

Information Asset Registry

Client	Everest Limited	Data Asset	Job Sheet
Entry Date	24/03/2019	Data Code	79206911-3A2A-45C1-A2C4
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Clients and their Employees	Process Purpose	SERVICE DELIVERY - To provide our services to clients
Legal Basis	<input type="checkbox"/> Legal Requirement <input checked="" type="checkbox"/> Contractual Necessity <input type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	Duration of installation only	Runs From	Date created
			Buffer n/a
Business Area	Customer Engagement	Measures to ensure accuracy	N/A
Person responsible for data asset	Branch Managers / Installation Managers	Data Source	Internally input by staff member
Approx. No of Records	TBA	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	TBA	Storage Physical Location	Installers' care then confidentially shredded
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer GDPR Compliant Terms signed? Likelihood of breach 1 to 5 Breach risk severity 1 to 5 Risk rating 1 to 25
			Retained installers (i.e. Sub Contractors) <input type="checkbox"/> Yes <input type="checkbox"/> No TBA 5 3 15
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) need approx. numbers, (ii) check installers' contracts contain article 28 terms		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	CSS - Customer Data
Entry Date	27/03/2019	Data Code	D0B152D5-D682-4CF3-9521- <input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Customers	Process Purpose	SERVICE DELIVERY - To provide our services to clients
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	15 years	Runs From	date installation finalised Buffer
Business Area	Customer Engagement	Measures to ensure accuracy	N/A
Person responsible for data asset	Branch Managers / Installation Managers	Data Source	Internally input by staff member
Approx. No of Records	TBA	Storage State	Data in database structure
Approx. No of Data Subjects	TBA	Storage Physical Location	Client's address in both locked office and
Access	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 4 Risk rating 1 to 25 4
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input checked="" type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) contains sales agreement, (ii) survey, (iii) service issues during warranty period		Document
Advice Notes	(i) data would be better protected when segregated with user access controls, (ii) print controls, (iii) export controls, (iv) recommend expressions of opinion are kept clean for access fulfilment purposes		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	New installer starter information (copies)
Entry Date	27/03/2019	Data Code	C4571161-ACED-4B2B-AFAC-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Suppliers and Contractors	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	3 months	Runs From	Date created
			Buffer
Business Area	Customer Engagement	Measures to ensure accuracy	N/A
Person responsible for data asset	Branch Managers / Installation Managers	Data Source	Data Subject directly
Approx. No of Records	TBA	Storage State	Hard copy in manual filing system
Approx. No of Data Subjects	TBA	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input type="checkbox"/> Backups <input type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input type="checkbox"/> Physical access controls	<input type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 2 Breach risk severity 1 to 5 3 Risk rating 1 to 25 6
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input checked="" type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input checked="" type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input checked="" type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input checked="" type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes	(i) emergency contact		Document
Advice Notes	(i) approx. how many records		
Instructions required	<input checked="" type="checkbox"/> Yes		

Information Asset Registry

Client	Everest Limited	Data Asset	Installer training records in training matrix
Entry Date	27/03/2019	Data Code	CBC6567D-B1E2-4AB9-BA79-
			<input checked="" type="checkbox"/> Controller <input type="checkbox"/> Processor
Data Subject	Suppliers and Contractors	Process Purpose	MANAGEMENT - To effectively manage our staff, their activities and our tangible assets
Legal Basis	<input type="checkbox"/> Legal Requirement <input type="checkbox"/> Contractual Necessity <input checked="" type="checkbox"/> Legitimate Interest <input type="checkbox"/> Consent <input type="checkbox"/> Vital Interest <input type="checkbox"/> Public Function		
	Legal Requirement Details		LIA Name
Retention Period	TBA	Runs From	Buffer
Business Area	Customer Engagement	Measures to ensure accuracy	User-reliant update
Person responsible for data asset	Branch Managers / Installation Managers	Data Source	Internally input by staff member
Approx. No of Records	1	Storage State	Spreadsheet document
Approx. No of Data Subjects	TBA	Storage Physical Location	Client's address in both locked office and
Access	<input type="checkbox"/> All staff <input checked="" type="checkbox"/> Staff need to know <input type="checkbox"/> All management <input type="checkbox"/> Management need to know <input type="checkbox"/> IT <input type="checkbox"/> HR <input type="checkbox"/> Accounts		
Security measures	<input type="checkbox"/> Access controls <input checked="" type="checkbox"/> Backups <input checked="" type="checkbox"/> Data segregation <input type="checkbox"/> Encryption <input checked="" type="checkbox"/> Physical access controls	<input checked="" type="checkbox"/> System access controls <input type="checkbox"/> Transfer controls <input type="checkbox"/> Two Factor Authentication <input type="checkbox"/> User input controls	List other organisations or individuals who access Overseas transfer <input type="checkbox"/> Yes <input type="checkbox"/> No GDPR Compliant Terms signed? N/A Likelihood of breach 1 to 5 1 Breach risk severity 1 to 5 1 Risk rating 1 to 25 1
Data Item	<input type="checkbox"/> Appearance and size <input type="checkbox"/> Attendance and leave records <input type="checkbox"/> Authentication questions or answers <input type="checkbox"/> Commencement / termination dates <input type="checkbox"/> Contractual requirements <input type="checkbox"/> Correspondence including statements of opinion or intent <input type="checkbox"/> Criminal record checks / details (S) <input type="checkbox"/> Date of Birth <input type="checkbox"/> Details of payments or deductions <input type="checkbox"/> Employer/s name/s <input type="checkbox"/> Employment benefits (e.g. pension, etc) <input type="checkbox"/> Employment History <input type="checkbox"/> Expressions of opinions regarding data subject <input type="checkbox"/> Financial information		
	<input type="checkbox"/> Gender <input type="checkbox"/> Genetic or biometric information (S) <input type="checkbox"/> Health or Medical Data (S) <input type="checkbox"/> ID documents (e.g. passport, driving licence) <input type="checkbox"/> IP Address <input type="checkbox"/> IT system usage records <input type="checkbox"/> Location Data <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Names <input type="checkbox"/> Nationality, race or ethnicity (S) <input checked="" type="checkbox"/> Notes biographical in nature <input type="checkbox"/> Payroll, tax and NICs information <input type="checkbox"/> Personal contact details		
	<input type="checkbox"/> Photographs <input type="checkbox"/> Pregnancy / maternity records <input type="checkbox"/> Recruitment records <input type="checkbox"/> References <input type="checkbox"/> Right to work information <input type="checkbox"/> Sickness absence records (S) <input type="checkbox"/> Signature <input type="checkbox"/> Social media ID and related info <input type="checkbox"/> Trade union membership (S) <input type="checkbox"/> Unique identifier number or code <input type="checkbox"/> Usernames and passwords <input type="checkbox"/> Work contact details <input type="checkbox"/> Working hours		
Notes			Document
Advice Notes	(i) how long do we need to retain this data for? (ii) approx. how many data subjects?		
Instructions required	<input checked="" type="checkbox"/> Yes		