Data Item	X Atte Auth X Con Con X Corr Date Deta X Emp Emp X Emp	ninal record checks / de of Birth ails of payments or de bloyer's names bloyment benefits (e.goloyment History	or answers ation dates g statements of opinion or intel details eductions	X Health ID doce IP Added IT system Locati Marita X Name Nation X Notes Payrol X Persol	tic or biometric info n or Medical Data (cuments (e.g. pass dress tem usage records on Data Il status	S) sport, driving li s city ture	icence)	X Recruito X Referer Right to X Sicknes X Signatu Social r Trade u Unique Usernal	work information as absence recording with the second and relation membership identifier number mes and passworth the second and second an	ted info o (S) or code
Notes Advice Notes										

	Client Scattergood	s Agency Ltd	Dat	ta Asset	Perm Candidate	e Request for Reference Forms	
Ent	try Date 26/03/2019		Da	ta Code	198DBFEF-9C9		
Data S	Subject Perm Candidate	Process	s Purpose SERVICE	E DELIVERY -	To provide our s	ervices to clients	
Legal	Basis Legal Requiremen	nt Contractual Necessity	X Legitimate Interes	t Consent	☐ Vital Interes	st Public Function	
	Legal Requirement	Details		LIA N	ame Operat	tional Documents	
Retention	Period 6 years		Runs From Termir	nation of relatio	nship or last	Buffer + 1 year	
			Measures	to ensure accu	racy N/A		
Approx. I	No of Records 24	00		Data Sourc	e Given a	s referee in recruitment	
Approx. N	No of Data Subjects 24	00		Ctorogo Cto	Hard co	opy in manual filing system	
			Storage F	Storage Star Physical Location		address in both locked office and locked	
			Storage F	Trysical Localic	JII Olients	address in both locked office and locked	
Access		know All management	K Management need	to know 🔲 IT	HR Ac	ccounts	
Security measures	Access controls	System access controls	L	ist other organi individuals w			
measures	Backups		Overse	as transfer	Yes X No		
	☐ Data segregation	☐ Tranfer controls☐ Two Factor Authentication		Compliant Ter	ms signed?		
	Encryption	□ Hear input controls	1	Likelihood of br	reach 1 to 5	2	
	X Physical access controls	User input controls		Breach risk sev	verity 1 to 5	2	
				Risk ra	ating 1 to 25	4	
Data Item Notes	Appearance and size Attendance and leave red Authentication questions Commencement / termina Contractual requirements Correspondence including Criminal record checks / o Date of Birth Details of payments or de Employer's names Employment benefits (e.g. Employment History Expressions of opinions re Financial information	or answers ation dates g statements of opinion or interdetails eductions g. pension, etc)	☐ IP Address	cal Data (S) (e.g. passport, ge records e or ethnicity nical in nature d NICs informat	driving licence)	Pregnancy / maternity records X Recruitment records X References Right to work information Sickness absence records (S) X Signature Social media ID and related info Trade union membership (S) Unique identifier number or code Usernames and passwords Work contact details Working hours	
A							
Advice Notes Instructions	☐ Yes						
required	103						

	Client	Scattergoods	Agency Ltd		Data Asset	Employee Drivi	ing Licence Copies		
Ent	ry Date	26/03/2019			Data Code	5A4A9778-A0E	32-4D98-BA8C		
						X Controller	Processor		
Data S	Subject	Employees	Process	s Purpose M	MANAGEMENT - To effo	ectively manage	e our staff, their activities and our tangible a	assets	
Legal I	Basis	Legal Requirement	t Contractual Necessity	X Legitimate	e Interest Consent	☐ Vital Interes	st Public Function		
		Legal Requirement [Details		LIA Na	ame Copy o	of driving licence		
Retention I	Period	6 years		Runs From	Termination of employ	yment	Buffer + 1 year		
				Me	easures to ensure accur	racy Data Si	ubject requested to notify changes		
	No of Reco				Data Source	e Data Sı	ubject directly		
Approx. N	No of Data	Subjects 6			Storage Stat	te Hard c	ppy in manual filing system		
				S	torage Physical Locatio	n Client's	address in locked cabinet		
Access	☐ All stat	ff ☐ Staff need to k	now All management	K Manageme	List other organi	sations or	ccounts		
Security measures	Backu	ins	System access controls		individuals wh	no access			
	Baoka	,,,,	Tranfer controls		Oversea	as transfer	Yes X No		
		segregation	☐ Two Factor Authentication	GDPR Compliant Terms signed? n					
	_ Encry	ption	User input controls	input controls Likelihood of breach 1 to 5 1			1		
	X Physic	cal access controls			Breach risk sev	erity 1 to 5	3		
					Risk ra	ting 1 to 25	3		
Data Item	Attenda Authe Comma Contra Corres Crimira Date of Details Emplo	nal record checks / do of Birth s of payments or dec oyer's names oyment benefits (e.g. oyment History	or answers tion dates statements of opinion or inte etails ductions	Health ID doc IP Add IT syst Locatio Marital Names Nation Payroll	c or biometric information or Medical Data (S) uments (e.g. passport, or ress em usage records on Data status ality, race or ethnicity biographical in nature I, tax and NICs informatical contact details	driving licence)	Pregnancy / maternity records Recruitment records References Right to work information 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		
Notes	(i) Mr /	Mrs / Miss may indic	ate marital status						
Advice Notes									

	Client	Scattergood	s Agency Ltd		Data Asset	Worker Driving	Licence Copies	
Entr	y Date	26/03/2019			Data Code	B971984C-B04	7-46D1-8913-	
	,					x Controller		
						Controller	1 10003301	
Data Su	ubject	Agency worker	Process P	urpose	MANAGEMENT - To ef	fectively manage	our staff, their activities and	our tangible assets
Legal E	Basis	Legal Requirement	nt Contractual Necessity X	Legitimat	te Interest Consent	☐ Vital Interes	et Public Function	
		Legal Requirement	Details		LIA N	ame Copy o	of driving licence	
Retention F	Period	6 years	Ru	ıns From	Termination of contra	ict or last engage	ement Buffer + 1 year	
				M	leasures to ensure accu	racy Data Su	ubject requested to notify char	nges
Approx. N					Data Source	e Data Su	ubject directly	
Approx. N	Approx. No of Data Subjects 200				Storage Sta	te Hard c	opy in manual filing system ar	nd CRM
				;	Storage Physical Location	on Client's	address in both locked office	and locked
Access Security measures	☐ Acc☐ Bac☐ Data	taff Staff need to ess controls kups a segregation ryption sical access controls	know All management X M X System access controls Tranfer controls Two Factor Authentication User input controls	Manageme	List other organ individuals w Overse GDPR Compliant Ter Likelihood of be Breach risk se	isations or ho access as transfer ms signed? reach 1 to 5 verity 1 to 5	Yes No N/A 2 3	
Data Item	Atte	ninal record checks / e e of Birth ails of payments or de ployer's names ployment benefits (e.g	or answers ation dates g statements of opinion or intent details eductions	Health ID do IP Ad IT sys Locat Marita Name Notes Payro	er tic or biometric informati h or Medical Data (S) cuments (e.g. passport, dress stem usage records ion Data al status es nality, race or ethnicity s biographical in nature oll, tax and NICs informa	driving licence)	Pregnancy / maternity red Recruitment records References Right to work information Sickness absence record Signature Social media ID and relat Trade union membership Unique identifier number Usernames and password Work contact details Working hours	s (S) ed info (S) or code
Notes								

Advice Notes

	Client	Scattergoods	s Agency Ltd		Data	Asset	Employee	Motor Ir	nsurance	
Entı	ry Date	26/03/2019			Data	Code	B2CD30F		46E9-B604 rocessor	
Data S	ubject	Employees	Process	s Purpose	INSURAN	CE - To mair	ntain insurar	nce cove	r	
Legal I	Basis	X Legal Requirement	nt Contractual Necessity Details Road Traffic Act 19		te Interest		t □ Vital Iı Name	nterest	Public Func	tion
Retention I	Period	6 years	1	Runs From	Termina	ation of emplo	oyment		Buffer	+ 1 year
Approx. N		cords 17 a Subjects 17				ensure accu Data Soure Storage Sta ysical Locati	ce Da	ata Subje	ect requested to ect directly v in manual filing dress in locked	•
Access	All s	taff Staff need to I	know All management D	Managem	ent need to	know 🗌 l	T 🗌 HR	X Acco	unts	
Security	Acce	ess controls	System access controls			t other orgar individuals v				
measures	Bac	kups	Tranfer controls			Overse	eas transfer	[Yes X No	
	☐ Data	a segregation	☐ Two Factor Authentication	ı	GDPR Compliant Terms signed?					
	_ Enc	ryption	User input controls		Lil	kelihood of b	oreach 1 to 5	5 1	1	
	X Phys	sical access controls			В	reach risk se	-		1	
						KISK I	ating 1 to 25	5 1	I	
Data Item	Atte Auth Con Con Crin X Date Deta X Emp Emp Emp	ninal record checks / de e of Birth ails of payments or de bloyer's names bloyment benefits (e.g	or answers ation dates g statements of opinion or inter details ductions	Healt ID do IP Ad IT system Locat Marit Natio Notes Payro Perso	etic or biometh or Medical cuments (eldress stem usage tion Data al status es inality, race	e.g. passport, records or ethnicity cal in nature NICs informa	, driving lice	ence)	Recruitment real References Right to work it Sickness absets Signature Social media It Trade union media	nformation ence records (S) D and related info embership (S) er number or code ad passwords details
Notes										
Advice Notes										

	Client	Scattergood	ls Agency Ltd		Data Asset	Worker HMRC	Starter Forms
Enti	ry Date	26/03/2019			Data Code	FB1962D9-18E	ED-4745-B1D8
	,					x Controller	Processor
Data S	subject	Agency worker	Proces	ss Purpose	PAYROLL - To admir	nister pay, tax, NI a	and other deductions and allowances
Legal I	Basis	X Legal Requireme	nt	Legitimate	e Interest Conse	nt	st Public Function
		Legal Requirement	Details Income Tax (PA)	∕E) Regs 2003	LIA	Name	
							D %
Retention I	Period	6 years		Runs From	End of relevant tax	year .	Buffer + 1 year
				M	easures to ensure ac	curacy N/A	
Approx. N	No of Re	cords 36	600		Data So	urce Data Si	ubject and internally input
Approx. N	Approx. No of Data Subjects 3600				Storage S	State Hard c	opy in manual filing system
				5	Storage Physical Loc		address in both locked office and locked
Access	☐ All s	taff Staff need to	know All management	▼ Manageme	nt need to know List other org	IT HR X Ac	ccounts
Security measures			System access controls		•	s who access	
	вас	kups	☐ Tranfer controls		Over	seas transfer	Yes X No
		a segregation	☐ Two Factor Authenticatio	n	GDPR Compliant 1	erms signed?	
	Enc	ryption	User input controls		Likelihood of	f breach 1 to 5	1
	X Phy	sical access controls	•		Breach risk	severity 1 to 5	3
					Risk	rating 1 to 25	3
Data Item	Atte Auth Auth Con Con Crin Date Emp Emp	ninal record checks / e of Birth ails of payments or de bloyer's names bloyment benefits (e.goloyment History	or answers ation dates s g statements of opinion or inte details eductions	Health X ID doc IP Add ent IT sys Locati Marita X Name Nation Notes X Payrol	ic or biometric inform or Medical Data (S) cuments (e.g. passpoor dress tem usage records on Data I status s ality, race or ethnicity biographical in natural, tax and NICs informal contact details	rt, driving licence) y e	Pregnancy / maternity records Recruitment records References Right to work information 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
Notes							
Advice Notes							
Auvice Notes							

	Client	Scattergood	s Agency Ltd		Data Asse	t Employ	yee Pass	port Copies and other right to work do	c's
Enti	ry Date	26/03/2019			Data Code	e 275DB		5-479F-8BAB Processor	
Data S	ubject	Employees	Process	s Purpose	ELIGIBILITY - T	o ensure staff a	are entitled	d to work in the UK	
Legal I	Basis	★ Legal Requirement Legal Requirement	nt Contractual Necessity Details Immigration (Rest			Consent	al Interes	t Public Function	
Retention I	Period	6 years		Runs From	Termination o	of employment		Buffer + 1 year	
				N	Measures to ensu	ire accuracy	User-reli	iant update	
Approx. N		ta Subjects 17			Stor	a Source	Hard co	opy in manual filing system	
					Storage Physical	I Location	Client's	address in locked cabinet	
Access	Alls	taff Staff need to	know All management	X Managem	ent need to know	v 🗌 IT 🗌 HF	R 🗌 Acc	counts	
Security	Acc	ess controls	System access controls			er organisations duals who acce			
measures	Bac	kups	☐ Tranfer controls			Overseas trans	sfer	Yes X No	
	☐ Data	a segregation	☐ Two Factor Authentication	1	GDPR Compl	iant Terms sign	ed?		
	Encryption	User input controls		Likelihood of breach 1 to 5			1		
	X Phy	sical access controls			Breach	risk severity 1		3	
Data Item	□ Ann	earance and size		X Gend	ler	Risk rating 1 to	25	3☐ Pregnancy / maternity records	
		endance and leave rec	ords		etic or biometric ir	nformation (S)		Recruitment records	
		hentication questions			th or Medical Data	. ,		References	
		nmencement / termina ntractual requirements			ocuments (e.g. pa ddress	assport, ariving i	licence)	Right to work information Sickness absence records (S)	
		·	g statements of opinion or inte		stem usage reco	rds		X Signature	
		ninal record checks / o	details		tion Data			Social media ID and related info	
		e of Birth ails of payments or de	ductions	X Marit	al status			Trade union membership (S)Unique identifier number or code	
		ployer's names	ductions		onality, race or eth	nnicity		Usernames and passwords	
		ployment benefits (e.g	. pension, etc)		s biographical in			Work contact details	
		ployment History	egarding data subject		oll, tax and NICs onal contact deta			Working hours	
		ancial information	egarding data subject	X Photo		113			
Notes									
Advice Notes									

	Client Sca	attergoods Agency Ltd	Data Asset	Temp Worker C	Copies of Passports and other right to work docs	
Entr	y Date 26/	/03/2019	Data Code 4	427FF03E-3520	0-49B2-982C	
	,			Controller		
Data Su	ubject Agency wo	orker Process F	Purpose ELIGIBILITY - To ensure	staff are entitle	d to work in the UK	
Logal P	o _{ooio} XII egal Re	equirement Contractual Necessity	Legitimate Interest Consent	☐ Vital Interes	et Public Function	
Legal B						
	Legai Req	uirement Details Immigration (Restric	tions etc) Order 2007 LIA Na	me		
Retention P	Period 6 years	Ru	uns From Termination of employ	ment	Buffer + 1 year	
			Measures to ensure accura	acy User-re	liant update	
Approx. N	lo of Records	7200	Data Source	Data Su	bject directly	
Approx. No	o of Data Subjects	7200	Storage State	Hard co	opy in manual filing system and CRM	
			Storage Physical Location		address in both locked office and locked	
Access		f need to know	Management need to know IT	☐ HR ☐ Ac	counts	
Security	Access controls	X System access controls	List other organis individuals wh			
measures	X Backups	Tranfer controls	Overseas		Yes No	
	☐ Data segregation	1	GDPR Compliant Term	ns signed?	N/A	
	X Encryption	Two Factor Authentication				
		User input controls	Likelihood of bre		2	
	X Physical access	controls	Breach risk seve	•	3	
			Risk rati	ng 1 to 25	6	
Data Item	X Appearance and		X Gender		Pregnancy / maternity records	
	Attendance and	leave records uestions or answers	Genetic or biometric informationHealth or Medical Data (S)	n (S)	Recruitment records References	
		t / termination dates	ID documents (e.g. passport, d	riving licence)	Right to work information	
	Contractual requ		☐ IP Address	3	Sickness absence records (S)	
	Correspondence	e including statements of opinion or intent	☐ IT system usage records		X Signature	
	Criminal record	checks / details	Location Data		Social media ID and related info	
	X Date of Birth		▼ Marital status		☐ Trade union membership (S)	
		ents or deductions	Names		Unique identifier number or code	
	Employer's name		X Nationality, race or ethnicity		Usernames and passwords	
		nefits (e.g. pension, etc)	Notes biographical in nature		Work contact details	
	Employment His	etory opinions regarding data subject	Payroll, tax and NICs informationPersonal contact details	ווע	Working hours	
	Financial information		X Photographs			
Notes						
Advice Notes						

	Client	Scattergood	ls Agency Ltd		Data Asset	Employee P4	5 Copies	
Ent	ry Date	26/03/2019			Data Code	32C66F31-27	'81-44FD-A9AA	
						x Controller	Processor	
Data S	subject	Employees	Proces	ss Purpose	PAYROLL - To admi	nister pay, tax, NI	and other deductions and allowan	ces
Legal I	Basis	X Legal Requireme	nt Contractual Necessity	Legitimat	e Interest	ent	est Public Function	
		Legal Requirement	Details Finance Act 1998	s (sch 18 para	21) LIA	A Name		
Retention I	Period	6 years		Runs From	Termination of em	ployment	Buffer + 1 year	
				N	leasures to ensure a	ccuracy N/A		
Approx. N					Data So	urce Data	Subject and internally input	
Approx. N	No of Dat	ta Subjects 17	,		Storage S	State Hard	copy in manual filing system	
				;	Storage Physical Loc		's address in both locked office an	d locked
Access	☐ All s	taff Staff need to	know All management	X Manageme		IT HR X	Accounts	
Security measures			System access controls			s who access		
	Bac	kups	Tranfer controls		Ove	rseas transfer	Yes X No	
	_ Data	a segregation	Two Factor Authenticatio	n	GDPR Compliant	Terms signed?		
	_ Enc	ryption		''	l ikelihood o	of breach 1 to 5	1	
	X Phy	sical access controls	User input controls			severity 1 to 5	3	
					Risl	k rating 1 to 25	3	
Data Item	Atte Auth Con Con Crin X Date X Emp X Emp X Emp Exp	ninal record checks / e of Birth ails of payments or de bloyer's names bloyment benefits (e.go	or answers ation dates s g statements of opinion or inte details eductions	Health ID do IP Ad IT sys Locat Marita X Name Nation Notes X Payro	tic or biometric inform n or Medical Data (S) cuments (e.g. passpo dress stem usage records ion Data al status	ort, driving licence by	Pregnancy / maternity record Recruitment records References Right to work information Sickness absence records (Signature Social media ID and related Trade union membership (Signature unique identifier number or of usernames and passwords Work contact details Working hours	S) info)
Notes								
Advice Notes								

	Client	Scattergoods Agency Ltd		Data Asset	Worker P60 En	d of Year Certificates
Entr	ry Date	26/03/2019		Data Code	4D84E55C-F0C	
Data Si	ubject	Agency worker Proces	s Purpose	PAYROLL - To admini		nd other deductions and allowances
Legal E	Basis	▼ Legal Requirement			t	t Public Function
Retention F	Period	6 years	Runs From	End of relevant tax	year	Buffer + 1 year
Approx. N		cords 4000 ra Subjects 3000		leasures to ensure acc Data Sour Storage St Storage Physical Locat	rce Data Su tate Hard co	object and internally input opy in manual filing system and CRM address in both locked office and locked
Access	☐ All st	taff Staff need to know All management	X Managem	ent need to know	T HR X Ac	counts
Security measures	☐ Acce	ess controls X System access controls		List other orga individuals		
	☐ Data	☐ Tranfer controls a segregation ☐ Two Factor Authentication	n	Overs GDPR Compliant Te	eas transfer erms signed?	Yes X No
	X Enc	User input controls sical access controls		Likelihood of Breach risk s		1 3 3
Data Item	Atte Auth Con Con Crin X Date Deta X Emp X Emp X Emp	earance and size Indance and leave records Inentication questions or answers Inmencement / termination dates Itractual requirements Irrespondence including statements of opinion or intentional record checks / details Iterational record checks / d	Healt ID do IP Ad IT sys Locat Marita X Name Natio Notes X Payro	er tic or biometric informa h or Medical Data (S) cuments (e.g. passport dress stem usage records ion Data al status	ition (S)	Pregnancy / maternity records Recruitment records References Right to work information 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
Notes Advice Notes						
AUVIOC NOIGS						

	Client	Scattergoods	Agency Ltd		Data	Asset	Employee Ir	nduction	Checklist	
Entı	ry Date	26/03/2019			Data	Code	C8522E0C-			
							X Controller	Pro	cessor	
Data S	ubject	Employees	Process	Purpose	QUALIFICA	ATION – To e	ensure staff a	re suitab	oly skilled and t	rained
Legal I	Basis	Legal Requiremen	t Contractual Necessity	x Legitima	te Interest	Consent	☐ Vital Inte	erest	Public Function	on
		Legal Requirement	Details			LIA N	ame Indu	uction do	ocumentation	
Retention I	Period	6 years	F	Runs From	Termina	ation of emplo	yment		Buffer	+ 1 year
Approx N	No of Per	cords 17		N	Measures to	ensure accu	racy N/A			
Approx. N						Data Source	e Inter	nally inp	ut by staff mer	nber
Арргох. К	NO OI Dat	a Subjects 17				Storage Sta	te Har	d copy in	n manual filing	system
					Storage Ph	ysical Location	on Clie	nt's addr	ess in locked o	abinet
Access Security		aff X Staff need to less controls	now ☐ All management ☒ ☐ System access controls	Managem	Lis	know IT st other organ individuals w		Accoun	ts	
measures	Back	cups	_ oyelem decese controls				as transfer		Yes X No	
	☐ Data	segregation	☐ Tranfer controls☐ Two Factor Authentication		GDPR C	Compliant Ter				
	Encr	ryption	- Use of a starte		Li	kelihood of b	reach 1 to 5	1		
	X Phys	sical access controls	User input controls		В	reach risk se	verity 1 to 5	2		
						Risk ra	ating 1 to 25	2		
Data Item	Atte Auth X Con Corr Crim Date Deta X Emp Emp	earance and size Indance and leave recomentication questions of immencement / terminal tractual requirements respondence including inial record checks / de of Birth fails of payments or decoloyer's names ployment benefits (e.g. ployment History ressions of opinions record information	or answers tion dates statements of opinion or intenetals ductions pension, etc)	Healt ID do IP Act IT syn Loca Marit Natio Note: Payro Perso	etic or biometh or Medical becuments (eddress stem usage tion Data ral status es onality, race s biographic	e.g. passport, e records or ethnicity cal in nature NICs informa	driving licenc	e)	Recruitment rec References Right to work in Sickness absen Signature Social media ID Trade union me	formation ice records (S) and related info imbership (S) r number or code I passwords
Notes										
Advice Notes										

	Client	Scattergoods	Agency Ltd		Data Asset	Temp Worker II	nduction Checklist			
Ent	ry Date	26/03/2019			Data Code	F8DA5723-8BE				
Data S	Subject	Agency worker	Proces	ss Purpose	QUALIFICATION - T	o ensure staff are s	suitably skilled and trained			
Legal I	Basis	X Legal Requirement Legal Requirement D	☐ Contractual Necessity Details Conduct of Employer			nt	t Public Function			
Retention I	Period	6 years		Runs From	Termination of con	tract or last engage	ement Buffer + 1 year			
				1	Measures to ensure ac	curacy N/A				
Approx. N	No of Re	cords 3600	0		Data Sou	urce Internal	ly input by staff member			
Approx. N	Approx. No of Data Subjects 3600					Mand m	processed document			
					Storage Storage Physical Loca	ridio	address in both locked office and locked			
					Storage Filysical Loca	ation Chefit's	address in both locked office and locked			
Access		taff 🗵 Staff need to kr	now All management	⋉ Managen		IT HR Ac	ccounts			
Security			X System access controls		List other org- individuals	who access				
measures	Bac	kups	Tranfer controls		Over	seas transfer	Yes X No			
	☐ Tranfer controls ☐ Data segregation ☐ Two Factor Authentication			n	GDPR Compliant Terms signed?					
	Enc	ryption	User input controls		Likelihood of	breach 1 to 5	1			
	X Phy	sical access controls			Breach risk	severity 1 to 5	1			
					Risk	rating 1 to 25	1			
Data Item	Atte Auth Con Con Crin Date Emp Emp	earance and size endance and leave reconentication questions or namencement / termination tractual requirements respondence including eninal record checks / dee of Birth eails of payments or ded ployer's names ployment benefits (e.g. ployment History ressions of opinions regardial information	r answers ion dates statements of opinion or interestails uctions pension, etc)	Heal ID do IP Ao ent IT sy Loca Mari X Nam Natio Note Payr	etic or biometric inform th or Medical Data (S) ocuments (e.g. passpo ddress vstem usage records ation Data tal status	rt, driving licence)	 □ Pregnancy / maternity records ☒ Recruitment records □ References ☒ Right to work information □ 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 			
Notes										
Advice Notes										

	Client Scatte	rgoods Agency Ltd		Data A	Asset	Employee Indu	ction Checklist Sign	-off
Ent	ry Date 26/03/	/2019		Data			5A-45ED-8EDD-	
]	X Controller	Processor	
Data S	ubject Employees	Process	s Purpose	QUALIFICA	ATION – To e	ensure staff are	suitably skilled and	trained
Legal	Basis 🗌 Legal Requi	irement	X Legitimat	X Legitimate Interest Consent Vital Interest Public Function				
	Legal Require	ement Details			LIA Na	ame Inducti	ion documentation	
Retention I	Period 6 years		Runs From	Terminat	ion of emplo	yment	Buffer	+ 1 year
			M	leasures to	ensure accur	racy N/A		
	No of Records	17			Data Source	e Interna	lly input by staff mer	mber
Approx. N	lo of Data Subjects	17			Storage Stat	te Hard c	opy in manual filing	system
			;		sical Locatio		address in both loc	ked office and locked
				,				
Access	☐ All staff ☒ Staff ne	eed to know	K Manageme		know ☐ IT	☐ HR ☐ Ads	ccounts	
Security measures	□ Da alousa	System access controls			ndividuals wl			
	Backups	Tranfer controls			Oversea	as transfer	Yes X No	
	Data segregation			GDPR C	ompliant Terr	ms signed?		
	Encryption	Two Factor Authentication	1					
	Enoryphon	User input controls		Lik	elihood of br	each 1 to 5	1	
	X Physical access cor	ntrols		Br	each risk sev	verity 1 to 5	1	
					Risk ra	ting 1 to 25	1	
Data Item	Appearance and sizeAttendance and leaAuthentication question	ive records			tric information	on (S)	☐ Pregnancy / ma ▼ Recruitment rec ☐ References	•
	X Commencement / to			•	g. passport, o	driving licence)	Right to work in	
	X Contractual require	ments cluding statements of opinion or inte	☐ IP Ad nt ☐ IT svs	dress stem usage	records		Sickness abserX Signature	nce records (S)
	Criminal record che		•	ion Data				and related info
	Date of Birth	or deductions		al status			Trade union me	,
	Details of paymentsX Employer's names	s or deductions	X Name Nation	es nality, race (or ethnicity		Usernames and	er number or code d passwords
		ts (e.g. pension, etc)		s biographic	•		Work contact d	•
	Employment History	y nions regarding data subject		oll, tax and Nonal contact	IICs informat	ion	─ Working hours	
	Financial informatio			ographs	uetalis			
Notes								
Advice Notes								

	Client	Scattergood	s Agency Ltd		Data Asset	Worker Inc	duction Checkl	ist Sign-off
Enti	ry Date	26/03/2019			Data Code	013D1C48	B-AB3B-4E2F-I	BC7F-
	j					X Controlle		
Data S	Subject	Agency worker	Proces	ss Purpose	e QUALIFICATION	– To ensure staff	are suitably sl	killed and trained
Legal I	Basis		nt Contractual Necessity				nterest 🗌 Pu	blic Function
		Legal Requirement	Details Conduct of Emplo	oyment Ag	jencies &	LIA Name		
Retention I	Period	6 years		Runs Fro	m Termination of	contract or last e	ngagement	Buffer + 1 year
					Measures to ensure	e accuracy N/	A	
Approx. N	No of Re	cords 36	00		Data	Source Int	ernally input b	y staff member
Approx. N	Approx. No of Data Subjects 3600							nual filing system
						ge otate		
					Storage Physical L	ocation Ci	ient's address	in both locked office and locked
Access		taff X Staff need to	know	X Manag		☐ IT ☐ HR organisations or	Accounts	
Security measures	□ Boo	kuno	System access controls		individu	uals who access		
	вас	kups	Tranfer controls		0	verseas transfer	Yes	X No
	☐ Data	a segregation	☐ Two Factor Authentication	n	GDPR Complia	nt Terms signed?	•	
	Enc	ryption	User input controls		Likelihoo	d of breach 1 to 5	5 1	
	X Phy	sical access controls	_ oser input controls		Breach r	isk severity 1 to 5	5 1	
					F	Risk rating 1 to 25	5 1	
Data Item	Atte	earance and size indance and leave recent reactions mentication questions inmencement / terminations	or answers	☐ Ge	ender enetic or biometric info ealth or Medical Data	(S)	X Recru	nancy / maternity records uitment records rences to work information
		itractual requirements			documents (e.g. pass Address	sport, driving lice	,	less absence records (S)
		•	g statements of opinion or into		system usage record	S	X Signa	
		ninal record checks / o e of Birth	details		ocation Data arital status			al media ID and related info e union membership (S)
		ails of payments or de	eductions	X Na				ue identifier number or code
		oloyer's names			ationality, race or ethn	•		names and passwords
		oloyment benefits (e.g oloyment History	j. pension, etc)		otes biographical in na ayroll, tax and NICs in			contact details ing hours
		•	egarding data subject		ersonal contact details			g
	Fina	ancial information		P	notographs			
Notes								
Advice Notes								

	Client Scat	tergoods Agency Ltd	Data Asset E	Employee Sickr	ness Self-Cert Form
Entr	y Date 26/0	03/2019	Data Code F	- -511619A-E3E	4-4293-94BD
	,			Controller	Processor
				,	
Data Su	ubject Employees	Process P	urpose MANAGEMENT - To effect	ctively manage	our staff, their activities and our tangible assets
Legal E	Rasis Legal Reg	uirement Contractual Necessity	Legitimate Interest	Vital Interes	et Public Function
Logar		irement Details	LIA Nar		ss self-cert forms and related data
	2090.11040		zi) (Hai	no cionio	oo oon oon ronno ana rolatoa aata
Retention F	Period 6 years	Ru	ns From Termination of employr	ment	Buffer + 1 year
			Measures to ensure accura	cy N/A	
Approx. N	lo of Records	17	Data Source	Data Su	ubject directly
Approx. N	o of Data Subjects	17	Storage State	Scanne	ed copy in electronic filing system
			Storage Physical Location		address in both locked office and locked
Access		need to know			counts
Security	X Access controls	System access controls	List other organisa individuals who		HR Managed Services
measures	Backups	Tranfer controls	Overseas	s transfer	Yes X No
	Data segregation		GDPR Compliant Term	s signed?	Yes
	Encryption	Two Factor Authentication			
		User input controls	Likelihood of brea		1
	X Physical access c	controls	Breach risk seve	•	4
			RISK Talli	ng 1 to 25	4
Data Item	 X Commencement Contractual requirement Correspondence Criminal record chemical Date of Birth Details of payment X Employer's name Employment benefit 	eave records estions or answers / termination dates rements including statements of opinion or intent hecks / details hts or deductions s efits (e.g. pension, etc)	Gender Genetic or biometric information Health or Medical Data (S) ID documents (e.g. passport, dr IP Address IT system usage records Location Data Marital status Names Nationality, race or ethnicity Notes biographical in nature	riving licence)	 Pregnancy / maternity records X Recruitment records References Right to work information X Sickness absence records (S) X Signature Social media ID and related info Trade union membership (S) Unique identifier number or code Usernames and passwords Work contact details
Notes Advice Notes	Employment History Expressions of op Financial informat	pinions regarding data subject	 □ Payroll, tax and NICs information □ Personal contact details □ Photographs 	on	▼ Working hours

	Client Scattergo	ods Agency Ltd	Data Asset Wo	rker Sickness	Self-Cert Form	
Entr	ry Date 26/03/201	9	Data Code 013	19D63-506C	-4742-9B84-	
			X C	ontroller _	Processor	
D / 0	1: 4 Arananinahan	D	WANA CEMENT To offection	valv managa s	our staff their estiviti	
Data Sı	ubject Agency worker	Process P	urpose MANAGEMENT - To effectiv	reiy manage o	our stair, their activiti	es and our langible assets
Legal E	Basis	nent Contractual Necessity X	Legitimate Interest Consent	Vital Interest	☐ Public Function	
	Legal Requireme	nt Details	LIA Name	Sickness	s self-cert forms and	related data
Retention F	Period 6 years	Ru	ns From Termination of contract or	last engagen	ment Buffer +	1 year
			Measures to ensure accuracy	N/A		
		120	Data Source	Data Sub	ject directly	
Approx. N	o of Data Subjects	120	Storage State	Scanned	d copy in electronic fi	ling system
			Storage Physical Location	Client's a	address in both locke	ed office and locked
Access	All staff Staff need	to know 🗌 All management 🕱 N	Management need to know ☐ IT 🗵	HR Acc	ounts	
	X Access controls		List other organisation	ons or	LID Managed Con-	:
Security measures	Backups	System access controls	individuals who a		HR Managed Serv	ices
	Васкирэ	Tranfer controls	Overseas tra	ansfer	Yes X No	
	Data segregation	Two Factor Authentication	GDPR Compliant Terms s	igned?	Yes	
	Encryption		Likelihood of breach	n 1 to 5	1	
	X Physical access contro	User input controls	Breach risk severity	y 1 to 5	4	
			Risk rating	1 to 25	4	
Data Item	Criminal record checks Date of Birth Details of payments or Employer's names Employment benefits (a Employment History Expressions of opinions	ns or answers ination dates ints ling statements of opinion or intent / details deductions	Gender Genetic or biometric information (S) Health or Medical Data (S) ID documents (e.g. passport, driving IP Address IT system usage records Location Data Marital status Names Nationality, race or ethnicity Notes biographical in nature Payroll, tax and NICs information Personal contact details	ng licence)	Pregnancy / mate X Recruitment record References Right to work inform X Sickness absence X Signature Social media ID a Trade union mem Unique identifier r Usernames and p Work contact deta Working hours	rmation e records (S) and related info bership (S) number or code basswords
Notes Advice Notes	Financial information		Photographs			

	Client S	cattergoods Ager	ncy Ltd		Data Asset	Employee Ap	opraisal Interview Form (w	ith discussion forms
Entry	y Date 2	6/03/2019			Data Code	7419C51C-1	345-4FD1-A0DA	
						X Controller	Processor	
						_		
Data Su	ıbject Employe	es	Process	Purpose	HUMAN RESOURCES	S - To process p	personnel matters includin	g appraisal, professiona
Legal B	Basis 🗌 Legal F	Requirement	Contractual Necessity	x Legitima	te Interest Consent	t 🗌 Vital Inter	rest Public Function	
	Legal Re	equirement Detail	S		LIA	Name Appr	raisal forms and related	
Retention P	Period 6 years		F	Runs From	Termination of empl	oyment	Buffer + 1	year
				N	leasures to ensure acc	uracy N/A		
	o of Records	17			Data Sour	ce Interr	nally input by staff membe	r
Approx. No	o of Data Subjects	17			Storage St	ate Word	d processed document	
					Storage Physical Locat	ion Clien	t's address in locked cabir	net
Access Security	All staff Sta	s	All management	Managem	List other organ	nisations or	Accounts HR Managed Servic	es
measures	Backups		ystem access controls		individuals v	who access eas transfer	Yes X No	
	□ Doto operagati		ranfer controls					
	Data segregati		wo Factor Authentication		GDPR Compliant Te	erms signed?	Yes	
	Encryption		ser input controls		Likelihood of b	oreach 1 to 5	2	
	X Physical acces		ser input controls		Breach risk se	everity 1 to 5	3	
					Risk r	ating 1 to 25	6	
	X CommencemeX Contractual redX Correspondence	d leave records questions or ans nt / termination d quirements ce including state d checks / details nents or deductiones enefits (e.g. pens istory f opinions regardi	ates ements of opinion or inten ons sion, etc)	Healt ID do IP Ad IT sys Locat Marita X Name Natio X Notes Payro	tic or biometric information or Medical Data (S) cuments (e.g. passport dress stem usage records tion Data al status	, driving licence	Pregnancy / matern References Right to work inform Sickness absence r Signature Social media ID and Trade union member Unique identifier nu Usernames and past Work contact detail Working hours	nation records (S) d related info ership (S) mber or code sswords
Notes								
Advice Notes								

	Client Scattergood	ds Agency Ltd	Data Asset	Employee End	of Probation Meeting Form
Entr	ry Date 26/03/2019		Data Code	0B898554-1DB	
Data Sı	ubject Employees	Process P	Purpose HUMAN RESOURCES	- To process per	rsonnel matters including appraisal, professional
Legal E	Basis	ent Contractual Necessity X	Legitimate Interest Consent	☐ Vital Interes	et Public Function
	Legal Requiremen	t Details	LIA N	ame Apprais	sal forms and related
Retention F	Period 6 years	Ru	ns From Termination of emplo	yment	Buffer + 1 year
			Measures to ensure accur	racy N/A	
	lo of Records 17		Data Sourc	e Internal	ly input by staff member
Approx. N	o of Data Subjects 17	(Storage Sta	te Word p	processed document
			Storage Physical Location	on Client's	address in both locked office and locked
Access	☐ All staff ☐ Staff need to X Access controls	know All management X	Management need to know IT List other organic individuals w	isations or	HR Managed Services
measures	Backups	Tranfer controls	Overse	as transfer	Yes X No
	Data segregation	Two Factor Authentication	GDPR Compliant Ter	ms signed?	Yes
	Encryption	User input controls	Likelihood of br	each 1 to 5	2
	X Physical access controls	·	Breach risk se	verity 1 to 5	3
			Risk ra	ting 1 to 25	6
Data Item	 Attendance and leave records Authentication questions or answers Commencement / termination dates Contractual requirements Correspondence including statements of opinion or intent Criminal record checks / details Date of Birth Details of payments or deductions Employer's names Employment benefits (e.g. pension, etc) Employment History Expressions of opinions regarding data subject Financial information 		Gender Genetic or biometric information Health or Medical Data (S) ID documents (e.g. passport, IP Address IT system usage records Location Data Marital status Names Nationality, race or ethnicity Notes biographical in nature Payroll, tax and NICs information Personal contact details Photographs	driving licence)	 □ Pregnancy / maternity records ☒ Recruitment records ☒ References ☐ Right to work information ☒ 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
Notes					
Advice Notes					

	Client Scattergo	ods Agency Ltd	Data Asset	Employee's Pre	e-Appraisal Form
Entr	ry Date 26/03/20	19	Data Code	C92CC492-B15	53-4585-8A64-
]	x Controller	Processor
Data Sı	ubject Applicants for en	nployment Process P	urpose HUMAN RESOURCES	- To process per	rsonnel matters including appraisal, professional
Legal E	Basis	nent Contractual Necessity X	Legitimate Interest Consent	☐ Vital Interes	st Public Function
	Legal Requireme	ent Details	LIA N	ame Apprais	sal forms and related
Retention F	Period 6 years	Ru	ns From Termination of emplo	yment	Buffer + 1 year
			Measures to ensure accur	racy N/A	
Approx. N		136	Data Sourc	e Internal	ly input by staff member
Approx. N	o of Data Subjects	17	Storage Sta	te Hard co	opy in manual filing system
			Storage Physical Location		address in both locked office and locked
Access	☐ All staff ☐ Staff need	to know 🗌 All management 🕱 N	∕lanagement need to know ☐ IT	X HR Ac	ccounts
Security	Access controls	System access controls	List other organi individuals w		HR Managed Services
measures	Backups	☐ Tranfer controls		as transfer	Yes X No
	☐ Data segregation	☐ Two Factor Authentication	GDPR Compliant Ter	ms signed?	Yes
	Encryption		Likelihood of br	reach 1 to 5	2
	X Physical access contro	☐ User input controls	Breach risk se		3
			Risk ra	iting 1 to 25	6
Data Item	Appearance and size		Gender		☐ Pregnancy / maternity records
	X Attendance and leave		Genetic or biometric information	on (S)	X Recruitment records
	Authentication questionCommencement / term		Health or Medical Data (S)ID documents (e.g. passport,	driving licence)	✗ References☐ Right to work information
	X Contractual requireme		☐ IP Address	g,	▼ Sickness absence records (S)
	X Correspondence include	ding statements of opinion or intent	☐ IT system usage records		Signature
	Criminal record checks	s / details	Location Data		Social media ID and related info
	X Date of Birth		Marital status		Trade union membership (S)
	X Details of payments or	deductions	X Names		Unique identifier number or code
	Employer's namesEmployment benefits (e a pension etc)	Nationality, race or ethnicityNotes biographical in nature		Usernames and passwordsX Work contact details
	Employment History		Payroll, tax and NICs information	tion	X Working hours
	X Expressions of opinion	s regarding data subject	X Personal contact details		
	X Financial information		Photographs		
Notes					
Advice Notes					

	Client Sca	ttergoods Agency Ltd		Data Asset	Employee work	ing and leave dates schedule or calendar and
Entr	ry Date 26/	03/2019		Data Code	C9603895-E26 Controller	
Data Sı	ubject Employees	Process P	urpose OBLI	GATION - To com	ply with a strict le	egal obligation to retain records
Legal E		quirement		erest		st Public Function
Retention F	Period 6 years	Ru	ns From Te	rmination of emplo	yment	Buffer + 1 year
			Measu	res to ensure accu	racy N/A	
Approx. N	lo of Records	136		Data Source	e Internal	ly input by staff member
Approx. N	o of Data Subjects	17		Storage Sta	_{ite} Data in	database structure
			Stora	ge Physical Location		address in both locked office and locked
Access Security measures	Access controls Backups Data segregation Encryption X Physical access	Two Factor AuthenticationUser input controls		List other organ individuals w	isations or tho access as transfer tms signed? reach 1 to 5	Yes No Yes 3
				Risk ra	ating 1 to 25	3
Data Item	 ✗ Commencement ✗ Contractual requipment Correspondence Criminal record of Date of Birth Details of payment Employer's nament Employment ber Employment History 	leave records uestions or answers / termination dates irements including statements of opinion or intent checks / details ints or deductions es iefits (e.g. pension, etc) tory pinions regarding data subject	Health or M ID docume IP Address IT system to Location Do Marital stat X Names Nationality, Notes biogr	usage records ata us race or ethnicity raphical in nature and NICs informa ontact details	driving licence)	Pregnancy / maternity records Recruitment records References Right to work information 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
Notes						
Advice Notes						

	Client Scattergood	ds Agency Ltd	Data Asset Wor	rker Holiday (Pa	y in lieu of time off) Request Form
Entr	ry Date 26/03/2019		Data Code 3B7	7B95E-AF8A-4	4BC-9869
			X C	ontroller Pro	ocessor
D-1- 0	Live Company works	Dragge D	UTDOOR MANACEMENT To offeetin	volu managa ayır	stoff their activities and our tangible assets
Data Sı	ubject Agency worker	Process P	urpose MANAGEMENT - TO effectiv	rely manage our	staff, their activities and our tangible assets
Legal E	Basis	ent Contractual Necessity X	Legitimate Interest	Vital Interest	Public Function
	Legal Requiremen	t Details	LIA Name	Administrat	ion of employment
Retention F	Period 6 years	Rui	ns From Termination of contract or	last engagemer	nt Buffer + 1 year
			Measures to ensure accuracy	N/A	
		000	Data Source	Internally in	out by staff member
Approx. N	o of Data Subjects 1	7	Storage State	Hard copy i	n manual filing system
			Storage Physical Location	Client's add	ress in both locked office and locked
Access		know			nts
Security	Access controls	System access controls	List other organisation individuals who a		
measures	Backups	Tranfer controls	Overseas tra	ansfer	Yes X No
	☐ Data segregation		GDPR Compliant Terms s	igned?	
	Encryption	☐ Two Factor Authentication	Likelihood of breach	. 4 1- 5	
	X Physical access controls	User input controls	Breach risk severity		
	i Tryologi dooddo dona dio		Risk rating		
Data Item	Appearance and size X Attendance and leave re Authentication questions X Commencement / termin X Contractual requirement Correspondence includir Criminal record checks / Date of Birth X Details of payments or d Employer's names Employment benefits (e. Employment History Expressions of opinions X Financial information	or answers nation dates s ng statements of opinion or intent details eductions g. pension, etc)	Gender Genetic or biometric information (S) Health or Medical Data (S) ID documents (e.g. passport, driving IP Address IT system usage records Location Data Marital status X Names Nationality, race or ethnicity X Notes biographical in nature Payroll, tax and NICs information X Personal contact details Photographs	ng licence)	Pregnancy / maternity records Recruitment records References Right to work information 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
Notes					
Advice Notes					

Advice Notes

	Client	Scattergood	ds Agency Ltd		Data Asset	Employee T&C	Variation Letters	
Entry	y Date	26/03/2019			Data Code	8BCBD13D-70	C8-45D2-B5BF-	
•	•					X Controller	Processor	
Data Su	ıbject	Employees	Process F	Purpose	HUMAN RESOURCES	- To process pe	rsonnel matters incl	uding appraisal, professional
Legal B	asis	Legal Requireme	nt Contractual Necessity	Legitimat	e Interest Consent	☐ Vital Interes	st	on
		Legal Requirement	t Details		LIA N	lame Admin	istration of employm	ent
Retention P	eriod	6 years	Ru	uns From	Termination of emplo	pyment	Buffer	+ 1 year
				М	easures to ensure accu	ıracy N/A		
Approx. No			36		Data Source	ce Interna	lly input by staff mer	mber
Approx. No	o of Data	a Subjects 17	7		Storage Sta	ate Hard c	opy in manual filing	system
					Storage Physical Locati		address in both loc	ked office and locked
Access	All sta	aff ☐ Staff need to	know All management X	Manageme			ccounts	
Security	Acce	SS CONTROIS	System access controls		List other orgar individuals w		HR Managed Se	ervices
measures	Back	ups	☐ Tranfer controls		Overse	eas transfer	Yes X No	
	_ Data	segregation	Two Factor Authentication		GDPR Compliant Te	rms signed?	Yes	
	Encr	yption			Likelihood of b	reach 1 to 5	2	
	V Dhyo	ical access controls	User input controls		Breach risk se		3	
	A Pilys	ical access controls				ating 1 to 25	6	
					Risk is	aling 1 to 25	O	
	Atter Author Com Cont Corre Date Deta Emp	inal record checks / of Birth ils of payments or do loyer's names loyment benefits (e.g	or answers ation dates s ng statements of opinion or intent details eductions	Health ID doo IP Add IT sys Locati Marita X Name Nation X Notes Payro X Perso	tic or biometric informat n or Medical Data (S) cuments (e.g. passport, dress tem usage records ion Data al status	driving licence)	Trade union me	formation nce records (S) and related info embership (S) r number or code d passwords
Notes								

	Client	Scattergood	ls Agency Ltd		Data Asset	Worker P	45 on Terminati	ion (Copies)
Entr	ry Date	26/03/2019			Data Code	0F4A286	4-FA26-4A14-A	608-
						X Control	ler Process	or
Data S	ubject	Agency worker	Proces	s Purpose	PAYROLL - To adm	ninister pay, tax	k, NI and other o	deductions and allowances
Legal E	Basis	X Legal Requireme	nt Contractual Necessity	Legitimat	e Interest Cons	sent 🗌 Vital I	nterest 🗌 Pul	blic Function
		Legal Requirement	Details Income Tax (PAY	E) Regs 2003	3 LI	IA Name		
Retention F	Period	6 years		Runs From	End of relevant ta	ax year		Buffer + 1 year
				M	easures to ensure a	accuracy N	/A	
Approx. N Approx. N			000		Data So	ource In	ternally input by	y staff member
		,			Storage	State C	Data in database	e structure
				;	Storage Physical Lo	cation C	lient's address i	in both locked office and locked
Access	All s	taff Staff need to	know All management	X Manageme		X IT HR		
Security measures	□ Bac	kups	X System access controls			ls who access		
		κups	Tranfer controls		Ove	erseas transfer	Yes	X No
	Data	a segregation	Two Factor Authentication	n	GDPR Compliant	Terms signed	?	
	_ Enc	ryption			Likelihood (of breach 1 to	5 2	
	X Phy	sical access controls	User input controls		Breach risk	k severity 1 to	5 3	
					Ris	sk rating 1 to 2	5 6	
Data Item	Atte Auth X Con Con Con Crin X Date X Emp X Emp Emp Exp	ninal record checks / e of Birth ails of payments or de bloyer's names bloyment benefits (e.g	or answers ation dates s g statements of opinion or inte details eductions	Health ID doc IP Ade IT sys Locat X Marita X Name Nation Notes X Payro X Perso	tic or biometric inform n or Medical Data (Socuments (e.g. passportessortem usage records tion Data al status	s) port, driving lice sity ure	Recruence) Refer Refer Sickn Signa Socia Unique Userr	nancy / maternity records uitment records rences to work information ress absence records (S) reture all media ID and related info re union membership (S) rue identifier number or code rames and passwords contact details ring hours
Notes Advice Notes								
Auvice Notes								

Advice Notes

	Client	Scattergood	ls Agency Ltd		Data Asset	Employee	Exit Interview No	otes / Form	
Enti	ry Date	26/03/2019			Data Code	158FD30A	۸-6FB4-451A-8DF	=2-	
						X Controlle	er Processor		
Data S	ubject	Employees	Proces	s Purpose	HUMAN RESOURCE	ES - To proces	s personnel matt	ers including appraisal, professi	ona
Legal I	Basis	Legal Requireme	nt Contractual Necessity	X Legitima	ate Interest Conse	ent 🗌 Vital In	terest Public	c Function	
		Legal Requirement	Details		LIA	Name A	dministration of e	mployment	
Retention I	Period	6 years		Runs From	Termination of em	ployment	E	Buffer + 1 year	
				N	Measures to ensure ac	curacy N/A	A		
Approx. N					Data So	urce Inte	ernally input by s	taff member	
Approx. N	NO OT DA	ta Subjects 4			Storage S	State Ha	ard copy in manu	al filing system	
					Storage Physical Loca	ation Cli	ent's address in I	locked cabinet	
Access	☐ All s	staff Staff need to	know All management	X Managem		IT X HR	Accounts		
Security measures			System access controls		List other org individuals	anisations or who access	HR Mana	aged Services	
	∐ Bac	ckups	☐ Tranfer controls		Over	seas transfer	Yes	X No	
		a segregation	Two Factor Authentication	า	GDPR Compliant 1	Terms signed?	Yes		
	End	cryption	User input controls		Likelihood of	f breach 1 to 5	2		
	X Phy	sical access controls	•		Breach risk	severity 1 to 5	2		
					Risk	rating 1 to 25	4		
Data Item	X Atte Aut Cor Cor Cor Cor Cor Em Em Em Exp	minal record checks / te of Birth tails of payments or de ployer's names ployment benefits (e.g	or answers ation dates s g statements of opinion or inte details eductions	Healing ID do not not not not not not not not not no	etic or biometric inform th or Medical Data (S) ocuments (e.g. passpo ddress estem usage records tion Data tal status	ort, driving licer y re	Recruitm Referen Right to Sicknes Signatur Social m Trade ur Unique	work information as absence records (S) re nedia ID and related info nion membership (S) identifier number or code mes and passwords ontact details	
Notes									

	Client	Scattergoods	Agency Ltd		Data	Asset	Employee R	eference R	esponse Form / Letter	
Entr	ry Date	01/04/2019			Data	Code	2682FB07-E			
							X Controller	Proces	SOI	
Data Sı	ubject E	mployees	Proces	ss Purpose	RECRUITM	MENT - For	the purposes of	of recruitme	nt	
Legal E	Basis 🗌	Legal Requiremen	t Contractual Necessity	X Legitimat	te Interest	Consen	t 🗌 Vital Inte	erest 🗌 Pu	ublic Function	
	L	egal Requirement l	Details			LIA I	Name Ref	erence Req	uest Forms and Respons	es
Retention F	Period 6	3 years		Runs From	Termina	tion of empl	oyment		Buffer + 1 year	
				N	leasures to	ensure acc	uracy N/A			
	No of Record					Data Sour	ce Busi	ness partne	er or client	
Арргох. N	lo of Data S	Subjects 17				Storage St	ate Har	d copy in m	anual filing system	
				,	Storage Ph	ysical Locat	ion Clie	nt's address	s in both locked office and	locked
Access	Access	☐ Staff need to k	now	X Managemo			T X HR	Accounts		
Security measures	Access	CONTIONS	System access controls			t other orga individuals v	nisations or who access	HR M	lanaged Services	
measures	Backup	os	Tranfer controls			Overs	eas transfer	Ye	s X No	
	☐ Data se	egregation	Two Factor Authenticatio	n	GDPR C	ompliant Te	rms signed?	Yes		
	_ Encrypt	tion	User input controls		Lil	celihood of I	oreach 1 to 5	3		
	X Physica	al access controls	_ Oser input controls		В	reach risk s	everity 1 to 5	3		
						Risk ı	ating 1 to 25	9		
Data Item	Attenda Authen Authen Comme Corresp Crimina Date of Details Employ Employ Employ Express	al record checks / d f Birth of payments or dec yer's names yment benefits (e.g. yment History	or answers tion dates statements of opinion or inte etails ductions	Health ID do IP Ad ent IT sys Locat Marita X Name Nation Notes Payro X Perso	tic or biome h or Medica cuments (e dress stem usage ion Data al status es nality, race s biographic	g. passport records or ethnicity al in nature	, driving licenc	X Recompleted Reference Re	gnancy / maternity records ruitment records erences It to work information eness absence records (S nature ial media ID and related in the union membership (S) que identifier number or co rnames and passwords ek contact details eking hours) nfo
Notes Advice Notes										

	Client Scattergood	s Agency Ltd	Data	a Asset	Worker Placem	ent Feedback Form
Ent	try Date 01/04/2019		Data Code E8205273-29			
Data S	Subject Agency worker	Process	s Purpose SERVICE	E DELIVERY -	To provide our s	ervices to clients
Legal	Basis Legal Requirement	nt Contractual Necessity	X Legitimate Interest	Consent	☐ Vital Interes	et Public Function
	Legal Requirement	Details		LIA N	lame Client s	satisfaction / feedback forms
Retention	Period 6 years		Runs From Termir	nation of contra	act or last engage	ement Buffer + 1 year
			Measures t	to ensure accu	racy N/A	
Annrox I	No of Records TE	RΔ	Weasures (.o ensure accu	liacy N/A	
				Data Sourc	e Busines	ss partner or client
Арргох. г	No of Data Subjects TE			Storage Sta	ite Data in	database structure
			Storage P	Physical Location	on Client's	address in both locked office and locked
Access	☐ All staff ■ Staff need to	know	▼ Management need t	to know 🗷 IT	HR Ac	ccounts
Security	X Access controls	System access controls	L	ist other organ. individuals w		
measures	Backups	_ System access controls				Yes X No
		Tranfer controls		Overse	as transfer	_ 100 14 110
	Data segregation	Two Factor Authentication		Compliant Ter	ms signed?	
	Encryption	User input controls	I	Likelihood of b	reach 1 to 5	2
	X Physical access controls	_ Oser input controls		Breach risk se	verity 1 to 5	3
				Risk ra	ating 1 to 25	6
Data Item Notes	Appearance and size Attendance and leave red Authentication questions Commencement / termina Contractual requirements Correspondence including Criminal record checks / d Date of Birth Details of payments or de Employer's names Employment benefits (e.g Employment History Expressions of opinions r Financial information	or answers ation dates g statements of opinion or intedetails eductions g. pension, etc)	☐ IP Address	cal Data (S) (e.g. passport, ge records te or ethnicity nical in nature d NICs informa	driving licence)	Pregnancy / maternity records Recruitment records References Right to work information 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
Advice Notes Instructions	Ves					
required	Yes					

	Client Scattergo	ods Agency Ltd	Data Asset	Enterprise - Em	nployees		
Entr	y Date 01/04/201	19	Data Code	F58255F7-2FE9	-445B-8C6D		
]	X Controller	Processor		
Data Su	ubject Employees	Process P	urpose HUMAN RESOURCES	- To process pers	sonnel matters including appraisal, professi	ona	
Legal E	Basis	nent Contractual Necessity X	Legitimate Interest Consent	☐ Vital Interest	Public Function		
	Legal Requireme	ent Details	LIA N	ame Adminis	stration of employment		
Retention F	Period 6 years	Ru	ns From Termination of emplo	yment	Buffer + 1 year		
			Measures to ensure accur	racy User-reli	ant update		
Approx. N		100	Data Source Data S		ubject and internally input		
Approx. N	o of Data Subjects	100	Storage Sta	te Data in o	database structure		
			Storage Physical Location	on Client's a	address in both locked office and locked		
Access Security measures	☐ All staff☐ Staff need☒ Access controls☐ Backups	to know All management X N System access controls Tranfer controls	List other organi individuals w	sations or	□ Yes X No		
	☐ Data segregation		GDPR Compliant Ter	ms signed?			
	☐ Encryption☒ Physical access contro	☐ Two Factor Authentication☐ User input controlsIs	Likelihood of br Breach risk sev Risk ra		1 2 2		
Data Item	Criminal record checks X Date of Birth X Details of payments or Employer's names Employment benefits (Employment History	ns or answers hination dates hts ding statements of opinion or intent of details deductions	 ✗ Gender ☐ Genetic or biometric information ✗ Health or Medical Data (S) ☐ ID documents (e.g. passport, or pass	on (S) driving licence)	 Pregnancy / maternity records Recruitment records References Right to work information 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 		
Notes							
Advice Notes							

	Client Scattergood	ls Agency Ltd	Data Asset	Customer Relat	tionship Management System – 'Summer'1			
Entr	y Date 01/04/2019		Data Code	1AFC35F6-BA1				
Data Sı	ubject Clients, their emplo	oyees, our Process P	urpose RECORDS - To mainta	ain appropriate red	cords of ongoing business relationships			
Legal E	Basis	nt Contractual Necessity X	Legitimate Interest Consent	Vital Interes	et Public Function			
	Legal Requirement	t Details	LIA Name Client contact personal data					
Retention F	Period 6 years	Ru	ns From Termination of contra	act or last engage	ement Buffer + 1 year			
			Measures to ensure accu	uracy User-re	liant update			
		0000	Data Sour	ce Data Su	ubject and internally input			
Αρρίολ. Ν	o or Data Subjects	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Storage Sta	ate Data in	database structure			
			Storage Physical Locati	ion Client's	address in both locked office and locked			
Access	☐ All staff		List other organ		counts			
measures	Backups	X System access controls	individuals v Overse	eas transfer	Yes No			
	☐ Data segregation	☐ Tranfer controls☐ Two Factor Authentication	GDPR Compliant Te		N/A			
	X Encryption	User input controls	Likelihood of b		3			
	X Physical access controls		Breach risk se Risk r	ating 1 to 25	4 12			
Data Item	Appearance and size X Attendance and leave red X Authentication questions X Commencement / termin X Contractual requirements X Correspondence includin X Criminal record checks / X Date of Birth X Details of payments or de X Employer's names X Employment benefits (e.g. X Employment History X Expressions of opinions of X Financial information	or answers ation dates s ig statements of opinion or intent details eductions g. pension, etc)	 ✗ Gender ☑ Genetic or biometric informat ✗ Health or Medical Data (S) ✗ ID documents (e.g. passport, ☑ IP Address ☒ IT system usage records ☒ Location Data ☒ Marital status ☒ Names ☒ Nationality, race or ethnicity ☒ Notes biographical in nature ☒ Payroll, tax and NICs informat ☒ Personal contact details ☐ Photographs 	driving licence)	 X Pregnancy / maternity records X Recruitment records X References X Right to work information X 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 X Work contact details X Working hours 			
Notes								
Advice Notes								

	Client	Scattergoods	s Agency Ltd		Data Asset	Client Contra	cts / TOB			
Enti	try Date	01/04/2019			Data Code	F861E177-63	88E-4DEA-943D Processor			
Data S	Subject	Clients and their Em	nployees Pro	cess Purpose	CONTRACT - To go	enerate appropriate	e contractual document	ation		
Legal I	Basis	Legal Requirement	t Contractual Necess	ity X Legitir			est Public Function rational Documents	1		
		Logar Roquirement	Details		LIA Name Operational Documents					
Retention I	Period	6 years		Runs Fron	m Termination of co	ontract or last enga	gement Buffer -	- 1 year		
					Measures to ensure a	accuracy N/A				
Approx. N					Data S	ource Data	Subject directly			
Approx. N	No of Data	a Subjects 250	J		Storage	State Hard	copy in manual filing sy	ystem		
					Storage Physical Lo	cation Clien	t's address in both locke	ed office and locked		
Access		aff Staff need to k	know 🗌 All managemen	t 🗵 Manage		☐ IT ☐ HR ☐ A	Accounts			
Security measures	□ Dool		System access contro	ols		als who access				
	Back	ups	☐ Tranfer controls		Ove	erseas transfer	Yes X No			
		segregation	☐ Two Factor Authentica	ation	GDPR Compliant	Terms signed?				
	Encr	yption	User input controls		Likelihood	of breach 1 to 5	2			
	X Phys	sical access controls				k severity 1 to 5	1			
					Ri	sk rating 1 to 25	2			
Data Item	Atter Auth Com Cont Corr Date Deta Emp Emp Expr	inal record checks / decord in the control of Birth ills of payments or decord loyer's names loyment benefits (e.g. loyment History	or answers ition dates g statements of opinion or letails ductions	Ge He ID IP Intent IT Na Na Na Pa	ender enetic or biometric informalth or Medical Data (State documents) documents (e.g. passuration Data ential status) mes tionality, race or ethnicates biographical in national yroll, tax and NICs informations of the state of	sity ure	Pregnancy / mater Recruitment record References Right to work information Sickness absence Signature Social media ID at Trade union memorate Unique identifier Usernames and pure Work contact det with Working hours	ormation e records (S) and related info abership (S) number or code basswords		
Notes										
Advice Notes										

	Client	Scattergoods	Agency Ltd		Data	Asset	Client Invo	oices		
Ent	ry Date	01/04/2019			Data	Code	23E66C87	'-BBB7-4	458-B0A5-	
							X Controlle	er 🗌 Pr	rocessor	
Data S	ubject C	Clients and their Em	ployees Process F	Purpose	PAYMENT	S - For the p	ourposes of p	oayments	s or refunds	
Legal I	Basis 🗆	Legal Requiremen	t X Contractual Necessity	Legitima	te Interest	Consent	☐ Vital In	iterest [Public Function	n
	L	egal Requirement l	Details			LIA N	lame			
Retention I	Period 6	3 years	Ru	uns From	End of r	elevant finan	icial year		Buffer	+ 1 year
				N	/leasures to	ensure accu	ıracy N//	A		
	No of Recor					Data Source	ce Int	ernally in	put by staff mem	ber
Approx. N	No of Data S	Subjects 420	000			Storage Sta	ate Da	ata in dat	tabase structure	
					Storage Ph	ysical Locati	on Cli	ent's add	dress in locked of	ffice
Access Security measures	All staff Access Backup Data se	controls	 All management System access controls Tranfer controls Two Factor Authentication 	Wanagem	Lis	et other orgar individuals w	nisations or who access eas transfer	X Accou	Yes X No	
	_ Encryp	tion			Li	kelihood of b	reach 1 to 5	2		
	X Physica	al access controls	User input controls		В	reach risk se	everity 1 to 5	1		
						Risk ra	ating 1 to 25	2		
Data Item	Attenda Authen Commo Contra Corres Crimina Date of Details Employ Employ Expres	al record checks / d f Birth of payments or dec yer's names yment benefits (e.g. yment History	or answers tion dates statements of opinion or intent etails ductions	Healt ID do IP Ac IT sy Loca Marit X Name Natio	etic or biometh or Medical ocuments (eddress stem usage tion Data ral status es onality, race s biographic	e.g. passport, e records or ethnicity cal in nature NICs informa	driving licer	nce)	Pregnancy / mat Recruitment reco References Right to work inf Sickness absend Signature Social media ID Trade union mer Unique identifier Usernames and Work contact de Working hours	ords formation ce records (S) and related info mbership (S) number or code passwords
Notes										
Advice Notes										

	Client	Scattergoods	s Agency Ltd		Data Asset	Client Accor	unt Statements	
Entr	ry Date	01/04/2019			Data Code	F119088F-8	84F1-4DE7-86DC-	
Data Si	ubject	Clients and their Em	nployees Proce	ess Purpose	PAYMENTS - For th	e purposes of pa	ayments or refunds	
Legal E	Basis	Legal Requiremen	t Contractual Necessity	X Legitima	te Interest Conse	ent	erest Public Function	
		Legal Requirement	Details		LI	A Name Adr	ministration of accounts	
Retention F	Period	6 years		Runs From	Date of last entry	in records	Buffer + 1 year	
				N	Measures to ensure a	ccuracy N/A		
	Approx. No of Records 1950 Approx. No of Data Subjects 1950				Data So	ource Inte	rnally input by staff member	
Approx. N	No of Data	a Subjects 198	50		Storage	State Dat	ta in database structure	
					Storage Physical Loc		ent's address in both locked office and	locked
Access Security measures		ss controls	All management X System access controls		List other org	IT HR X ganisations or s who access	Accounts	
measures	Back	ups	☐ Tranfer controls		Ove	rseas transfer	Yes No	
		segregation	☐ Two Factor Authentication	on	GDPR Compliant	Terms signed?	N/A	
	X Encr	yption	User input controls		Likelihood o	of breach 1 to 5	1	
	X Phys	ical access controls				severity 1 to 5	1	
					Ris	k rating 1 to 25	1	
Data Item	Atter Auth Com Cont Corre Date Deta X Emp Emp Emp	inal record checks / o of Birth ils of payments or de loyer's names loyment benefits (e.g loyment History	or answers ition dates g statements of opinion or inf letails ductions	Healt ID do IP Action IT system Locat Marit X Name Nation Notes Payro X Perso	etic or biometric informath or Medical Data (S) ocuments (e.g. passporters) attention usage records tion Data all status	ort, driving licend ty	Pregnancy / maternity records Recruitment records References Right to work information Sickness absence records (S) Signature Social media ID and related in Trade union membership (S) Unique identifier number or co Usernames and passwords Work contact details Working hours	ıfo
Notes								
Advice Notes								

	Client Scattergoods	s Agency Ltd	Data	Asset	Suppliers Invoic	e	
Ent	ry Date 01/04/2019		Data		5AEC579F-BD9		
Data S	subject Suppliers and Contr	ractors Proces	s Purpose PAYMEN	ΓS - For the pu	urposes of payme	ents or refunds	
Legal I	Basis	nt Contractual Necessity	X Legitimate Interest	Consent	☐ Vital Interest	t Public Function	
	Legal Requirement	Details		LIA Na	ame Adminis	stration of accounts	
Retention I	Period 6 years		Runs From Termina	ation of contrac	ct or last engage	ment Buffer + 1 year	
			Measures to	ensure accur	acy N/A		
	No of Records 30			Data Source	e Internall	y input by staff member	
Approx. N	No of Data Subjects 30	00		Storage Stat	te Hard co	py in manual filing system	
			Storage Pl	nysical Locatio	n Client's	address in both locked office and loc	ked
Access Security measures	All staff Staff need to Access controls Backups Data segregation Encryption	System access controls Tranfer controls Two Factor Authentication User input controls	GDPR (n L	st other organis individuals wh Oversea Compliant Terr ikelihood of bre	sations or no access as transfer ms signed? each 1 to 5	Yes X No	
	X Physical access controls		E	Breach risk sev	verity 1 to 5 ting 1 to 25	1 2	
Data Item	Appearance and size Attendance and leave red Authentication questions of Commencement / terminal Contractual requirements Correspondence including Criminal record checks / of Date of Birth Details of payments or de X Employer's names Employment benefits (e.g. Employment History Expressions of opinions red X Financial information	or answers ation dates g statements of opinion or intedetails eductions l. pension, etc)	Gender Genetic or biom Health or Medic ID documents (e) IP Address IT system usage Location Data Marital status X Names Nationality, race Notes biographi X Payroll, tax and Y Personal contact Photographs	etric informational Data (S) e.g. passport, one records e or ethnicity cal in nature NICs information	on (S) driving licence)	Pregnancy / maternity records Recruitment records References Right to work information 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	ļ
Notes							
Advice Notes							
Instructions	☐ Yes						
required	103						

	Client	Scattergoods	Agency Ltd		Data A	Asset	Employee (C.V.s	
Entr	ry Date	01/04/2019			Data	Code		4F4B-4C95-89	
Data Si Legal E	·	Employees Legal Requiremen	Proces t Contractual Necessity	·			he purposes	of recruitment	t
		Legal Requirement	Details			LIA N	aff application	documents	
Retention F	Period	6 years		Runs From	Terminat	ion of emplo	oyment		Buffer + 1 year
				М	easures to	ensure accu	ıracy N/A		
Approx. N Approx. N						Data Source	ce Dat	a Subject dire	ctly
4						Storage Sta	ate Ha	rd copy in mar	nual filing system
				5	Storage Phy	sical Locati	on Clie	ent's address i	n both locked office and locked
Access	All sta	aff Staff need to less seen to less seen to less seen trois		X Manageme	List	other orgar		Accounts	
Security measures	Backups	ups	System access controls		i	ndividuals v		□ Vaa	W Ma
			☐ Tranfer controls			Overse	eas transfer	Yes	X No
	Data	segregation	☐ Two Factor Authentication	n	GDPR Co	ompliant Te			
	Encry	ption	User input controls		Lik	elihood of b	reach 1 to 5	2	
	X Physi	ical access controls	_ oser input controls		Br	each risk se	everity 1 to 5	2	
						Risk ra	ating 1 to 25	4	
Data Item	Atten Auther Commic Control Correct Crimi X Date X Detai X Empl Empl Empl Expre	inal record checks / d of Birth ils of payments or dec oyer's names oyment benefits (e.g. oyment History	or answers tion dates statements of opinion or inte etails ductions	X Health ID doc IP Add IT sys Locati X Marita X Name X Nation Notes X Payro	tic or biome n or Medical cuments (e. dress stem usage ion Data al status es nality, race of biographica II, tax and N nal contact	Data (S) g. passport, records or ethnicity al in nature	driving licen	X Recru X Reference) Right Sicknet X Signa X Social Trade Uniqu Usern X Work	to work information ess absence records (S)
Notes Advice Notes									

	Client	Scattergoods	s Agency Ltd		Data Asset	Temp	Worker Co	pies of Qualification	Certificates
Entı	ry Date	01/04/2019			Data Code	4DC44	4006-69A4-	494B-933D-	
						X Cont	troller 🗌 F	Processor	
Data S	ubject	Agency worker	Proces	s Purpose	QUALIFICATION	I – To ensure s	staff are sui	itably skilled and train	ned
Legal I	Basis	X Legal Requiremen	t Contractual Necessity	Legitima	ate Interest 🔲 Co	onsent	tal Interest	☐ Public Function	
		Legal Requirement	Details Conduct of Emplo	yment Ager	ncies &	LIA Name			
Retention I	Period	6 years		Runs From	Termination of	contract or la	st engagem	nent Buffer +	1 year
				ı	Measures to ensure	e accuracy	User-relia	nt update	
Approx. N					Data	Source	Data Subj	ject directly	
Approx. N	lo of Dat	ta Subjects 500)		Stora	ge State	Hard cop	y in manual filing sys	tem and CRM
					Storage Physical	Location	Client's a	ddress in both locked	I office and locked
Access		taff X Staff need to l	know	X Managen		▼ IT □ H	R Acco	ounts	
Security measures			X System access controls			luals who acce			
	вас	kups	☐ Tranfer controls		(Overseas trans	sfer	Yes X No	
	_ Data	a segregation	Two Factor Authentication	n	GDPR Compliant Terms signed?				
	X Enc	ryption			Likelihoo	od of breach 1	to 5	1	
	X Phy	sical access controls	User input controls		Breach	risk severity 1	to 5	1	
						Risk rating 1 to	o 25	1	
Data Item	Atte Auth Con Con Crin Date Emp Emp	rearance and size and nearer and leave reconentication questions of mentication questions of the contractual requirements respondence including animal record checks / or the contractual requirements or decological playments or decological playments of decological playments of decological playments of decological playments of opinions rearcial information	or answers tion dates g statements of opinion or intelletails ductions . pension, etc)	Heal ID do IP Ao IT sy Loca Mari X Nam Natio Payr	etic or biometric information of the left	(S) ssport, driving ds nicity ature nformation	licence)	Pregnancy / mater Recruitment record References Right to work inform Sickness absence Signature Social media ID ar Trade union memb Unique identifier no Usernames and pa Work contact detail	mation records (S) nd related info pership (S) umber or code asswords
Notes									
Advice Notes									

	Client	Scattergood	s Agency Ltd		Data Asset	Temp Worker C	Copies of P45		
Ent	try Date	01/04/2019			Data Code	0ECF242A-581			
Data S	Subject	Agency worker	Proces	ss Purpose	PAYROLL - To adm		nd other deductions and allowances		
Legal	Basis	☑ Legal Requirement	nt Contractual Necessity Details Income Tax (PAY			ent	et Public Function		
Retention I	Period	6 years		Runs From	End of relevant ta	x year	Buffer + 1 year		
Approx. N			00 00	M	Measures to ensure a Data So Storage	ource Data Su	ubject directly opy in manual filing system		
					Storage Physical Loc	cation Client's	address in both locked office and locked		
Access	All st	taff Staff need to	know	X Managem		IT HR X Ac	counts		
Security measures			System access controls		individual	ganisations or ls who access	□ Vaa □ M Na		
	☐ Backups☐ Tranfer controls☐ Data segregation☐ Two Factor Authentication				Overseas transfer Yes X No GDPR Compliant Terms signed?				
	_ Enci	ryption	Ulass input controls		Likelihood o	of breach 1 to 5	1		
	X Phys	sical access controls	User input controls			s severity 1 to 5 k rating 1 to 25	3 3		
Data Item	Atte Auth Con Con Crin Date Emp Emp	ninal record checks / one of Birth ails of payments or decoloryer's names bloyment benefits (e.go	or answers ation dates g statements of opinion or inte	Healt ID do IP Ad ent IT sys Locat X Marita X Name Natio Notes X Payro X Perso	etic or biometric inform th or Medical Data (Socuments (e.g. passpoldress stem usage records tion Data al status	ort, driving licence) ty ire	Pregnancy / maternity records Recruitment records References Right to work information Sickness absence records (S) Signature Social media ID and related info Trade union membership (S) Vunique identifier number or code Usernames and passwords Work contact details Working hours		
Notes									
Advice Notes									

	Client	Scattergoods	s Agency Ltd		Data Asset	Temp Worke	r WTR Opt-Out			
Entr	ry Date	01/04/2019			Data Code		FB5-4660-BF7A			
Data Si		Agency worker	Process P	•		omply with a stric	t legal obligation to retain records			
Legal E	Basis	Legal Requirement	Details Working Time Regs			ent	rest Public Function			
Retention F	Period	6 years	Ru	ıns From	Date created		Buffer + 1 year			
Approx. N Approx. N		cords 36 a Subjects 36			easures to ensure a Data So Storage Storage Physical Loc	ource Data State Hard	Subject directly I copy in manual filing system and CRM t's address in both locked office and locked			
Access	All st	aff X Staff need to	know	Manageme	nt need to know	IT HR X	Accounts			
Security measures	System access controls				List other organisations or individuals who access Overseas transfer Yes X No					
	X Enci	a segregation Tyption Sical access controls	☐ Two Factor Authentication☐ User input controls		Breach risk	Terms signed? of breach 1 to 5 a severity 1 to 5 k rating 1 to 25	1 2 2			
Data Item	Atte Auth Com Con Corr Crim X Date Emp Emp	ninal record checks / de e of Birth ails of payments or de bloyer's names bloyment benefits (e.go	or answers ation dates g statements of opinion or intent details ductions	Health ID doc IP Add IT syst Locatio Marita X Names Nation Notes X Payrol	ic or biometric inform or Medical Data (S) cuments (e.g. passport dress tem usage records on Data I status s hality, race or ethnici biographical in natu I, tax and NICs informal contact details) ort, driving licence ty re	Pregnancy / maternity records Recruitment records References Right to work information 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			
Notes Advice Notes										

	Client	Scattergoods	s Agency Ltd		Data	Asset	Employ	yee WTR	Opt-Out	
Ent	ry Date	01/04/2019			Data	Code			7-414F-9545 Processor	
Data S	Subject	Employees	Process F	Purpose	OBLIGATI	ON - To cor	mply with	a strict le	gal obligation to r	etain records
Legal	Basis	▼ Legal Requiremer Legal Requirement	nt Contractual Necessity Details Working Time Regs				nt 🗌 Vita Name	al Interest	t 🔲 Public Fund	ction
Retention	Period	6 years	Ru	uns From	Termina	ation of emp	loyment		Buffer	+ 1 year
Approx. N		cords 17 ra Subjects 17				Data Sou Storage Storage Storage Loca	rce	Hard co	bject directly opy in manual filin address in locked	
Access	☐ All st	taff Staff need to	know All management X	Managem	ent need to	know 🗌	IT 🗌 HE	R 🗌 Acc	counts	
Security	Acce	ess controls	System access controls		Lis	t other orga				
measures	Back	kups	Tranfer controls				seas trans		Yes X No	
		a segregation	Two Factor Authentication		GDPR (Compliant Te	erms sign	ed?		
	∐ Encr	ryption	User input controls			kelihood of			1	
	X Phys	sical access controls			В	reach risk s Risk	severity 1 rating 1 to		2	
Data Item	Atte Auth Com Con Corr Date Emp Emp	ninal record checks / de of Birth ails of payments or de bloyer's names bloyment benefits (e.goloyment History	or answers ation dates g statements of opinion or intent details ductions	Healt ID do IP Ad IT sys Locat Marita X Name Natio Payro	etic or biometh or Medical becuments (editress stem usage tion Data al status es anality, race s biographic	e.g. passpor records or ethnicity cal in nature	t, driving I	,	Recruitment r References Right to work Sickness absorv Signature Social media Trade union r Unique identif	information ence records (S) ID and related info nembership (S) Tier number or code nd passwords details
Notes										
Advice Notes										

	Client	Scattergoods Agency	Ltd		Data A	Asset	Temp Worker C	andidate Che	cklist
Ent	ry Date	01/04/2019			Data		83A949AA-AB8		
						Ľ	Controller	1 10003301	
Data S	Subject	Agency worker	Proces	s Purpose	OBLIGATIO	ON - To comp	ly with a strict le	gal obligation	to retain records
Legal I	Basis	X Legal Requirement	ntractual Necessity	X Legitima	te Interest	Consent	☐ Vital Interes	t 🗌 Public F	unction
		Legal Requirement Details	Conduct of Emplo	yment Agend	cies &	LIA Na	Name Administration of employment		ployment
Retention I	Period	6 years		Runs From	Date of c	reation or da	te agency last p	rovided But	ffer + 1 year
				M	leasures to	ensure accur	acy N/A		
Approx. N						Data Source	e Internall	y input by staf	f member
Approx. N	No of Dat	a Subjects 3600				Storage Stat	e Hard co	py in manual	filing system
					Storage Phy	sical Locatio	n Client's	address in bot	th locked office and locked
Access		aff X Staff need to know	All management	X Managem		know ☐ IT	☐ HR ☐ Ac	counts	
Security measures	☐ Back		m access controls			ndividuals wh			
	back	•	er controls			Oversea	s transfer	Yes X	No
	Data	segregation	- actor Authentication	1	GDPR Co	ompliant Terr	ns signed?		
	_ Encr	yption	input controls		Lik	elihood of bre	each 1 to 5	1	
	X Phys	sical access controls	input controls		Br	each risk sev	erity 1 to 5	3	
						Risk rat	ing 1 to 25	3	
Data Item	Atter Auth Com Con Corr X Crim Date Deta X Emp Emp Emp	earance and size indance and leave records entication questions or answer imencement / termination dates tractual requirements espondence including stateme inal record checks / details of Birth iils of payments or deductions loyer's names loyment benefits (e.g. pension loyment History ressions of opinions regarding incial information	nts of opinion or inte	Healt ID do IP Ad IT sys Locat Marita X Name Natio Notes Payro X Perso	tic or biome h or Medical cuments (e.g dress stem usage ion Data al status es nality, race o s biographica	g. passport, or records or ethnicity al in nature	driving licence)	X Recruitme X Reference Right to we Sickness a X Signature Social med Trade unid	ork information absence records (S) dia ID and related info on membership (S) entifier number or code s and passwords act details
Notes									
Advice Notes									

	Client	Scattergoods	s Agency Ltd		Data Asset	Perm	Candidate	Pre-Screening Form	
Entr	ry Date	01/04/2019			Data Code	340F1		4-477C-A05B Processor	
Data Sı	ubject	Perm Candidate	Proce	ss Purpose	SERVICE DELIVE	ERY - To prov	vide our se	ervices to clients	
Legal E	Basis	Legal Requirement	t	▼ Legitimate		nsent		t Public Function onal Documents	
Retention F	Period	6 years		Runs From	Termination of r	relationship o	or last	Buffer + 1 year	
Approx. N Approx. N		cords 800 a Subjects 800				Source ge State	Hard co	y input by staff member opy in manual filing system address in both locked office	and locked
Access	All s	taff 🗵 Staff need to l	know	X Manageme	ent need to know	□ІТ □Н	R Ac	counts	
Security measures		ess controls	System access controls			organisations uals who acce			
		kups a segregation	☐ Tranfer controls☐ Two Factor Authentication	on	O GDPR Complian	verseas trans		Yes X No	
		ryption sical access controls	User input controls		Breach ri	d of breach 1 isk severity 1 Risk rating 1 t	to 5	1 3 3	
Data Item	X Atte X Auth X Con X Con X Crin X Date Deta X Emp X Emp X Emp X Exp	earance and size ndance and leave receptations of the number of the numb	or answers tion dates g statements of opinion or int letails ductions . pension, etc)	X Health X ID doo IP Add tent IT sys Locati X Marita X Name X Nation X Notes X Payro	er ic or biometric info n or Medical Data (cuments (e.g. pass dress tem usage records on Data il status s hality, race or ethni biographical in na il, tax and NICs inf	ormation (S) (S) sport, driving s icity ature formation		Pregnancy / maternity red X Recruitment records X References X Right to work information X Sickness absence record X Signature Social media ID and relat X Trade union membership Unique identifier number Usernames and passwor X Work contact details X Working hours	Is (S) ted info (S) or code
Notes									
Advice Notes									

	Client	Scattergoods	s Agency Ltd		Data Asse	t Perm	Candidate	es Copies of CVs	
Enti	ry Date	01/04/2019			Data Code		AD8E-760	CC-47A9-A4A0- Processor	
Data S	Subject I	Perm Candidate	Process	Purpose	SERVICE DELIV	VERY - To pro	vide our s	ervices to clients	
Legal I	Basis	Legal Requiremen	t Contractual Necessity	■ Legitimate Interest					
	1	Legal Requirement	Details			LIA Name	Operati	ional Documents	
Retention I	Period	6 years	F	Runs From	Termination of	of relationship	or last	Buffer + 1 year	
				М	leasures to ensu	ire accuracy	User-rel	iant update	
Approx. N	No of Reco	ords 300	00		Dat	a Source	Data Su	bject directly	
Approx. N	No of Data	Subjects 300	00		Stor	age State	Hard co	ppy in manual filing system	
				;	Storage Physica		Client's	address in both locked office	and locked
Security measures	System access controls		List other organisations or individuals who access						
			☐ Tranfer controls			Overseas tran	sfer	Yes X No	
	_ Data s	segregation	☐ Two Factor Authentication		GDPR Compl	iant Terms sig	ned?		
	Encry	Encryption	User input controls		Likelihood of breach 1 to 5			1	
	X Physic	cal access controls	_ oser input controls	Breach risk severity 1 to 5			to 5	2	
						Risk rating 1	to 25	2	
Data Item	Attend Auther Auther Contra Corres Crimin X Date o Details X Emplo Emplo X Emplo X Expres	nal record checks / configuration of Birth as of payments or decoyer's names by ment benefits (e.g.) by ment History	or answers ation dates g statements of opinion or inter details ductions	Health ID doo IP Ado IT sys Locati X Marita X Name X Nation Notes X Payro	tic or biometric in the or Medical Data cuments (e.g. pa dress stem usage recon ion Data al status es nality, race or eth s biographical in oll, tax and NICs onal contact deta	a (S) assport, driving rds nnicity nature information	licence)	Pregnancy / maternity red X Recruitment records References Right to work information Sickness absence record Signature Social media ID and relat Trade union membership Unique identifier number Usernames and password X Work contact details X Working hours	s (S) ed info (S) or code
Notes									
Advice Notes									

	Client	Scattergoods	Agency Ltd		Data A	sset	Perm Candio	dates Copies	of Passports
Enti	ry Date	01/04/2019			Data C		6205BBF4-D		
Data S	ubject	Perm Candidate	Process	s Purpose	SERVICE D	ELIVERY - '	To provide ou	r services to	clients
Legal I	Basis			X Legitimate Interest Consent Vital Interest Public Function					
		Legal Requirement	Details			LIA Na	ame Ope	rational Docu	uments
Retention I	Period	6 years	I	Runs From	Termination	on of relatio	nship or last		Buffer + 1 year
				М	leasures to e	ensure accui	racy N/A		
Approx. N		cords 900 ta Subjects 900				Data Source	e Data	Subject dire	ctly
		,			5	Storage Stat	te Hard	d copy in mar	nual filing system
				9	Storage Phys	sical Locatio	on Clier	nt's address i	n both locked office and locke
Security measures		ess controls kups	System access controls			other organi	ho access	Yes	X No
	Bac	kups	Tranfer controls			Oversea	as transfer	Yes	X No
	_ Data	a segregation	☐ Two Factor Authentication	1	GDPR Co	mpliant Teri	ms signed?		
	_ Enc	Encryption	User input controls		Like	elihood of br	each 1 to 5	1	
	X Phy	sical access controls	_ coor impat controls		Bre	each risk sev	verity 1 to 5	4	
						Risk ra	ting 1 to 25	4	
Data Item	Atte	earance and size endance and leave reconentication questions on mencement / terminal stractual requirements respondence including hinal record checks / one of Birth eails of payments or decoloyer's names ployment benefits (e.g. ployment History ressions of opinions reancial information	or answers tion dates statements of opinion or inter etails ductions pension, etc)	Health ID doo IP Ado IT sys Locati Marita Name Notes Payro	tic or biometre h or Medical cuments (e.g. dress stem usage re ion Data al status es nality, race of s biographica oll, tax and Ni onal contact of	Data (S) p. passport, of ecords r ethnicity I in nature ICs informat	driving licence	Recru Refere Right Sickne Signa Social Trade Uniqu Usern Work	to work information ess absence records (S)
Notes									
Advice Notes									

	Client	Scattergoods	s Agency Ltd		Data	Asset	Perm Candid	ate's Copies of Q	ualification Certificates	
Enti	ry Date	01/04/2019			Data	Code	40CF8FA1-6	F14-4ACD-9DE3		
Data S	Subject	Perm Candidate	Proce	ss Purpose	SERVICE I	DELIVERY -		r services to clien	ts	
Data 0	doject	1 cm canadate	1 1000	oo r urpooo	02.11.02		ro provide edi			
Legal I	Basis		nt Contractual Necessity	X Legitin	nate Interest	Consent	t	est Public Fu	st Public Function	
		Legal Requirement	Details			LIA N	Name Ope	ational Documents		
Retention I	Period	6 years		Runs Fron	n Termina	tion of relation	onship or last	Buf	fer + 1 year	
					Measures to	ensure accu	uracy User-	reliant update		
Approx. N						Data Sour	ce Data	Subject directly		
Арргох. К	Approx. No of Data Subjects 1000				Storage Sta	ate Hard	copy in manual f	iling system		
					Storage Phy	ysical Locati	ion Clien	t's address in bot	n locked office and locked	
Access		taff X Staff need to	know	X Manage	Lis	t other orgar		Accounts		
Security measures	☐ Bacl	kups	System access controls			individuals v		Yes X	No	
		•	Tranfer controls			Overse	eas transfer	_ 1 es 🔼 i	NO	
	☐ Data segregation☐ Two Factor Authentication		GDPR Compliant Terms signed? on							
	_ Enci	ryption	User input controls		Lik	kelihood of b	oreach 1 to 5	1		
	X Phys	sical access controls			В	reach risk se	everity 1 to 5	1		
						Risk r	ating 1 to 25	1		
Data Item	Atte Auth Con Corr Crin Date Emp Emp Exp	ninal record checks / de e of Birth ails of payments or de bloyer's names bloyment benefits (e.g	or answers ation dates g statements of opinion or integrable details	Ge Heatent IT s Loc Na Na Pag	Address system usage cation Data rital status	al Data (S) .g. passport, records or ethnicity cal in nature	, driving licence	Recruitmer References Right to wo Sickness a Signature Social med Trade unio Unique ide	ork information bsence records (S) ia ID and related info in membership (S) intifier number or code is and passwords ict details	
Notes										
Advice Notes										

	Client	Scattergoods	s Agency Ltd		Data A	sset	Perm Candida	ate Reference Res	ponse Form / Letter
Ent	ry Date	01/04/2019			Data C			00B-45D8-98F4 Processor	
Data S	Subject	Perm Candidate	Process	s Purpose	SERVICE DI	ELIVERY - ⁻	To provide our	services to clients	;
Legal I	Basis	Legal Requiremer	t Contractual Necessity	▼ Legitimate Interest					nction
		Legal Requirement	Details			LIA Na	ame Opera	ational Documents	3
Retention I	Period	6 years	ī	Runs From	Termination	on of relation	nship or last	Buffe	r + 1 year
				М	leasures to e	nsure accur	racy N/A		
Approx. N						Data Source	e Busine	ess partner or clier	nt
Approx. N	No of Dat	ta Subjects 24	J0		5	Storage Stat	te Hard	copy in manual fili	ng system
					Storage Phys	sical Locatio	on Client'	s address in both	locked office and locked
Security measures		ess controls kups	System access controls			other organi dividuals wh	ho access	Ves X No	2
	Bac	kups	☐ Tranfer controls			Oversea	as transfer	Yes X No	0
	Data	a segregation	☐ Two Factor Authentication		GDPR Co	mpliant Terr	ms signed?		
	Encryption	User input controls		Likelihood of breach 1 to 5			2		
	X Phys	sical access controls			Bre	ach risk sev	verity 1 to 5	2	
						Risk ra	ting 1 to 25	4	
Data Item	Atte Auth Con Con Crin Date Deta Emp Emp Emp Emp	ninal record checks / o e of Birth ails of payments or de oloyer's names oloyment benefits (e.g	or answers ation dates g statements of opinion or inter details ductions	Health ID doc IP Add IT sys Locati Marita Name Nation Notes Payro Perso	tic or biometr h or Medical cuments (e.g dress stem usage re ion Data al status	Data (S) . passport, of ecords r ethnicity I in nature Cs informat	driving licence)	X Recruitment X References Right to work Sickness abs X Signature Social media Trade union Unique ident	k information sence records (S) a ID and related info membership (S) tifier number or code and passwords at details
Notes									
Advice Notes									

	Client Scatterg	oods Agency Ltd	Data Asset	Appraiser's Preparation I	Form
Entr	y Date 01/04/2	019	Data Code	EF6BF7DE-F5C0-4FEA-	-8D64-
				Controller Process	sor
Data Su	ubject Employees	Process P	urpose HUMAN RESOURCES	- To process personnel m	atters including appraisal, professiona
Legal B	Basis	ement Contractual Necessity	Legitimate Interest Consent	☐ Vital Interest ☐ Pu	blic Function
	Legal Requiren	nent Details	LIA N	ame Administration o	f employment
Retention P	Period 6 years	Ru	ns From Termination of emplo	yment	Buffer + 1 year
			Measures to ensure accur	racy N/A	
	lo of Records	136	Data Source	e Internally input by	y staff member
Approx. No	o of Data Subjects	136	Storage Sta	te Hard copy in ma	inual filing system
			Storage Physical Location	n Client's address	in both locked office and locked
Access Security measures	☐ All staff☐ Staff need☐ Access controls☐ Backups	d to know All management X N System access controls Tranfer controls	List other organi individuals w	sations or no access	x No
	☐ Data segregation	Tranier controls	GDPR Compliant Ter	ms signed?	
	☐ Encryption☒ Physical access contr	☐ Two Factor Authentication☐ User input controls	Likelihood of br Breach risk se	each 1 to 5 1	
Data Item	Criminal record check Date of Birth Details of payments of Employer's names Employment benefits Employment History	e records ons or answers mination dates ents uding statements of opinion or intent ks / details or deductions	Gender Genetic or biometric information Health or Medical Data (S) ID documents (e.g. passport, IP Address IT system usage records Location Data Marital status Names Nationality, race or ethnicity Notes biographical in nature Payroll, tax and NICs informatical photographs	on (S)	nancy / maternity records uitment records rences to work information ness absence records (S) ature al media ID and related info e union membership (S) ue identifier number or code names and passwords to contact details ting hours
Notes					
Advice Notes					

	Client	Scattergoods	s Agency Ltd		Data Asset	Employee Per	rsonnel File Summary Record Fo	orm
Entr	ry Date	01/04/2019			Data Code	7B862F3F-00	3F-44AE-BF12	
						X Controller	Processor	
Data Su	ubject E	Employees	Process	Purpose	HUMAN RESOURCES	- To process p	ersonnel matters including appra	isal, professiona
Legal E	Basis	Legal Requiremen	t Contractual Necessity	X Legitima	te Interest Consent	Vital Intere	est Public Function	
	L	∟egal Requirement	Details		LIA N	lame Admi	nistration of employment	
Retention F	Period	6 years	F	Runs From	Termination of emplo	oyment	Buffer + 1 year	
				N	Measures to ensure accu	ıracy User-ı	reliant update	
Approx. N	No of Recor				Data Source	ce Interna	ally input by staff member	
Approx. N	lo of Data S	Subjects 17			Storage State Hard		copy in manual filing system	
					Storage Physical Location		's address in both locked office a	and locked
Security measures	☐ Backup☐ Data se	s controls os egregation	System access controls Tranfer controls Two Factor Authentication User input controls		List other organindividuals w Overse GDPR Compliant Tel Likelihood of b Breach risk se	who access eas transfer rms signed? ereach 1 to 5 everity 1 to 5	Yes X No	
Data Item	Attenda Auther Comm Contra Corres Crimina Date o Details Employ Employ Expres	al record checks / d f Birth s of payments or de yer's names yment benefits (e.g yment History	or answers ition dates g statements of opinion or inter letails ductions	Healing ID do IP Active IT synthemial IT syn	der etic or biometric informat th or Medical Data (S) ocuments (e.g. passport, ddress stem usage records tion Data al status	driving licence	Pregnancy / maternity reco Recruitment records References Right to work information Sickness absence records Signature X Social media ID and related Trade union membership (Substitute) Unique identifier number or Usernames and passwords Work contact details Working hours	(S) d info S) r code
Notes								
Advice Notes								

	Client Scat	tergoods Agency Ltd	Data Asset Va	rious Employ	ee Collateral Agreements
Entr	ry Date 01/0	04/2019	Data Code 43	8C876E-497	E-4C73-A6D6
,	,		X	Controller	Processor
Data Su	ubject Employees	Process Pu	urpose HUMAN RESOURCES - To	process per	sonnel matters including appraisal, professional
Legal E	Rasis Legal Red	quirement Contractual Necessity	Legitimate Interest Consent	Vital Interes	t Public Function
Logar		irement Details	LIA Name		stration of employment
	Legal Nequ	irement betails	LIA Nami	e Aumini	stration of employment
Retention F	Period 6 years	Rur	ns From Termination of employment	ent	Buffer + 1 year
			Measures to ensure accuracy	y N/A	
Approx. N	lo of Records	136	Data Source	Internall	y input by staff member
Approx. N	o of Data Subjects	17			ppy in manual filing system
			Storage State		
			Storage Physical Location	Clients	address in both locked office and locked
Access	☐ All staff☐ Staff☐ Access controls	need to know 🗌 All management 🕱 N	Ianagement need to know ☐ IT ☐ List other organisat		
Security measures	□ Do alguna	System access controls	individuals who		HR Managed Services
	Backups	☐ Tranfer controls	Overseas t	ransfer	Yes X No
	☐ Data segregation	Two Factor Authentication	GDPR Compliant Terms	signed?	Yes
	Encryption	Two Factor Admentication	Likelihood of bread	sh 1 to 5	1
	X Physical access of	User input controls	Breach risk severi		1
	I Trysical access o	ontiols	Risk rating		1
Data Item			Gender		
	Commencement of Contractual required Contractual required Correspondence Criminal record of Date of Birth Details of paymer Employer's name Employment beneated Employment History	eave records estions or answers / termination dates rements including statements of opinion or intent hecks / details hts or deductions s efits (e.g. pension, etc) ory oinions regarding data subject	Genetic or biometric information of Health or Medical Data (S) ID documents (e.g. passport, drivents) IP Address IT system usage records Location Data Marital status X Names Nationality, race or ethnicity Notes biographical in nature Payroll, tax and NICs information X Personal contact details Photographs	ring licence)	Pregnancy / maternity records Recruitment records References Right to work information Sickness absence records (S) X Signature Social media ID and related info Trade union membership (S) Unique identifier number or code Usernames and passwords Work contact details Working hours
Notes					
Advice Notes					

	Client So	cattergoods Agency Ltd	Data Asset	Probationary Revi	ew Forms
Entr	y Date 0°	1/04/2019	Data Code	452F6A90-C703-4	4696-80C3
				Controller P	rocessor
Data Su	ubject Employe	es Process Pu	rpose HUMAN RESOURCES -	To process perso	nnel matters including appraisal, professiona
Legal B	Basis 🗌 Legal R	Requirement Contractual Necessity	Legitimate Interest Consent	☐ Vital Interest	☐ Public Function
	Legal Re	quirement Details	LIA Na	me Administra	ation of employment
Retention P	Period 6 years	Run	s From Termination of employ	vment	Buffer + 1 year
			Measures to ensure accur	acy N/A	
• • •	lo of Records	136	Data Source	e Business p	partner or client
Approx. No	o of Data Subjects	17	Storage Stat	e Hard copy	in manual filing system
			Storage Physical Location	n Client's ad	dress in both locked office and locked
Security measures	☐ Access controls☐ Backups	System access controls	List other organis individuals wh Oversea	o access	HR Managed Services ☐ Yes ※ No
	☐ Data segregation		GDPR Compliant Terr		Yes
	Encryption	Two Factor AuthenticationUser input controls	Likelihood of bre	each 1 to 5	1
	X Physical access	<u> </u>	Breach risk sev	erity 1 to 5	1
			Risk rat	ing 1 to 25	1
Data Item	X Commencement X Contractual record Correspondence Criminal record Date of Birth Details of paym Employer's nar Employment be Employment He	d leave records questions or answers nt / termination dates quirements ce including statements of opinion or intent d checks / details nents or deductions mes enefits (e.g. pension, etc) istory opinions regarding data subject	Gender Genetic or biometric information Health or Medical Data (S) ID documents (e.g. passport, of IP Address IT system usage records Location Data Marital status X Names Nationality, race or ethnicity X Notes biographical in nature Payroll, tax and NICs information X Personal contact details Photographs	driving licence)	Pregnancy / maternity records Recruitment records References Right to work information 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
Notes					
Advice Notes					

	Client	Scattergood	s Agency Ltd		Data Asset	Enterprise D	atabase - Wor	kers	
Entr	ry Date	01/04/2019			Data Code	5F028AEC-6	60AE-4A0F-B5	iFF-	
	•					X Controller	Processor		
Data Sı	ubject	Agency worker	Process	Purpose	MANAGEMENT - To	effectively mana	age our staff, th	neir activities and our tang	ible assets
Legal E	Basis	Legal Requiremer	nt Contractual Necessity	x Legitimat	e Interest Conse	ent 🗌 Vital Inte	erest Publi	c Function	
		Legal Requirement	Details		LIA	A Name Adn	ministration of e	employment	
Retention F	Period	6 years	R	tuns From	Termination of cor	ntract or last eng	agement	Buffer + 1 year	
				М	easures to ensure ac	ccuracy User	r-reliant update		
Approx. N					Data So	urce Inter	nally input by s	staff member	
Approx. N	lo of Da	ta Subjects 50	88		Storage S	State Data	a in database s	structure	
					Storage Physical Loc	ation Clier	nt's address in	both locked office and loc	ked
Access	Alls	taff ☐ Staff need to	know	Manageme	ent need to know	IT HR X	Accounts		
Security	X Acc	ess controls	X System access controls		•	ganisations or s who access			
measures	Bac	kups	Tranfer controls		Over	rseas transfer	Yes	No	
	☐ Data	a segregation	☐ Two Factor Authentication		GDPR Compliant	Terms signed?	N/A		
	x Enc	ryption	User input controls		Likelihood o	f breach 1 to 5	3		
	X Phy	sical access controls	Oser input controls		Breach risk	severity 1 to 5	4		
					Risk	k rating 1 to 25	12		
Data Item	Atte	ninal record checks / one of Birth ails of payments or decoloyer's names coloyment benefits (e.go	or answers ation dates g statements of opinion or intent details eductions	X Health ID doo IP Add IT sys Locati X Marita X Name Nation Notes X Payro X Perso	tic or biometric inform n or Medical Data (S) cuments (e.g. passpo dress etem usage records ion Data al status	ort, driving licenc	Reference Reference Right to Sicknes Signatu Social r Trade u X Unique Userna	o work information as absence records (S) are media ID and related info union membership (S) identifier number or code mes and passwords ontact details	
Notes									

Advice Notes

	Client	Scattergoods	Agency Ltd		Data	Asset	Enterprise D	atabase - Cl	ients	
Entı	ry Date	01/04/2019			Data	a Code	AD7B2289-1			
Data S	ubject	Clients and their Em	ployees Process	Purpose	SERVICE	DELIVERY -	To provide ou	ır services to	clients	
Legal I	Basis	Legal Requiremen	t Contractual Necessity Details	× Legitima	ate Interest	Consent		rest	blic Function ersonal data	
Retention I	Period	6 years	R	tuns From	Termina	ation of contra	act or last eng	agement	Buffer + 1 year	
Approx. N		ords 223 a Subjects 223				Data Source Storage Stanysical Locati	ce Inter	in database	y staff member	
Access	All sta	aff	now	Managen	nent need to	know 🗌 I	Γ □ HR 🗷	Accounts		
Security measures	X Acce	ss controls ups	X System access controls		Lis	other organ individuals w		☐ Yes	□ No	
	☐ Data	segregation	☐ Tranfer controls☐ Two Factor Authentication		GDPR (Compliant Te		N/A		
	X Encry	yption ical access controls	User input controls			ikelihood of b Breach risk se Risk ra		1 1 1		
Data Item	Atter Author Com Cont Corre Crim Date Deta Empl Empl Expre	earance and size idance and leave reco entication questions of mencement / termina ractual requirements espondence including inal record checks / d of Birth ils of payments or dec loyer's names loyment benefits (e.g. loyment History essions of opinions re incial information	r answers tion dates statements of opinion or intent etails ductions pension, etc)	Heal ID de IP A IT sy Loca Mari X Nam Natio	etic or biome Ith or Medica ocuments (e ddress ystem usage ation Data ital status nes onality, race es biographic	etric informat al Data (S) e.g. passport, e records or ethnicity cal in nature NICs informa	ion (S) driving licence	Recru Refer Right Sickn Signa Socia Trade Uniqu Userr X Work	nancy / maternity record uitment records rences to work information less absence records (Sature al media ID and related e union membership (S) ue identifier number or on names and passwords contact details ing hours	S) info)
Notes Advice Notes										

	Client Scattergood	ds Agency Ltd		Data Asset	Worker Time	sheets	
Entr	ry Date 01/04/2019			Data Code	37EFE2B8-9	919-4D57-948B	
					X Controller	Processor	
Data Si	ubject Agency worker	Process	s Purpose	MANAGEMENT - To ef	ffectively mana	ge our staff, their activi	ties and our tangible assets
Legal E	Basis	nt X Contractual Necessity	Legitima	te Interest Consent	: Vital Inter	rest Public Function	n
-	Legal Requirement	t Details		LIA N	lame		
Retention F	Period 1 year		Runs From	Date created		Buffer	n/a
			N	Measures to ensure accu	ıracy N/A		
		3000		Data Source	ce Data	Subject and internally i	nput
Approx. N	Io of Data Subjects 10	000		Storage Sta	ate Hard	l copy in manual filing s	ystem
				Storage Physical Location	on Clien	t's address in locked of	fice
Security measures	 □ Access controls □ Backups □ Data segregation □ Encryption ☒ Physical access controls 	know All management System access controls Tranfer controls Two Factor Authentication User input controls		List other organindividuals w Overse GDPR Compliant Ter Likelihood of b Breach risk se Risk ra	nisations or who access eas transfer rms signed?	Yes X No 2 1 2	
Data Item	Appearance and sizeAttendance and leave real	cords	Gend Gene	der etic or biometric informat	tion (S)	Pregnancy / mate	•
	Authentication questions		Healt	th or Medical Data (S)	, ,	References	
	Commencement / terminContractual requirements			ocuments (e.g. passport,	driving licence	e) Right to work info	
		g statements of opinion or inte		stem usage records		▼ Signature	(0)
	☐ Criminal record checks /☐ Date of Birth	details		tion Data al status		Social media ID aTrade union mer	
	Details of payments or de	eductions	× Name			X Unique identifier	,
	Employer's names			nality, race or ethnicity		Usernames and	•
	Employment benefits (e.gEmployment History	g. pension, etc)		s biographical in nature oll, tax and NICs informa	ation	Work contact defWorking hours	tails
	X Expressions of opinions	regarding data subject		onal contact details		<u></u>	
	Financial information		Photo	ographs			
Notes	forms are shredded once i	invoiced to client so retention p	eriod 1 year	max			
Advice Notes							
AUTOC NUCES							

	Client	Scattergoods	Agency Ltd		Data	Asset	Child Su	upport For	rms	
Entr	ry Date	01/04/2019						884-4BA5-A2C5- Processor		
Data S	ubject	Agency worker	Process F	Purpose	PAYROLL	To adminis	iter pay, ta	ax, NI and	d other deductions	and allowances
Legal E	Basis	Legal Requiremen	t Contractual Necessity	ecessity X Legitimate Interest Consent			☐ Vital	☐ Vital Interest ☐ Public Function		
		Legal Requirement l	Details			LIA N	lame	Operation	nal Documents	
Retention F	Period	6 years	Ru	uns From	End of r	elevant tax y	ear		Buffer	+ 1 year
				N	leasures to	ensure accu	ıracy	N/A		
Approx. N						Data Source	ce	Data Subj	ject and internally	input
Approx. N	Approx. No of Data Subjects 50					Storage Sta	ate	Hard cop	y in manual filing	system
					Storage Ph	nysical Location	on	Client's a	ddress in locked o	office
Access Security	All st	taff Staff need to k		Managem		st other organ	nisations o		ounts	
measures	Bacl	kups	System access controls			individuals w			Yes X No	
		•	Tranfer controls			Overse	eas transfe	er	I CS X NO	
		a segregation	☐ Two Factor Authentication		GDPR C	Compliant Ter	rms signe	ed?		
		ryption	User input controls		Li	kelihood of b	reach 1 to	o 5	1	
	X Phys	sical access controls			В	Breach risk se	everity 1 to	5 5	4	
						Risk ra	ating 1 to	25	4	
Data Item	Atte Auth Con Con Crin Date Emp Emp Exp	earance and size Indance and leave recomentication questions of Immencement / terminal Itractual requirements Itra	r answers tion dates statements of opinion or intent etails ductions pension, etc)	Healt ID do IP Ad IT sys Locat Marit X Name Natio X Notes X Payro X Perso	etic or biome th or Medica cuments (e ddress stem usage tion Data al status es onality, race s biographic	e.g. passport, e records or ethnicity cal in nature NICs informa	driving lie	cence)	Trade union me	ords aformation ace records (S) and related info embership (S) er number or code d passwords
Notes										
Advice Notes										

	Client Scattergo	oods Agency Ltd	Data Asset	SSP Record Sho	eet
Ent	ry Date 01/04/20	19	Data Code	55B1ECA8-F96 Controller	
Data S	Subject Employees	Process P	urpose PAYROLL - To administ	er pay, tax, NI ar	nd other deductions and allowances
Legal	Basis X Legal Requirer Legal Requirement	ment Contractual Necessity cent Details Statutory Sick Pay Re			Public Function
Retention	Period 6 years	Ru	ns From End of relevant tax ye	ear	Buffer + 1 year
			Measures to ensure accur	racy N/A	
	No of Records	300	Data Source	e Data Sul	bject and internally input
Approx. N	No of Data Subjects	300	Storage Stat	te Hard co	py in manual filing system
			Storage Physical Locatio		address in locked cabinet
Access	☐ All staff ☐ Staff need☐ Access controls	to know All management X N	Management need to know IT List other organi individuals wh	sations or	counts
measures	Backups	Tranfer controls	Oversea	as transfer	Yes X No
	☐ Data segregation	Two Factor Authentication	GDPR Compliant Terr	ms signed?	
	Encryption	User input controls	Likelihood of bro	each 1 to 5	1
	X Physical access contro	·	Breach risk sev	erity 1 to 5	4
			Risk ra	ting 1 to 25	4
Data Item	Criminal record checks Date of Birth Details of payments or Employer's names Employment benefits (Employment History	ns or answers nination dates ents ding statements of opinion or intent s / details r deductions	Gender Genetic or biometric information Health or Medical Data (S) ID documents (e.g. passport, of IP Address IT system usage records Location Data Marital status Names Nationality, race or ethnicity Notes biographical in nature Payroll, tax and NICs information Personal contact details Photographs	driving licence)	Pregnancy / maternity records Recruitment records References Right to work information 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
Notes					
Advice Notes					
AUVICE NUIES					
Instructions required	Yes				

	Client Scattergoo	ods Agency Ltd		Data Asset	GP Fit Notes a	and related GP and other	er correspondence
Entr	ry Date 01/04/201	9		Data Code	D20F21AF-BF	C1-4216-8BBB	
	, - 5.00				x Controller	Processor	
				ı	X CONTROLLO	1 1000001	
Data Su	ubject Employees	Process P	Purpose MA	NAGEMENT - To eff	fectively manag	e our staff, their activitie	es and our tangible assets
Legal E	Basis	nent Contractual Necessity	Legitimate I	nterest	☐ Vital Intere	est Public Function	
	Legal Requireme	nt Details		LIA N	ame GP Fi	t notes and correspond	ence (other than for
Retention F	Period 6 years	Ru	uns From	Termination of emplo	yment	Buffer +	1 year
			Mea	sures to ensure accu	racy N/A		
	lo of Records	1		Data Sourc	e The da	ata subject's medical ad	visor/s
Approx. N	o of Data Subjects	1		Storage Sta	te Hard o	copy in manual filing sys	stem
			Sto	orage Physical Location		s address in locked offic	ce
Access	☐ All staff ☐ Staff need t	to know 🗌 All management 🕱 N	Management	need to know IT			
Security measures	Doolung	System access controls		individuals w		HR Managed Servi	ces
	Backups	Tranfer controls		Overse	as transfer	Yes X No	
	☐ Data segregation	Two Factor Authentication	(GDPR Compliant Ter	ms signed?	Yes	
	Encryption	Wo Factor Additentication		l ikalihaad of br	rooch 1 to E	1	
	M Dhysical access central	User input controls		Likelihood of br Breach risk se		4	
	X Physical access control	S			iting 1 to 25	4	
				Nisk id	iting 1 to 25	7	
Data Item	Criminal record checks Date of Birth Details of payments or Employer's names Employment benefits (employment History	is or answers ination dates ints ing statements of opinion or intent / details deductions	X Health o X ID docur IP Addre IT system Location Marital s X Names National X Notes bi Payroll,	m usage records Data tatus ity, race or ethnicity ographical in nature tax and NICs informat	driving licence)	Pregnancy / mater Recruitment record References Right to work infor Sickness absence Signature Social media ID ar Trade union members Unique identifier no Usernames and property Work contact deta Working hours	mation records (S) nd related info pership (S) umber or code asswords
Notes							
Advice Notes							

	Client	Scattergoods	s Agency Ltd		Data	Asset	Maternity	y - MAT E	B1 Forms	
Enti	ry Date	01/04/2019			Data	Code	9D944C4		-4B85-B570 Processor	
Data S	ubject	Employees	Process	Purpose	BENEFITS	S - To provide	e benefits t	to employ	yees and workers	3
Legal I	Basis	Legal Requirement		▼ Legitimate Interest				est Public Function nity / Family-fiendly Rights / Benefits		
Retention I	Period	6 years		Runs From	Termina	ition of emplo		Materrity	Buffer	+ 1 year
		, , , , , , , , , , , , , , , , , , ,	·			ensure accu		N/A		•
Approx. N		cords 3 ta Subjects 3				Data Source			subject's medical	
					Storage Ph	Storage Sta ysical Locati			ddress in locked	
Access	All s	taff 🔲 Staff need to I	know	Managem	nent need to	know 🗌 🗆	「 □ HR	X Acco	ounts	
Security measures	Acce	ess controls	System access controls			t other organ individuals w			HR managed se	ervices
measures	Backups Tranfer controls					Overse	eas transfe	er	Yes X No	
		a segregation	☐ Two Factor Authentication		GDPR C	Compliant Te	rms signed	d?	Yes	
		ryption	User input controls		Lil	kelihood of b	reach 1 to	5	1	
	X Phys	sical access controls			В	reach risk se Risk ra	everity 1 to ating 1 to 2		4	
Data Item	Atte Auth Con Con Crin X Date Deta X Emp Emp Emp	earance and size endance and leave reconentication questions of mencement / terminal stractual requirements respondence including hinal record checks / one of Birth eails of payments or decoloyer's names coloyment benefits (e.g. poloyment History ressions of opinions reancial information	or answers tion dates g statements of opinion or inter letails ductions . pension, etc)	Heal ID do IP Ao IT sy Loca Marit X Nam Natio Note Payr X Pers	etic or biome th or Medica ocuments (e ddress vstem usage ation Data tal status les onality, race es biographic	.g. passport, records or ethnicity cal in nature NICs informa	driving lic	ence)	Signature Social media II Trade union me	cords information ince records (S) ince and related infoundership (S) incer number or code did passwords intertails
Notes										
Advice Notes										

	Client Scattergoods Agency Ltd			Data Asset	Records of BAC	of BACS transfers and other bank payments		
Enti	ry Date	01/04/2019		Data Code	BB1546FF-8B9			
					X Controller	Processor		
Data S	ubject All		Process Purpose	CONTRACT - To perfor	rm our duties und	ler a contract		
Legal I	Basis 🗌 Legal	Requirement X Contractual	Necessity Legitim	nate Interest Consent	☐ Vital Interes	t Public Function		
	Legal F	Requirement Details		LIA N	lame			
Retention I	Period 1 year		Runs Fron	n Termination of contra	act or last engage	ement Buffer + 3 months		
				Measures to ensure accu	ıracy N/A			
Approx. N	No of Records	300		Data Source	ce Data Su	bject and internally input		
Approx. N	lo of Data Subjec	ts 300			Llord of	ppy in manual filing system		
				Storage Sta				
				Storage Physical Location	on Client's	address in locked office		
Access		taff need to know	agement 🗷 Manage	ment need to know 🔲 🛭	Γ ☐ HR ☒ Ac	counts		
Security	Access contro	ols System acces	ss controls	List other organ individuals w				
measures	Backups			Overse	eas transfer	Yes X No		
	☐ Data segrega	☐ Tranfer contro	ols					
	Data segrega	☐ Two Factor A	uthentication	GDPR Compliant Te	rms signed?			
	Encryption	□ Hear input ac	otrolo	Likelihood of b	reach 1 to 5	1		
	X Physical acce	☐ User input coress controls	IllOIS	Breach risk se	everity 1 to 5	4		
				Risk ra	ating 1 to 25	4		
Notes dvice Notes	Authenticatio Commencem Contractual recommende Criminal recommende Date of Birth Details of pay Employer's note the Employment Employment Expressions Financial info	nd leave records n questions or answers tent / termination dates equirements nce including statements of op rd checks / details ments or deductions ames benefits (e.g. pension, etc) History of opinions regarding data sub	Gei Hea ID o IP A Dinion or intent IT s Loc Mai X Nar Nat Not X Pay ject X Per	nder netic or biometric informat alth or Medical Data (S) documents (e.g. passport, Address system usage records cation Data rital status	ion (S) driving licence)	Pregnancy / maternity records Recruitment records References Right to work information 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		
Instructions required	Yes							

	Client	Scattergoods	Agency Ltd		Data	Asset	P45 Folder		
Enti	ry Date	01/04/2019			Data	Code		413-4ECA-A1AA Processor	
Data S	subject	Employees / Agency	Workers Process	Purpose	PAYROLL	- To adminis	ter pay, tax, NI	I and other deducti	ons and allowances
Legal I	Basis	▼ Legal Requirement Legal Requirement	t Contractual Necessity Details Income Tax (PAYE)			☐ Consent		rest 🗌 Public Fui	nction
Retention I	Period	6 years	R	uns From	End of r	elevant tax y	ear	Buffe	er + 1 year
Approx. N		cords 17 a Subjects 17		ľ		ensure accu Data Sourc Storage Sta sysical Locati	ce Data ate Hard	Subject and internations of the second secon	ing system
Access	☐ All st	aff ☐ Staff need to k	know ☐ All management 🗵	Managem	nent need to	know 🗌 l	「 □ HR 🕱	Accounts	
Security measures	☐ Acce	ess controls aups	System access controls			t other orgar individuals w		Yes X N	0
		segregation	☐ Tranfer controls☐ Two Factor Authentication		GDPR C	Compliant Te			
		yption sical access controls	User input controls			kelihood of b reach risk se Risk ra		1 3 3	
Data Item	Atter Auth Com Con Corr Crim Date Emp Emp	earance and size Indance and leave reconstruction questions of immencement / terminal tractual requirements espondence including inal record checks / de of Birth hils of payments or decoloyer's names aloyment benefits (e.g. aloyment History ressions of opinions rencial information	or answers tion dates statements of opinion or intent etails ductions pension, etc)	Heal ID do IP Act IT sy Loca Marit X Nam Natio Note X Payr X Pers	etic or biome th or Medica ocuments (eddress ystem usage ation Data tal status tes onality, race es biographic	etric informated Data (S) e.g. passport, erecords or ethnicity cal in nature	ion (S) driving licence	Recruitment References Right to wor Sickness ab Signature Social media Trade union Unique iden	k information sence records (S) a ID and related info membership (S) tifier number or code and passwords at details
Notes Advice Notes									

	Client So	cattergoods Agency Ltd		Data Asset	Bad Debt Folde	er
Enti	ry Date 0	1/04/2019		Data Code	954CD5AB-B4	DD-4FCB-8F66 Processor
Data S	ubject Clients a	nd their Employees	Process Purpose	PAYMENTS - For the	purposes of paym	ents or refunds
Legal I	240.0	Requirement	ecessity X Legitima			et Public Function
	Legal Re	quirement Details		LIA	Name Admini	stration of accounts
Retention I	Period 6 years		Runs From	Termination of contr	ract or last engage	ement Buffer + 1 year
				Measures to ensure acc	curacy N/A	
	No of Records	150		Data Sou	rce Internal	ly input by staff member
Approx. N	lo of Data Subjects	150		Storage St	tate Hard c	opy in manual filing system
				Storage Physical Locat	tion Client's	address in locked office
Security measures	All staff Sta	System access System access Tranfer controls Two Factor Auti User input contr	nentication	List other orga individuals Overs GDPR Compliant Te Likelihood of I Breach risk s	who access seas transfer erms signed? breach 1 to 5	Yes X No
Data Item	Authentication Commenceme Contractual record Correspondence Criminal record Date of Birth Details of paym Employer's nar Employment be Employment H	d leave records questions or answers nt / termination dates quirements ce including statements of opin d checks / details nents or deductions mes enefits (e.g. pension, etc) istory f opinions regarding data subject	Hea ID d IP A ion or intent Loca Mari Nati Note Paye	etic or biometric informalith or Medical Data (S) ocuments (e.g. passport dress ystem usage records ation Data ital status	t, driving licence)	Pregnancy / maternity records Recruitment records References Right to work information 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
Notes						
Advice Notes						

	Client	Scattergoods	s Agency Ltd		Data Asset	Now Pension	s csv files
Entr	ry Date	01/04/2019			Data Code	41555026-5B	85B-40BB-90A6
						X Controller	Processor
Data S	ubject	Employees / Agency	y Workers Process P	urpose	PENSIONS – To adr	minister pension e	enrolment and payments
Legal E	Basis	X Legal Requiremen	t Contractual Necessity	Legitimat	e Interest Conse	ent	rest Public Function
		Legal Requirement	Details Pensions Act 2008 a	nd Pension	n Regulator LIA	A Name	
Retention F	Period	6 years	Ru	ins From	End of relevant fin	ancial year	Buffer + 1 year
				М	easures to ensure a	ccuracy N/A	
Approx. N		cords 470 a Subjects 500	000 no		Data So	urce Data	Subject and internally input
Αρρίολ. Ν	o or Dat	a Gubjects Gov			Storage	State Sprea	adsheet document
				(Storage Physical Loc	ation Client	t's address in both locked office and locked
Access		aff Staff need to less controls	know	Manageme			Accounts
Security measures			System access controls		-	ganisations or s who access	
	☐ Backups ☐ Tranfer controls		☐ Tranfer controls		Ove	rseas transfer	Yes No
	☐ Data	segregation	X Two Factor Authentication		GDPR Compliant	Terms signed?	N/A
	× Encr	ryption	User input controls		Likelihood o	f breach 1 to 5	1
	Phys	sical access controls	_ Good imput containe		Breach risk	severity 1 to 5	2
					Risi	k rating 1 to 25	2
Data Item	Atte Auth Com Con Corr Crim X Date X Deta Emp Emp	ninal record checks / c e of Birth ails of payments or de bloyer's names bloyment benefits (e.g	or answers ation dates g statements of opinion or intent letails ductions	Health ID doo IP Add IT sys Locati Marita X Name Nation Notes X Payro X Perso	tic or biometric inform n or Medical Data (S) cuments (e.g. passpo dress tem usage records ion Data al status	ort, driving licence	Pregnancy / maternity records Recruitment records References Right to work information 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
Notes							
Advice Notes							

	Client	Scattergoods	s Agency Ltd		Data Asset	PAYE R	eports (payroll	histories)
Entr	ry Date	01/04/2019			Data Code	2C4ABD	06C-7323-4A5E	
Data S	ubject	Employees / Agency	/ Workers Proce	ss Purpose	PAYROLL - To adm	ninister pay, ta	ax, NI and other	deductions and allowances
Legal I	Basis		t Contractual Necessity Details Income Tax (PA)			_	Interest P	ublic Function
		Legal Requirement	Details Income rax (FA	TL) Negs 200	J LI	IA Name		
Retention F	Period	6 years		Runs From	End of relevant to	ax year		Buffer + 1 year
				N	leasures to ensure a	accuracy N	N/A	
Approx. N					Data S	ource I	nternally input l	by staff member
Approx. N	No of Data	a Subjects 500	00		Storage	State	Hard copy in manual filing system	
					Storage Physical Lo	cation (Client's address	s in both locked office and locke
Access Security	X Acce	aff Staff need to less controls	All management X System access controls	∐ Managem		x IT HR rganisations o	or	
measures	Backups		Tranfor controls		Ove	erseas transfe	er 🗌 Ye	s X No
		segregation	☐ Tranfer controls☐ Two Factor Authentication	on	GDPR Compliant	Terms signed	d?	
	Encr	yption	User input controls		Likelihood	of breach 1 to	5 1	
	X Phys	sical access controls				k severity 1 to		
					Ris	sk rating 1 to 2	25 1	
Data Item	Atter Auth Com Conf Corr Crim X Date X Deta X Emp Emp Expr	ninal record checks / decord c	or answers tion dates g statements of opinion or int letails ductions	Healt ID do IP Ad tent IT sys Locat X Marita X Name Natio Notes X Payro	tic or biometric information or Medical Data (Souments (e.g. passportessortem usage records ion Data	s) port, driving lic sity ure	Receivence) Reference) Reference) Right Sick Sigr Soc Trace Unice Use	gnancy / maternity records cruitment records erences Int to work information kness absence records (S) mature ial media ID and related info de union membership (S) que identifier number or code ernames and passwords rk contact details rking hours
Notes								
Advice Notes								

	Client	Scattergoods	Agency Ltd		Data	Asset	Employee	/ Worke	er Bank Details Forr	n
Ent	ry Date	01/04/2019			Data	a Code	ABAEE85		4162-B2C2- Processor	
Data S	Subject	Employees / Agency	Workers Process F	Purpose	PAYMENT	ΓS - For the _I	purposes of p	oaymen	ts or refunds	
Legal	Basis	Legal Requiremen		tual Necessity					☐ Public Function	
Retention	Period	6 months	Ru	uns From	Termina	ation of relati	onship or las	st	Buffer n	/a
	No of Data	a Subjects 17			Storage Ph	Data Sour Storage St	rce Da ate Ha ion Pa	ta Subje ard copy per cop	ect requested to no ect directly in manual filing sy y confidentially shr	vstem
Access Security measures	All st	ess controls	System access controls	Managem	ent need to	st other orga individuals v	nisations or	X Acco	Yes X No	
		segregation	☐ Tranfer controls☐ Two Factor Authentication			Compliant Te	erms signed?		3	
	X Phys	sical access controls	User input controls			Breach risk s	everity 1 to 5 rating 1 to 25	1	1 3	
Data Item	Attendance and leave records Authentication questions or answers Commencement / termination dates Contractual requirements Correspondence including statements of opinion or intent Criminal record checks / details Date of Birth Details of payments or deductions Employer's names Employment benefits (e.g. pension, etc) Employment History Expressions of opinions regarding data subject X Financial information			Healt ID do IP Ac IT sy Loca Marit X Name Natio Notes X Payro	etic or biometh or Medical ocuments (eddress stem usage tion Data cal status es onality, race s biographic	e.g. passport e records or ethnicity cal in nature NICs informa	, driving licer	nce)	Pregnancy / mate Recruitment record References Right to work informal Sickness absenced Signature Social media ID and Trade union memal Unique identifier in Usernames and pour work contact detail	rmation e records (S) and related info abership (S) number or code basswords
Notes Advice Notes										

	Client Scat	tergoods Agency Ltd		Data	Asset	Website Datab	ase
Ent	ry Date 01/0	04/2019		Data	Code	5BB9FBA6-1D	3F-4E27-BA5A
	,					X Controller	Processor
Data S	Subject Web user	Process I	Purpose	WEBSITE	- To ensure	the effectiveness	s of our website
Legal	Basis 🔲 Legal Req	quirement Contractual Necessity	X Legitima	ate Interest	Consent	☐ Vital Intere	st Public Function
	Legal Requ	irement Details			LIA N	lame Websi	te IP address and metadata
Retention	Period TBA	R	duns From	Date cre	eated		Buffer n/a
			N	Measures to	ensure accu	ıracy N/A	
Approx. I	No of Records	TBA			Data Sour	ce Busine	ss partner or client
Approx. N	No of Data Subjects	TBA				Doto i	n database structure
				Otamana Dh	Storage Sta	al C	
				Storage Pn	iysical Locati	on in knov	wn multiple cloud server locations
Access	All staff Staff	need to know	Managem	nent need to	know X I	Γ HR A	ccounts
	X Access controls			Lis	st other orgar	nisations or	C. Disele
Security measures	□ Dookune	X System access controls			individuals v		S Black
	Backups	☐ Tranfer controls			Overse	eas transfer	Yes X No
	Data segregation			GDPR C	Compliant Te	rms signed?	
	Encryption	Two Factor Authentication					
		User input controls			kelihood of b		2
	X Physical access of	controls		В	reach risk se	·	1
					Risk r	ating 1 to 25	2
Data Item	Appearance and	size	Gend	der			Pregnancy / maternity records
	Attendance and le				etric informat	ion (S)	Recruitment records
		estions or answers		th or Medica		driving lineans)	References
	Contractual requi	/ termination dates	X IP A	•	e.g. passport	driving licence)	Right to work information Sickness absence records (S)
		including statements of opinion or intent		vstem usage	records		Signature
	Criminal record ch			ition Data	71000140		Social media ID and related info
	Date of Birth			tal status			Trade union membership (S)
	Details of paymer	nts or deductions	x Nam	es			Unique identifier number or code
	Employer's name	s	Nation	onality, race	or ethnicity		Usernames and passwords
	Employment bene	efits (e.g. pension, etc)	Note	s biographic	cal in nature		Work contact details
	Employment History	ory	Payr	oll, tax and	NICs informa	ation	─ Working hours
		pinions regarding data subject		onal contact	t details		
	Financial informat	tion	Phot	ographs			
	(i) ask S Black how	long does website database store this	and how n	many record	s and data s	uhioots	
Notes	(I) ask S black flow	long does website database store this	and now n	narry record	s and data s	ubjects.	
Advice Notes							
, 1000 110103							
Instructions required	X Yes						