

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Temporary Worker Application Form

Entry Date 30/05/2018

Data Code E9D7D657-1FD0-4C79-97C5

Controller  Processor

Data Subject Agency worker

Process Purpose RECRUITMENT - For the purposes of recruitment

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Conduct of Employment Agencies &

LIA Name

Retention Period 6 years

Runs From Termination of contract or last engagement

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 1800

Data Source Data Subject directly

Approx. No of Data Subjects 1800

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked office

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 3

Risk rating 1 to 25 3

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Some personal data items are required if application successful for Payroll and Wage Records but this will be data inputted elsewhere for these purposes if the worker is placed. Some others are for Legitimate Interests / however, predominant reason for retaining application form is Compliance with record keeping duty under Conduct Reqs 2003.

Advice Notes

Instructions required

Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Temp Worker Copies of CVs

Entry Date 24/03/2019

Data Code 79206911-3A2A-45C1-A2C4

Controller  Processor

Data Subject Agency worker

Process Purpose RECRUITMENT - For the purposes of recruitment

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Employee C.V.s

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 3600

Data Source Data Subject directly

Approx. No of Data Subjects 3600

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 2

Risk rating 1 to 25 2

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee Offer Letter with Key Terms

Entry Date 26/03/2019

Data Code 7C3CD9FF-2E3F-4207-AA93-

Controller  Processor

Data Subject Employees Process Purpose CONTRACT - To generate appropriate contractual documentation

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of employment

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 17

Data Source Data Subject and internally input

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked cabinet

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures  Access controls  System access controls  
 Backups  Transfer controls  
 Data segregation  Two Factor Authentication  
 Encryption  User input controls  
 Physical access controls

List other organisations or individuals who access  
 Overseas transfer  Yes  No  
 GDPR Compliant Terms signed? Yes  
 Likelihood of breach 1 to 5 2  
 Breach risk severity 1 to 5 3  
 Risk rating 1 to 25 6

Data Item  Appearance and size  Gender  Pregnancy / maternity records  
 Attendance and leave records  Genetic or biometric information (S)  Recruitment records  
 Authentication questions or answers  Health or Medical Data (S)  References  
 Commencement / termination dates  ID documents (e.g. passport, driving licence)  Right to work information  
 Contractual requirements  IP Address  Sickness absence records (S)  
 Correspondence including statements of opinion or intent  IT system usage records  Signature  
 Criminal record checks / details  Location Data  Social media ID and related info  
 Date of Birth  Marital status  Trade union membership (S)  
 Details of payments or deductions  Names  Unique identifier number or code  
 Employer's names  Nationality, race or ethnicity  Usernames and passwords  
 Employment benefits (e.g. pension, etc)  Notes biographical in nature  Work contact details  
 Employment History  Payroll, tax and NICs information  Working hours  
 Expressions of opinions regarding data subject  Personal contact details  
 Financial information  Photographs

Notes (i) signature not included because it is not the signature of the data subject

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Contract of Employment / Statement of Employment Particulars

Entry Date 26/03/2019

Data Code 944AF805-6410-47FE-A0B7

Controller  Processor

Data Subject Employees

Process Purpose LAWFUL - To ensure our activities are within the law

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details Employment Rights Act 1996 s.1

LIA Name

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 17

Data Source Internally input by staff member

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked cabinet

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures  Access controls  System access controls  
 Backups  Transfer controls  
 Data segregation  Two Factor Authentication  
 Encryption  User input controls  
 Physical access controls

List other organisations or individuals who access

HR Managed Services

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Yes

Likelihood of breach 1 to 5

2

Breach risk severity 1 to 5

3

Risk rating 1 to 25

6

Data Item  Appearance and size  
 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 (S)  
 Health or Medical Data (S)  
 ID documents (e.g. passport, driving licence)  
 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

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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Temp Worker Contract

Entry Date 26/03/2019

Data Code 48598E5D-B295-4C55-BAB8

Controller  Processor

Data Subject Agency worker

Process Purpose CONTRACT - To generate appropriate contractual documentation

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Conduct of Employment Agencies &

LIA Name

Retention Period 6 years

Runs From Termination of contract or last engagement

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 3600

Data Source Internally input by staff member

Approx. No of Data Subjects 3600

Storage State Hard copy in manual filing system and CRM

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 measures

Access controls

System access controls

Backups

Transfer controls

Data segregation

Two Factor Authentication

Encryption

User input controls

Physical access controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed? N/A

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 3

Risk rating 1 to 25 6

Data Item

Appearance and size

Gender

Pregnancy / maternity records

Attendance and leave records

Genetic or biometric information (S)

Recruitment records

Authentication questions or answers

Health or Medical Data (S)

References

Commencement / termination dates

ID documents (e.g. passport, driving licence)

Right to work information

Contractual requirements

IP Address

Sickness absence records (S)

Correspondence including statements of opinion or intent

IT system usage records

Signature

Criminal record checks / details

Location Data

Social media ID and related info

Date of Birth

Marital status

Trade union membership (S)

Details of payments or deductions

Names

Unique identifier number or code

Employer's names

Nationality, race or ethnicity

Usernames and passwords

Employment benefits (e.g. pension, etc)

Notes biographical in nature

Work contact details

Employment History

Payroll, tax and NICs information

Working hours

Expressions of opinions regarding data subject

Personal contact details

Financial information

Photographs

Notes

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee General Correspondence Items

Entry Date 26/03/2019

Data Code 55673D47-06E4-46A6-9CCA

Controller  Processor

Data Subject Employees

Process Purpose RECORDS - To maintain appropriate records of ongoing business relationships

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of employment

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 136

Data Source Data Subject and internally input

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

HR Managed Services

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Yes

Likelihood of breach 1 to 5

2

Breach risk severity 1 to 5

5

Risk rating 1 to 25

10

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee Medical Questionnaire

Entry Date 26/03/2019

Data Code FDC23DEC-0B1F-48B4-8B70

Controller  Processor

Data Subject Employees Process Purpose HUMAN RESOURCES - To process personnel matters including appraisal, professional

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Medical information / vaccinations

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy Data Subject requested to notify changes

Approx. No of Records 17

Data Source Data Subject and internally input

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked cabinet

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures  Access controls  System access controls  
 Backups  Transfer controls  
 Data segregation  Two Factor Authentication  
 Encryption  User input controls  
 Physical access controls

List other organisations or individuals who access  
 Overseas transfer  Yes  No

GDPR Compliant Terms signed? Yes

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 4

Risk rating 1 to 25 4

Data Item  Appearance and size  Gender  Pregnancy / maternity records  
 Attendance and leave records  Genetic or biometric information (S)  Recruitment records  
 Authentication questions or answers  Health or Medical Data (S)  References  
 Commencement / termination dates  ID documents (e.g. passport, driving licence)  Right to work information  
 Contractual requirements  IP Address  Sickness absence records (S)  
 Correspondence including statements of opinion or intent  IT system usage records  Signature  
 Criminal record checks / details  Location Data  Social media ID and related info  
 Date of Birth  Marital status  Trade union membership (S)  
 Details of payments or deductions  Names  Unique identifier number or code  
 Employer's names  Nationality, race or ethnicity  Usernames and passwords  
 Employment benefits (e.g. pension, etc)  Notes biographical in nature  Work contact details  
 Employment History  Payroll, tax and NICs information  Working hours  
 Expressions of opinions regarding data subject  Personal contact details  
 Financial information  Photographs

Notes

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Temp Worker Health and Disability Questionnaire

Entry Date 26/03/2019

Data Code CD859582-4058-47DC-B38B

Controller  Processor

Data Subject Agency worker

Process Purpose CARE – To comply with our duty of care and consider adjustments

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Medical information / vaccinations

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Approx. No of Records 3600

Measures to ensure accuracy Data Subject requested to notify changes

Approx. No of Data Subjects 3600

Data Source Data Subject and internally input

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 4

Risk rating 1 to 25 4

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee Request for Reference Forms

Entry Date 26/03/2019

Data Code ED1A19D9-6CA6-4FF3-A7A6

Controller  Processor

Data Subject Employees Process Purpose REFERRALS - To market or otherwise correspond with those referred to us

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Reference Request Forms and Responses

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 17

Data Source Given as referee in recruitment

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

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 measures  Access controls  System access controls  
 Backups  Transfer controls  
 Data segregation  Two Factor Authentication  
 Encryption  User input controls  
 Physical access controls

List other organisations or individuals who access

HR Managed Services

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Yes

Likelihood of breach 1 to 5

2

Breach risk severity 1 to 5

2

Risk rating 1 to 25

4

Data Item  Appearance and size  Gender  Pregnancy / maternity records  
 Attendance and leave records  Genetic or biometric information (S)  Recruitment records  
 Authentication questions or answers  Health or Medical Data (S)  References  
 Commencement / termination dates  ID documents (e.g. passport, driving licence)  Right to work information  
 Contractual requirements  IP Address  Sickness absence records (S)  
 Correspondence including statements of opinion or intent  IT system usage records  Signature  
 Criminal record checks / details  Location Data  Social media ID and related info  
 Date of Birth  Marital status  Trade union membership (S)  
 Details of payments or deductions  Names  Unique identifier number or code  
 Employer's names  Nationality, race or ethnicity  Usernames and passwords  
 Employment benefits (e.g. pension, etc)  Notes biographical in nature  Work contact details  
 Employment History  Payroll, tax and NICs information  Working hours  
 Expressions of opinions regarding data subject  Personal contact details  
 Financial information  Photographs

Notes

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Temp Worker Request for Reference Forms

Entry Date 26/03/2019

Data Code E3531974-98A7-4C4B-80BA

Controller  Processor

Data Subject Agency worker

Process Purpose RECRUITMENT - For the purposes of recruitment

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Reference Request Forms and Responses

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 4000

Data Source Given as referee in recruitment

Approx. No of Data Subjects 4000

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 2

Risk rating 1 to 25 4

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Temp Worker Reference Response Form / Letter

Entry Date 26/03/2019

Data Code C327602C-BCCD-4A91-BA84

Controller  Processor

Data Subject Agency worker

Process Purpose LAWFUL - To ensure our activities are within the law

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Reference Request Forms and Responses

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 4000

Data Source Given as referee in recruitment

Approx. No of Data Subjects 4000

Storage State Hard copy in manual filing system and CRM

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 measures

- Access controls
- System access controls
- Backups
- Transfer controls
- Data segregation
- Two Factor Authentication
- Encryption
- User input controls
- Physical access controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 3

Breach risk severity 1 to 5 4

Risk rating 1 to 25 12

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Perm Candidate Request for Reference Forms

Entry Date 26/03/2019

Data Code 198DBFEF-9C9E-4877-A7A9

Controller  Processor

Data Subject Perm Candidate

Process Purpose SERVICE DELIVERY - To provide our services to clients

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Operational Documents

Retention Period 6 years

Runs From Termination of relationship or last

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 2400

Data Source Given as referee in recruitment

Approx. No of Data Subjects 2400

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 2

Risk rating 1 to 25 4

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee Driving Licence Copies

Entry Date 26/03/2019

Data Code 5A4A9778-A0B2-4D98-BA8C

Controller  Processor

Data Subject Employees

Process Purpose MANAGEMENT - To effectively manage our staff, their activities and our tangible assets

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Copy of driving licence

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy

Data Subject requested to notify changes

Approx. No of Records 6

Data Source

Data Subject directly

Approx. No of Data Subjects 6

Storage State

Hard copy in manual filing system

Storage Physical Location

Client's address in locked cabinet

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5

1

Breach risk severity 1 to 5

3

Risk rating 1 to 25

3

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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 indicate marital status

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Worker Driving Licence Copies

Entry Date 26/03/2019

Data Code B971984C-B047-46D1-8913-

Controller  Processor

Data Subject Agency worker

Process Purpose MANAGEMENT - To effectively manage our staff, their activities and our tangible assets

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Copy of driving licence

Retention 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 200

Data Source Data Subject directly

Approx. No of Data Subjects 200

Storage State Hard copy in manual filing system and CRM

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 measures  Access controls  System access controls  
 Backups  Transfer controls  
 Data segregation  Two Factor Authentication  
 Encryption  User input controls  
 Physical access controls

List other organisations or individuals who access  
 Overseas transfer  Yes  No  
 GDPR Compliant Terms signed? N/A  
 Likelihood of breach 1 to 5 2  
 Breach risk severity 1 to 5 3  
 Risk rating 1 to 25 6

Data Item  Appearance and size  Gender  Pregnancy / maternity records  
 Attendance and leave records  Genetic or biometric information (S)  Recruitment records  
 Authentication questions or answers  Health or Medical Data (S)  References  
 Commencement / termination dates  ID documents (e.g. passport, driving licence)  Right to work information  
 Contractual requirements  IP Address  Sickness absence records (S)  
 Correspondence including statements of opinion or intent  IT system usage records  Signature  
 Criminal record checks / details  Location Data  Social media ID and related info  
 Date of Birth  Marital status  Trade union membership (S)  
 Details of payments or deductions  Names  Unique identifier number or code  
 Employer's names  Nationality, race or ethnicity  Usernames and passwords  
 Employment benefits (e.g. pension, etc)  Notes biographical in nature  Work contact details  
 Employment History  Payroll, tax and NICs information  Working hours  
 Expressions of opinions regarding data subject  Personal contact details  
 Financial information  Photographs

Notes

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee Motor Insurance

Entry Date 26/03/2019

Data Code B2CD30F3-46ED-46E9-B604

Controller  Processor

Data Subject Employees

Process Purpose INSURANCE - To maintain insurance cover

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details Road Traffic Act 1998

LIA Name

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Approx. No of Records 17

Measures to ensure accuracy

Data Subject requested to notify changes

Approx. No of Data Subjects 17

Data Source

Data Subject directly

Storage State

Hard copy in manual filing system

Storage Physical Location

Client's address in locked cabinet

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5

1

Breach risk severity 1 to 5

1

Risk rating 1 to 25

1

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Worker HMRC Starter Forms

Entry Date 26/03/2019

Data Code FB1962D9-18ED-4745-B1D8

Controller  Processor

Data Subject Agency worker

Process Purpose PAYROLL - To administer pay, tax, NI and other deductions and allowances

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Income Tax (PAYE) Regs 2003

LIA Name

Retention Period 6 years

Runs From End of relevant tax year

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 3600

Data Source Data Subject and internally input

Approx. No of Data Subjects 3600

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 3

Risk rating 1 to 25 3

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee Passport Copies and other right to work doc's

Entry Date 26/03/2019

Data Code 275DBA02-9705-479F-8BAB

Controller  Processor

Data Subject Employees

Process Purpose ELIGIBILITY - To ensure staff are entitled to work in the UK

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details Immigration (Restrictions etc) Order 2007 LIA Name

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Approx. No of Records 17

Measures to ensure accuracy User-reliant update

Approx. No of Data Subjects 17

Data Source Data Subject directly

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked cabinet

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 3

Risk rating 1 to 25 3

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Temp Worker Copies of Passports and other right to work docs

Entry Date 26/03/2019

Data Code 427FF03E-3520-49B2-982C

Controller  Processor

Data Subject Agency worker

Process Purpose ELIGIBILITY - To ensure staff are entitled to work in the UK

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details Immigration (Restrictions etc) Order 2007 LIA Name

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy User-reliant update

Approx. No of Records 7200

Data Source Data Subject directly

Approx. No of Data Subjects 7200

Storage State Hard copy in manual filing system and CRM

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 measures  Access controls  System access controls  
 Backups  Transfer controls  
 Data segregation  Two Factor Authentication  
 Encryption  User input controls  
 Physical access controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed? N/A

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 3

Risk rating 1 to 25 6

Data Item  Appearance and size  Gender  Pregnancy / maternity records  
 Attendance and leave records  Genetic or biometric information (S)  Recruitment records  
 Authentication questions or answers  Health or Medical Data (S)  References  
 Commencement / termination dates  ID documents (e.g. passport, driving licence)  Right to work information  
 Contractual requirements  IP Address  Sickness absence records (S)  
 Correspondence including statements of opinion or intent  IT system usage records  Signature  
 Criminal record checks / details  Location Data  Social media ID and related info  
 Date of Birth  Marital status  Trade union membership (S)  
 Details of payments or deductions  Names  Unique identifier number or code  
 Employer's names  Nationality, race or ethnicity  Usernames and passwords  
 Employment benefits (e.g. pension, etc)  Notes biographical in nature  Work contact details  
 Employment History  Payroll, tax and NICs information  Working hours  
 Expressions of opinions regarding data subject  Personal contact details  
 Financial information  Photographs

Notes

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee P45 Copies

Entry Date 26/03/2019

Data Code 32C66F31-2781-44FD-A9AA

Controller  Processor

Data Subject Employees

Process Purpose PAYROLL - To administer pay, tax, NI and other deductions and allowances

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details Finance Act 1998 (sch 18 para 21)

LIA Name

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 17

Data Source Data Subject and internally input

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 3

Risk rating 1 to 25 3

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Worker P60 End of Year Certificates

Entry Date 26/03/2019

Data Code 4D84E55C-F0C9-41C2-A37B-

Controller  Processor

Data Subject Agency worker

Process Purpose PAYROLL - To administer pay, tax, NI and other deductions and allowances

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Income Tax (PAYE) Regs 2003

LIA Name

Retention Period 6 years

Runs From End of relevant tax year

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 4000

Data Source Data Subject and internally input

Approx. No of Data Subjects 3000

Storage State Hard copy in manual filing system and CRM

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 measures

- Access controls
- System access controls
- Backups
- Transfer controls
- Data segregation
- Two Factor Authentication
- Encryption
- User input controls
- Physical access controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 3

Risk rating 1 to 25 3

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee Induction Checklist

Entry Date 26/03/2019

Data Code C8522E0C-3BAB-44E2-8C27

Controller  Processor

Data Subject Employees

Process Purpose QUALIFICATION – To ensure staff are suitably skilled and trained

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Induction documentation

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 17

Data Source Internally input by staff member

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked cabinet

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 2

Risk rating 1 to 25 2

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Temp Worker Induction Checklist

Entry Date 26/03/2019

Data Code F8DA5723-8BE7-4834-BA3E

Controller  Processor

Data Subject Agency worker

Process Purpose QUALIFICATION – To ensure staff are suitably skilled and trained

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Conduct of Employment Agencies &

LIA Name

Retention Period 6 years

Runs From Termination of contract or last engagement

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 3600

Data Source Internally input by staff member

Approx. No of Data Subjects 3600

Storage State Word processed document

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 measures

Access controls

System access controls

Backups

Transfer controls

Data segregation

Two Factor Authentication

Encryption

User input controls

Physical access controls

List other organisations or individuals who access

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 1

Risk rating 1 to 25 1

Data Item

Appearance and size

Gender

Pregnancy / maternity records

Attendance and leave records

Genetic or biometric information (S)

Recruitment records

Authentication questions or answers

Health or Medical Data (S)

References

Commencement / termination dates

ID documents (e.g. passport, driving licence)

Right to work information

Contractual requirements

IP Address

Sickness absence records (S)

Correspondence including statements of opinion or intent

IT system usage records

Signature

Criminal record checks / details

Location Data

Social media ID and related info

Date of Birth

Marital status

Trade union membership (S)

Details of payments or deductions

Names

Unique identifier number or code

Employer's names

Nationality, race or ethnicity

Usernames and passwords

Employment benefits (e.g. pension, etc)

Notes biographical in nature

Work contact details

Employment History

Payroll, tax and NICs information

Working hours

Expressions of opinions regarding data subject

Personal contact details

Financial information

Photographs

Notes

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee Induction Checklist Sign-off

Entry Date 26/03/2019

Data Code D1B1BBDC-715A-45ED-8EDD-

Controller  Processor

Data Subject Employees

Process Purpose QUALIFICATION – To ensure staff are suitably skilled and trained

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Induction documentation

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 17

Data Source Internally input by staff member

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 1

Risk rating 1 to 25 1

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Worker Induction Checklist Sign-off

Entry Date 26/03/2019

Data Code 013D1C48-AB3B-4E2F-BC7F-

Controller  Processor

Data Subject Agency worker

Process Purpose QUALIFICATION – To ensure staff are suitably skilled and trained

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Conduct of Employment Agencies &

LIA Name

Retention Period 6 years

Runs From Termination of contract or last engagement

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 3600

Data Source Internally input by staff member

Approx. No of Data Subjects 3600

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 1

Risk rating 1 to 25 1

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee Sickness Self-Cert Form

Entry Date 26/03/2019

Data Code F511619A-E3E4-4293-94BD

Controller  Processor

Data Subject Employees

Process Purpose MANAGEMENT - To effectively manage our staff, their activities and our tangible assets

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Sickness self-cert forms and related data

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 17

Data Source Data Subject directly

Approx. No of Data Subjects 17

Storage State Scanned copy in electronic filing system

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 measures  Access controls  System access controls  
 Backups  Transfer controls  
 Data segregation  Two Factor Authentication  
 Encryption  User input controls  
 Physical access controls

List other organisations or individuals who access

HR Managed Services

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Yes

Likelihood of breach 1 to 5

1

Breach risk severity 1 to 5

4

Risk rating 1 to 25

4

Data Item  Appearance and size  
 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 (S)  
 Health or Medical Data (S)  
 ID documents (e.g. passport, driving licence)  
 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

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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Worker Sickness Self-Cert Form

Entry Date 26/03/2019

Data Code 01319D63-506C-4742-9B84-

Controller  Processor

Data Subject Agency worker

Process Purpose MANAGEMENT - To effectively manage our staff, their activities and our tangible assets

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Sickness self-cert forms and related data

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 120

Data Source Data Subject directly

Approx. No of Data Subjects 120

Storage State Scanned copy in electronic filing system

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 measures  Access controls  System access controls  
 Backups  Transfer controls  
 Data segregation  Two Factor Authentication  
 Encryption  User input controls  
 Physical access controls

List other organisations or individuals who access  
 Overseas transfer  Yes  No  
 GDPR Compliant Terms signed? Yes  
 Likelihood of breach 1 to 5 1  
 Breach risk severity 1 to 5 4  
 Risk rating 1 to 25 4

Data Item  Appearance and size  Gender  Pregnancy / maternity records  
 Attendance and leave records  Genetic or biometric information (S)  Recruitment records  
 Authentication questions or answers  Health or Medical Data (S)  References  
 Commencement / termination dates  ID documents (e.g. passport, driving licence)  Right to work information  
 Contractual requirements  IP Address  Sickness absence records (S)  
 Correspondence including statements of opinion or intent  IT system usage records  Signature  
 Criminal record checks / details  Location Data  Social media ID and related info  
 Date of Birth  Marital status  Trade union membership (S)  
 Details of payments or deductions  Names  Unique identifier number or code  
 Employer's names  Nationality, race or ethnicity  Usernames and passwords  
 Employment benefits (e.g. pension, etc)  Notes biographical in nature  Work contact details  
 Employment History  Payroll, tax and NICs information  Working hours  
 Expressions of opinions regarding data subject  Personal contact details  
 Financial information  Photographs

Notes

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee Appraisal Interview Form (with discussion forms)

Entry Date 26/03/2019

Data Code 7419C51C-1345-4FD1-A0DA

Controller  Processor

Data Subject Employees

Process Purpose HUMAN RESOURCES - To process personnel matters including appraisal, professional

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Appraisal forms and related

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 17

Data Source Internally input by staff member

Approx. No of Data Subjects 17

Storage State Word processed document

Storage Physical Location Client's address in locked cabinet

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

HR Managed Services

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Yes

Likelihood of breach 1 to 5

2

Breach risk severity 1 to 5

3

Risk rating 1 to 25

6

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee End of Probation Meeting Form

Entry Date 26/03/2019

Data Code 0B898554-1DBC-4A7A-909A

Controller  Processor

Data Subject Employees Process Purpose HUMAN RESOURCES - To process personnel matters including appraisal, professional

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Appraisal forms and related

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 17

Data Source Internally input by staff member

Approx. No of Data Subjects 17

Storage State Word processed document

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 measures  Access controls  System access controls  
 Backups  Transfer controls  
 Data segregation  Two Factor Authentication  
 Encryption  User input controls  
 Physical access controls

List other organisations or individuals who access

HR Managed Services

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Yes

Likelihood of breach 1 to 5

2

Breach risk severity 1 to 5

3

Risk rating 1 to 25

6

Data Item  Appearance and size  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 (S)  Health or Medical Data (S)  ID documents (e.g. passport, driving licence)  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

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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee's Pre-Appraisal Form

Entry Date 26/03/2019

Data Code C92CC492-B153-4585-8A64-

Controller  Processor

Data Subject Applicants for employment

Process Purpose HUMAN RESOURCES - To process personnel matters including appraisal, professional

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Appraisal forms and related

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 136

Data Source Internally input by staff member

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

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 measures

- Access controls  
 Backups  
 Data segregation  
 Encryption  
 Physical access controls  
 System access controls  
 Transfer controls  
 Two Factor Authentication  
 User input controls

List other organisations or individuals who access

Overseas transfer

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5

Breach risk severity 1 to 5

Risk rating 1 to 25

HR Managed Services

Yes  No

Yes

2

3

6

Data Item

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Appearance and size   | <input type="checkbox"/> Gender  | <input type="checkbox"/> Pregnancy / maternity records           |
| <input checked="" type="checkbox"/> Attendance and leave records                             | <input type="checkbox"/> Genetic or biometric information (S)          | <input checked="" type="checkbox"/> Recruitment records          |
| <input type="checkbox"/> Authentication questions or answers                                 | <input checked="" type="checkbox"/> Health or Medical Data (S)         | <input checked="" type="checkbox"/> References                   |
| <input checked="" type="checkbox"/> Commencement / termination dates                         | <input type="checkbox"/> ID documents (e.g. passport, driving licence) | <input type="checkbox"/> Right to work information               |
| <input checked="" type="checkbox"/> Contractual requirements                                 | <input type="checkbox"/> IP Address                                    | <input checked="" type="checkbox"/> Sickness absence records (S) |
| <input checked="" type="checkbox"/> Correspondence including statements of opinion or intent | <input type="checkbox"/> IT system usage records                       | <input type="checkbox"/> Signature                               |
| <input type="checkbox"/> Criminal record checks / details                                    | <input type="checkbox"/> Location Data                                 | <input type="checkbox"/> Social media ID and related info        |
| <input checked="" type="checkbox"/> Date of Birth  | <input type="checkbox"/> Marital status                                | <input type="checkbox"/> Trade union membership (S)              |
| <input checked="" type="checkbox"/> Details of payments or deductions                        | <input checked="" type="checkbox"/> Names                              | <input type="checkbox"/> Unique identifier number or code        |
| <input checked="" type="checkbox"/> Employer's names   | <input type="checkbox"/> Nationality, race or ethnicity                | <input type="checkbox"/> Usernames and passwords                 |
| <input checked="" type="checkbox"/> Employment benefits (e.g. pension, etc)                  | <input checked="" type="checkbox"/> Notes biographical in nature       | <input checked="" type="checkbox"/> Work contact details         |
| <input checked="" type="checkbox"/> Employment History                                       | <input type="checkbox"/> Payroll, tax and NICs information             | <input checked="" type="checkbox"/> Working hours                |
| <input checked="" type="checkbox"/> Expressions of opinions regarding data subject           | <input checked="" type="checkbox"/> Personal contact details           |  |
| <input checked="" type="checkbox"/> Financial information                                    | <input type="checkbox"/> Photographs                                   |  |

Notes

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee working and leave dates schedule or calendar and

Entry Date 26/03/2019

Data Code C9603895-E261-4D58-9225

Controller  Processor

Data Subject Employees

Process Purpose OBLIGATION - To comply with a strict legal obligation to retain records

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Working Time Regs 1998 (Reg 9)

LIA Name

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 136

Data Source Internally input by staff member

Approx. No of Data Subjects 17

Storage State Data in database structure

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed? Yes

Likelihood of breach 1 to 5 3

Breach risk severity 1 to 5 1

Risk rating 1 to 25 3

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Worker Holiday (Pay in lieu of time off) Request Form

Entry Date 26/03/2019

Data Code 3B77B95E-AF8A-44BC-9869

Controller  Processor

Data Subject Agency worker

Process Purpose MANAGEMENT - To effectively manage our staff, their activities and our tangible assets

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of employment

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 1000

Data Source Internally input by staff member

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 1

Risk rating 1 to 25 2

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee T&C Variation Letters

Entry Date 26/03/2019

Data Code 8BCBD13D-70C8-45D2-B5BF-

Controller  Processor

Data Subject Employees

Process Purpose HUMAN RESOURCES - To process personnel matters including appraisal, professional

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of employment

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 136

Data Source Internally input by staff member

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

HR Managed Services

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Yes

Likelihood of breach 1 to 5

2

Breach risk severity 1 to 5

3

Risk rating 1 to 25

6

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Worker P45 on Termination (Copies)

Entry Date 26/03/2019

Data Code 0F4A2864-FA26-4A14-A608-

Controller  Processor

Data Subject Agency worker

Process Purpose PAYROLL - To administer pay, tax, NI and other deductions and allowances

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Income Tax (PAYE) Regs 2003

LIA Name

Retention Period 6 years

Runs From End of relevant tax year

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 5000

Data Source Internally input by staff member

Approx. No of Data Subjects 5000

Storage State Data in database structure

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 measures

Access controls

Backups

Data segregation

Encryption

Physical access controls

System access controls

Transfer controls

Two Factor Authentication

User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 3

Risk rating 1 to 25 6

Data Item

Appearance and size

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 (S)

Health or Medical Data (S)

ID documents (e.g. passport, driving licence)

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

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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee Exit Interview Notes / Form

Entry Date 26/03/2019

Data Code 158FD30A-6FB4-451A-8DF2-

Controller  Processor

Data Subject Employees

Process Purpose HUMAN RESOURCES - To process personnel matters including appraisal, professional

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of employment

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 4

Data Source Internally input by staff member

Approx. No of Data Subjects 4

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked cabinet

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

HR Managed Services

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Yes

Likelihood of breach 1 to 5

2

Breach risk severity 1 to 5

2

Risk rating 1 to 25

4

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee Reference Response Form / Letter

Entry Date 01/04/2019

Data Code 2682FB07-B6C2-4AA1-94FC

Controller  Processor

Data Subject Employees

Process Purpose RECRUITMENT - For the purposes of recruitment

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Reference Request Forms and Responses

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 17

Data Source Business partner or client

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5

Breach risk severity 1 to 5

Risk rating 1 to 25

HR Managed Services

Yes  No

Yes

3

3

9

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Worker Placement Feedback Form

Entry Date 01/04/2019

Data Code E8205273-297C-445C-85FF-

Controller  Processor

Data Subject Agency worker

Process Purpose SERVICE DELIVERY - To provide our services to clients

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Client satisfaction / feedback forms

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records TBA

Data Source Business partner or client

Approx. No of Data Subjects TBA

Storage State Data in database structure

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 3

Risk rating 1 to 25 6

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Enterprise – Employees

Entry Date 01/04/2019

Data Code F58255F7-2FE9-445B-8C6D

Controller  Processor

Data Subject Employees

Process Purpose HUMAN RESOURCES - To process personnel matters including appraisal, professional

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of employment

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy

User-reliant update

Approx. No of Records 100

Data Source

Data Subject and internally input

Approx. No of Data Subjects 100

Storage State

Data in database structure

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 measures

Access controls

Backups

Data segregation

Encryption

Physical access controls

System access controls

Transfer controls

Two Factor Authentication

User input controls

List other organisations or individuals who access

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5

1

Breach risk severity 1 to 5

2

Risk rating 1 to 25

2

Data Item

Appearance and size

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 (S)

Health or Medical Data (S)

ID documents (e.g. passport, driving licence)

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

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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Customer Relationship Management System – 'Summer'14'

Entry Date 01/04/2019

Data Code 1AFC35F6-BA1A-4C55-9CF7

Controller  Processor

Data Subject Clients, their employees, our

Process Purpose RECORDS - To maintain appropriate records of ongoing business relationships

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Client contact personal data

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Measures to ensure accuracy User-reliant update

Approx. No of Records 10000

Data Source Data Subject and internally input

Approx. No of Data Subjects 10000

Storage State Data in database structure

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed? N/A

Likelihood of breach 1 to 5 3

Breach risk severity 1 to 5 4

Risk rating 1 to 25 12

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Client Contracts / TOB

Entry Date 01/04/2019

Data Code F861E177-638E-4DEA-943D

Controller  Processor

Data Subject Clients and their Employees

Process Purpose CONTRACT - To generate appropriate contractual documentation

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Operational Documents

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 250

Data Source Data Subject directly

Approx. No of Data Subjects 250

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 1

Risk rating 1 to 25 2

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Client Invoices

Entry Date 01/04/2019

Data Code 23E66C87-BBB7-4458-B0A5-

Controller  Processor

Data Subject Clients and their Employees

Process Purpose PAYMENTS - For the purposes of payments or refunds

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name

Retention Period 6 years

Runs From End of relevant financial year

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 42000

Data Source Internally input by staff member

Approx. No of Data Subjects 42000

Storage State Data in database structure

Storage Physical Location Client's address in locked office

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 1

Risk rating 1 to 25 2

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Client Account Statements

Entry Date 01/04/2019

Data Code F119088F-84F1-4DE7-86DC-

Controller  Processor

Data Subject Clients and their Employees

Process Purpose PAYMENTS - For the purposes of payments or refunds

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of accounts

Retention Period 6 years

Runs From Date of last entry in records

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 1950

Data Source Internally input by staff member

Approx. No of Data Subjects 1950

Storage State Data in database structure

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed? N/A

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 1

Risk rating 1 to 25 1

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Suppliers Invoice

Entry Date 01/04/2019

Data Code 5AEC579F-BD97-4A6E-A13B

Controller  Processor

Data Subject Suppliers and Contractors

Process Purpose PAYMENTS - For the purposes of payments or refunds

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of accounts

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 3000

Data Source Internally input by staff member

Approx. No of Data Subjects 3000

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 1

Risk rating 1 to 25 2

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee C.V.s

Entry Date 01/04/2019

Data Code 8E36685F-4F4B-4C95-8961

Controller  Processor

Data Subject Employees

Process Purpose RECRUITMENT - For the purposes of recruitment

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Staff application documents

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 17

Data Source Data Subject directly

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 2

Risk rating 1 to 25 4

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Temp Worker Copies of Qualification Certificates

Entry Date 01/04/2019

Data Code 4DC44006-69A4-494B-933D-

Controller  Processor

Data Subject Agency worker

Process Purpose QUALIFICATION – To ensure staff are suitably skilled and trained

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Conduct of Employment Agencies &

LIA Name

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Measures to ensure accuracy User-reliant update

Approx. No of Records 500

Data Source Data Subject directly

Approx. No of Data Subjects 500

Storage State Hard copy in manual filing system and CRM

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 measures

Access controls

Backups

Data segregation

Encryption

Physical access controls

System access controls

Transfer controls

Two Factor Authentication

User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 1

Risk rating 1 to 25 1

Data Item

Appearance and size

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 (S)

Health or Medical Data (S)

ID documents (e.g. passport, driving licence)

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

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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Temp Worker Copies of P45

Entry Date 01/04/2019

Data Code 0ECF242A-581C-493E-80D5

Controller  Processor

Data Subject Agency worker

Process Purpose PAYROLL - To administer pay, tax, NI and other deductions and allowances

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Income Tax (PAYE) Regs 2003

LIA Name

Retention Period 6 years

Runs From End of relevant tax year

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 2000

Data Source Data Subject directly

Approx. No of Data Subjects 2000

Storage State Hard copy in manual filing system

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 measures

Access controls

Backups

Data segregation

Encryption

Physical access controls

System access controls

Transfer controls

Two Factor Authentication

User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 3

Risk rating 1 to 25 3

Data Item

Appearance and size

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 (S)

Health or Medical Data (S)

ID documents (e.g. passport, driving licence)

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

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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Temp Worker WTR Opt-Out

Entry Date 01/04/2019

Data Code 09BFC0FA-EFB5-4660-BF7A

Controller  Processor

Data Subject Agency worker

Process Purpose OBLIGATION - To comply with a strict legal obligation to retain records

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Working Time Regs 1998 (Reg 9)

LIA Name

Retention Period 6 years

Runs From Date created

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 3600

Data Source Data Subject directly

Approx. No of Data Subjects 3600

Storage State Hard copy in manual filing system and CRM

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 measures

Access controls

System access controls

Backups

Transfer controls

Data segregation

Two Factor Authentication

Encryption

User input controls

Physical access controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 2

Risk rating 1 to 25 2

Data Item

Appearance and size

Gender

Pregnancy / maternity records

Attendance and leave records

Genetic or biometric information (S)

Recruitment records

Authentication questions or answers

Health or Medical Data (S)

References

Commencement / termination dates

ID documents (e.g. passport, driving licence)

Right to work information

Contractual requirements

IP Address

Sickness absence records (S)

Correspondence including statements of opinion or intent

IT system usage records

Signature

Criminal record checks / details

Location Data

Social media ID and related info

Date of Birth

Marital status

Trade union membership (S)

Details of payments or deductions

Names

Unique identifier number or code

Employer's names

Nationality, race or ethnicity

Usernames and passwords

Employment benefits (e.g. pension, etc)

Notes biographical in nature

Work contact details

Employment History

Payroll, tax and NICs information

Working hours

Expressions of opinions regarding data subject

Personal contact details

Financial information

Photographs

Notes

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee WTR Opt-Out

Entry Date 01/04/2019

Data Code 38C94154-91C7-414F-9545

Controller  Processor

Data Subject Employees

Process Purpose OBLIGATION - To comply with a strict legal obligation to retain records

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Working Time Regs 1998 (Reg 9)

LIA Name

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 17

Data Source Data Subject directly

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked cabinet

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

Access controls

Backups

Data segregation

Encryption

Physical access controls

System access controls

Transfer controls

Two Factor Authentication

User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 2

Risk rating 1 to 25 2

Data Item

Appearance and size

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 (S)

Health or Medical Data (S)

ID documents (e.g. passport, driving licence)

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

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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Temp Worker Candidate Checklist

Entry Date 01/04/2019

Data Code 83A949AA-AB8E-4652-8A6A

Controller  Processor

Data Subject Agency worker

Process Purpose OBLIGATION - To comply with a strict legal obligation to retain records

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details Conduct of Employment Agencies & LIA Name Administration of employment

Retention Period 6 years

Runs From Date of creation or date agency last provided Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 3600

Data Source Internally input by staff member

Approx. No of Data Subjects 3600

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 3

Risk rating 1 to 25 3

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Perm Candidate Pre-Screening Form

Entry Date 01/04/2019

Data Code 340F1C8A-FF34-477C-A05B

Controller  Processor

Data Subject Perm Candidate Process Purpose SERVICE DELIVERY - To provide our services to clients

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Operational Documents

Retention Period 6 years

Runs From Termination of relationship or last

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 800

Data Source Internally input by staff member

Approx. No of Data Subjects 800

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 3

Risk rating 1 to 25 3

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Perm Candidates Copies of CVs

Entry Date 01/04/2019

Data Code 0F5DAD8E-76CC-47A9-A4A0-

Controller  Processor

Data Subject Perm Candidate

Process Purpose SERVICE DELIVERY - To provide our services to clients

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Operational Documents

Retention Period 6 years

Runs From Termination of relationship or last

Buffer + 1 year

Measures to ensure accuracy

User-reliant update

Approx. No of Records 3000

Data Source

Data Subject directly

Approx. No of Data Subjects 3000

Storage State

Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5

1

Breach risk severity 1 to 5

2

Risk rating 1 to 25

2

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Perm Candidates Copies of Passports

Entry Date 01/04/2019

Data Code 6205BBF4-DE99-4E55-937F-

Controller  Processor

Data Subject Perm Candidate Process Purpose SERVICE DELIVERY - To provide our services to clients

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Operational Documents

Retention Period 6 years

Runs From Termination of relationship or last

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 900

Data Source Data Subject directly

Approx. No of Data Subjects 900

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 4

Risk rating 1 to 25 4

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Perm Candidate's Copies of Qualification Certificates

Entry Date 01/04/2019

Data Code 40CF8FA1-6F14-4ACD-9DE3-

Controller  Processor

Data Subject Perm Candidate

Process Purpose SERVICE DELIVERY - To provide our services to clients

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Operational Documents

Retention Period 6 years

Runs From Termination of relationship or last

Buffer + 1 year

Approx. No of Records 1000

Measures to ensure accuracy User-reliant update

Approx. No of Data Subjects 1000

Data Source Data Subject directly

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 1

Risk rating 1 to 25 1

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Perm Candidate Reference Response Form / Letter

Entry Date 01/04/2019

Data Code 7CEF384D-F00B-45D8-98F4

Controller  Processor

Data Subject Perm Candidate

Process Purpose SERVICE DELIVERY - To provide our services to clients

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Operational Documents

Retention Period 6 years

Runs From Termination of relationship or last

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 2400

Data Source Business partner or client

Approx. No of Data Subjects 2400

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 2

Risk rating 1 to 25 4

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Appraiser's Preparation Form

Entry Date 01/04/2019

Data Code EF6BF7DE-F5C0-4FEA-8D64-

Controller  Processor

Data Subject Employees Process Purpose HUMAN RESOURCES - To process personnel matters including appraisal, professional

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of employment

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 136

Data Source Internally input by staff member

Approx. No of Data Subjects 136

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 3

Risk rating 1 to 25 3

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee Personnel File Summary Record Form

Entry Date 01/04/2019

Data Code 7B862F3F-003F-44AE-BF12

Controller  Processor

Data Subject Employees

Process Purpose HUMAN RESOURCES - To process personnel matters including appraisal, professional

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of employment

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy User-reliant update

Approx. No of Records 17

Data Source Internally input by staff member

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 2

Risk rating 1 to 25 2

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Various Employee Collateral Agreements

Entry Date 01/04/2019

Data Code 438C876E-497E-4C73-A6D6

Controller  Processor

Data Subject Employees

Process Purpose HUMAN RESOURCES - To process personnel matters including appraisal, professional

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of employment

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 136

Data Source Internally input by staff member

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

HR Managed Services

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Yes

Likelihood of breach 1 to 5

1

Breach risk severity 1 to 5

1

Risk rating 1 to 25

1

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Probationary Review Forms

Entry Date 01/04/2019

Data Code 452F6A90-C703-4696-80C3

Controller  Processor

Data Subject Employees Process Purpose HUMAN RESOURCES - To process personnel matters including appraisal, professional

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of employment

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 136

Data Source Business partner or client

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

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 measures  Access controls  System access controls  
 Backups  Transfer controls  
 Data segregation  Two Factor Authentication  
 Encryption  User input controls  
 Physical access controls

List other organisations or individuals who access

HR Managed Services

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Yes

Likelihood of breach 1 to 5

1

Breach risk severity 1 to 5

1

Risk rating 1 to 25

1

Data Item  Appearance and size  
 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 (S)  
 Health or Medical Data (S)  
 ID documents (e.g. passport, driving licence)  
 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

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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Enterprise Database - Workers

Entry Date 01/04/2019

Data Code 5F028AEC-60AE-4A0F-B5FF-

Controller  Processor

Data Subject Agency worker

Process Purpose MANAGEMENT - To effectively manage our staff, their activities and our tangible assets

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of employment

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Measures to ensure accuracy User-reliant update

Approx. No of Records 5088

Data Source Internally input by staff member

Approx. No of Data Subjects 5088

Storage State Data in database structure

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 measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed? N/A

Likelihood of breach 1 to 5 3

Breach risk severity 1 to 5 4

Risk rating 1 to 25 12

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Enterprise Database - Clients

Entry Date 01/04/2019

Data Code AD7B2289-1929-4B8E-821C

Controller  Processor

Data Subject Clients and their Employees

Process Purpose SERVICE DELIVERY - To provide our services to clients

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Client contact personal data

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Measures to ensure accuracy User-reliant update

Approx. No of Records 223

Data Source Internally input by staff member

Approx. No of Data Subjects 223

Storage State Data in database structure

Storage Physical Location Client's address in locked office

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed? N/A

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 1

Risk rating 1 to 25 1

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Worker Timesheets

Entry Date 01/04/2019

Data Code 37EFE2B8-9919-4D57-948B

Controller  Processor

Data Subject Agency worker

Process Purpose MANAGEMENT - To effectively manage our staff, their activities and our tangible assets

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name

Retention Period 1 year

Runs From Date created

Buffer n/a

Measures to ensure accuracy N/A

Approx. No of Records 28000

Data Source Data Subject and internally input

Approx. No of Data Subjects 1000

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked office

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 1

Risk rating 1 to 25 2

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

forms are shredded once invoiced to client so retention period 1 year max

Advice Notes

Instructions required

Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Child Support Forms

Entry Date 01/04/2019

Data Code 04E043FE-4884-4BA5-A2C5-

Controller  Processor

Data Subject Agency worker

Process Purpose PAYROLL - To administer pay, tax, NI and other deductions and allowances

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Operational Documents

Retention Period 6 years

Runs From End of relevant tax year

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 50

Data Source Data Subject and internally input

Approx. No of Data Subjects 50

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked office

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 4

Risk rating 1 to 25 4

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset SSP Record Sheet

Entry Date 01/04/2019

Data Code 55B1ECA8-F961-496C-B9CD

Controller  Processor

Data Subject Employees Process Purpose PAYROLL - To administer pay, tax, NI and other deductions and allowances

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details Statutory Sick Pay Regs 1982 Reg 2 LIA Name

Retention Period 6 years Runs From End of relevant tax year Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 300

Data Source Data Subject and internally input

Approx. No of Data Subjects 300

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked cabinet

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures  Access controls  System access controls  
 Backups  Transfer controls  
 Data segregation  Two Factor Authentication  
 Encryption  User input controls  
 Physical access controls

List other organisations or individuals who access  
 Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 4

Risk rating 1 to 25 4

Data Item  Appearance and size  Gender  Pregnancy / maternity records  
 Attendance and leave records  Genetic or biometric information (S)  Recruitment records  
 Authentication questions or answers  Health or Medical Data (S)  References  
 Commencement / termination dates  ID documents (e.g. passport, driving licence)  Right to work information  
 Contractual requirements  IP Address  Sickness absence records (S)  
 Correspondence including statements of opinion or intent  IT system usage records  Signature  
 Criminal record checks / details  Location Data  Social media ID and related info  
 Date of Birth  Marital status  Trade union membership (S)  
 Details of payments or deductions  Names  Unique identifier number or code  
 Employer's names  Nationality, race or ethnicity  Usernames and passwords  
 Employment benefits (e.g. pension, etc)  Notes biographical in nature  Work contact details  
 Employment History  Payroll, tax and NICs information  Working hours  
 Expressions of opinions regarding data subject  Personal contact details  
 Financial information  Photographs

Notes

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset GP Fit Notes and related GP and other correspondence

Entry Date 01/04/2019

Data Code D20F21AF-BFC1-4216-8BBB

Controller  Processor

Data Subject Employees

Process Purpose MANAGEMENT - To effectively manage our staff, their activities and our tangible assets

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name GP Fit notes and correspondence (other than for

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 1

Data Source The data subject's medical advisor/s

Approx. No of Data Subjects 1

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked office

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures  Access controls  System access controls  
 Backups  Transfer controls  
 Data segregation  Two Factor Authentication  
 Encryption  User input controls  
 Physical access controls

List other organisations or individuals who access

HR Managed Services

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Yes

Likelihood of breach 1 to 5

1

Breach risk severity 1 to 5

4

Risk rating 1 to 25

4

Data Item  Appearance and size  
 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 (S)  
 Health or Medical Data (S)  
 ID documents (e.g. passport, driving licence)  
 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

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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Maternity - MAT B1 Forms

Entry Date 01/04/2019

Data Code 9D944C4C-4C62-4B85-B570

Controller  Processor

Data Subject Employees

Process Purpose BENEFITS - To provide benefits to employees and workers

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Maternity / Family-friendly Rights / Benefits

Retention Period 6 years

Runs From Termination of employment

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 3

Data Source The data subject's medical advisor/s

Approx. No of Data Subjects 3

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked office

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

HR managed services

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Yes

Likelihood of breach 1 to 5

1

Breach risk severity 1 to 5

4

Risk rating 1 to 25

4

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Records of BACS transfers and other bank payments

Entry Date 01/04/2019

Data Code BB1546FF-8B9B-4BF3-BBC7

Controller  Processor

Data Subject All

Process Purpose CONTRACT - To perform our duties under a contract

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name

Retention Period 1 year

Runs From Termination of contract or last engagement Buffer + 3 months

Measures to ensure accuracy N/A

Approx. No of Records 300

Data Source Data Subject and internally input

Approx. No of Data Subjects 300

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked office

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 4

Risk rating 1 to 25 4

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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) kept for 1 year and then shredded.

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset P45 Folder

Entry Date 01/04/2019

Data Code AA18981D-2413-4ECA-A1AA

Controller  Processor

Data Subject Employees / Agency Workers

Process Purpose PAYROLL - To administer pay, tax, NI and other deductions and allowances

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Income Tax (PAYE) Regs 2003

LIA Name

Retention Period 6 years

Runs From End of relevant tax year

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 17

Data Source Data Subject and internally input

Approx. No of Data Subjects 17

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked office

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 3

Risk rating 1 to 25 3

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Bad Debt Folder

Entry Date 01/04/2019

Data Code 954CD5AB-B4DD-4FCB-8F66

Controller  Processor

Data Subject Clients and their Employees

Process Purpose PAYMENTS - For the purposes of payments or refunds

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Administration of accounts

Retention Period 6 years

Runs From Termination of contract or last engagement Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 150

Data Source Internally input by staff member

Approx. No of Data Subjects 150

Storage State Hard copy in manual filing system

Storage Physical Location Client's address in locked office

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 2

Breach risk severity 1 to 5 3

Risk rating 1 to 25 6

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Now Pensions csv files

Entry Date 01/04/2019

Data Code 41555026-5B5B-40BB-90A6

Controller  Processor

Data Subject Employees / Agency Workers

Process Purpose PENSIONS – To administer pension enrolment and payments

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details Pensions Act 2008 and Pension Regulator LIA Name

Retention Period 6 years

Runs From End of relevant financial year

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 47000

Data Source Data Subject and internally input

Approx. No of Data Subjects 5000

Storage State Spreadsheet document

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 measures  Access controls  System access controls  
 Backups  Transfer controls  
 Data segregation  Two Factor Authentication  
 Encryption  User input controls  
 Physical access controls

List other organisations or individuals who access  
 Overseas transfer  Yes  No  
 GDPR Compliant Terms signed? N/A  
 Likelihood of breach 1 to 5 1  
 Breach risk severity 1 to 5 2  
 Risk rating 1 to 25 2

Data Item  Appearance and size  Gender  Pregnancy / maternity records  
 Attendance and leave records  Genetic or biometric information (S)  Recruitment records  
 Authentication questions or answers  Health or Medical Data (S)  References  
 Commencement / termination dates  ID documents (e.g. passport, driving licence)  Right to work information  
 Contractual requirements  IP Address  Sickness absence records (S)  
 Correspondence including statements of opinion or intent  IT system usage records  Signature  
 Criminal record checks / details  Location Data  Social media ID and related info  
 Date of Birth  Marital status  Trade union membership (S)  
 Details of payments or deductions  Names  Unique identifier number or code  
 Employer's names  Nationality, race or ethnicity  Usernames and passwords  
 Employment benefits (e.g. pension, etc)  Notes biographical in nature  Work contact details  
 Employment History  Payroll, tax and NICs information  Working hours  
 Expressions of opinions regarding data subject  Personal contact details  
 Financial information  Photographs

Notes

Advice Notes

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset PAYE Reports (payroll histories)

Entry Date 01/04/2019

Data Code 2C4ABD6C-7323-4A5B-9544-

Controller  Processor

Data Subject Employees / Agency Workers

Process Purpose PAYROLL - To administer pay, tax, NI and other deductions and allowances

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

Income Tax (PAYE) Regs 2003

LIA Name

Retention Period 6 years

Runs From End of relevant tax year

Buffer + 1 year

Measures to ensure accuracy N/A

Approx. No of Records 5000

Data Source Internally input by staff member

Approx. No of Data Subjects 5000

Storage State Hard copy in manual filing system

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 measures

Access controls

Backups

Data segregation

Encryption

Physical access controls

System access controls

Transfer controls

Two Factor Authentication

User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 1

Breach risk severity 1 to 5 1

Risk rating 1 to 25 1

Data Item

Appearance and size

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 (S)

Health or Medical Data (S)

ID documents (e.g. passport, driving licence)

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

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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Employee / Worker Bank Details Form

Entry Date 01/04/2019

Data Code ABAEE851-B10B-4162-B2C2-

Controller  Processor

Data Subject Employees / Agency Workers

Process Purpose PAYMENTS - For the purposes of payments or refunds

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name

Retention Period 6 months

Runs From Termination of relationship or last

Buffer n/a

Approx. No of Records 17

Approx. No of Data Subjects 17

Measures to ensure accuracy Data Subject requested to notify changes

Data Source Data Subject directly

Storage State Hard copy in manual filing system

Storage Physical Location Paper copy confidentially shredded on site

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

Overseas transfer  Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5 3

Breach risk severity 1 to 5 1

Risk rating 1 to 25 3

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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

Instructions required  Yes

# Information Asset Registry

Client Scattergoods Agency Ltd

Data Asset Website Database

Entry Date 01/04/2019

Data Code 5BB9FBA6-1D3F-4E27-BA5A

Controller  Processor

Data Subject Web user

Process Purpose WEBSITE - To ensure the effectiveness of our website

Legal Basis  Legal Requirement  Contractual Necessity  Legitimate Interest  Consent  Vital Interest  Public Function

Legal Requirement Details

LIA Name Website IP address and metadata

Retention Period TBA

Runs From Date created

Buffer n/a

Measures to ensure accuracy N/A

Approx. No of Records TBA

Data Source Business partner or client

Approx. No of Data Subjects TBA

Storage State Data in database structure

Storage Physical Location In known multiple cloud server locations

Access  All staff  Staff need to know  All management  Management need to know  IT  HR  Accounts

Security measures

- Access controls
- Backups
- Data segregation
- Encryption
- Physical access controls
- System access controls
- Transfer controls
- Two Factor Authentication
- User input controls

List other organisations or individuals who access

S Black

Overseas transfer

Yes  No

GDPR Compliant Terms signed?

Likelihood of breach 1 to 5

2

Breach risk severity 1 to 5

1

Risk rating 1 to 25

2

Data Item

- Appearance and size
- 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 (S)
- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- 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
- 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) ask S Black how long does website database store this and how many records and data subjects.

Advice Notes

Instructions required

Yes