

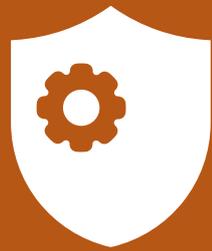


Online Leave Tracking & Absence Management

GDPR

FOR

HR



Many of our existing and prospective clients have questions regarding the introduction of the GDPR in May 2018 and what their obligations under the act will be. At e-days we are committed not only to the task of being fully compliant ourselves, but also helping our clients on the path towards GDPR compliance.

Below is a brief overview of the GDPR along with an outline of what e-days is building into our application to help our current and prospective clients. Though we hope this will be helpful, it is not intended to be taken as legal advice. GDPR is a complex subject and we urge you to seek your own legal guidance in order to ascertain your individual requirements.

What is the GDPR?

The EU General Data Protection Regulation (“GDPR”) is a comprehensive new data protection law that updates existing EU laws to strengthen the protection of “personal data” in light of rapid technological developments, the increasingly global nature of business and more complex international flows of personal data.

It replaces the current suite of national data protection laws with a single set of rules, directly enforceable in each EU member state. The GDPR takes effect on May 25, 2018.

Who will be affected?

The GDPR will affect every business and public body that processes the personal data of EU residents, this includes every employee in the EU and all businesses that process the personal data of EU individuals, directly or on behalf of other businesses (data processors).

How does Brexit affect the regulation?

On June 21 2017 the UK government confirmed that it intends to bring the GDPR into UK law following its withdrawal from the EU. Once the UK leaves the EU (which is unlikely to happen before the introduction of the GDPR), it will be free to make its own changes to the framework, but none have been specified official as yet.

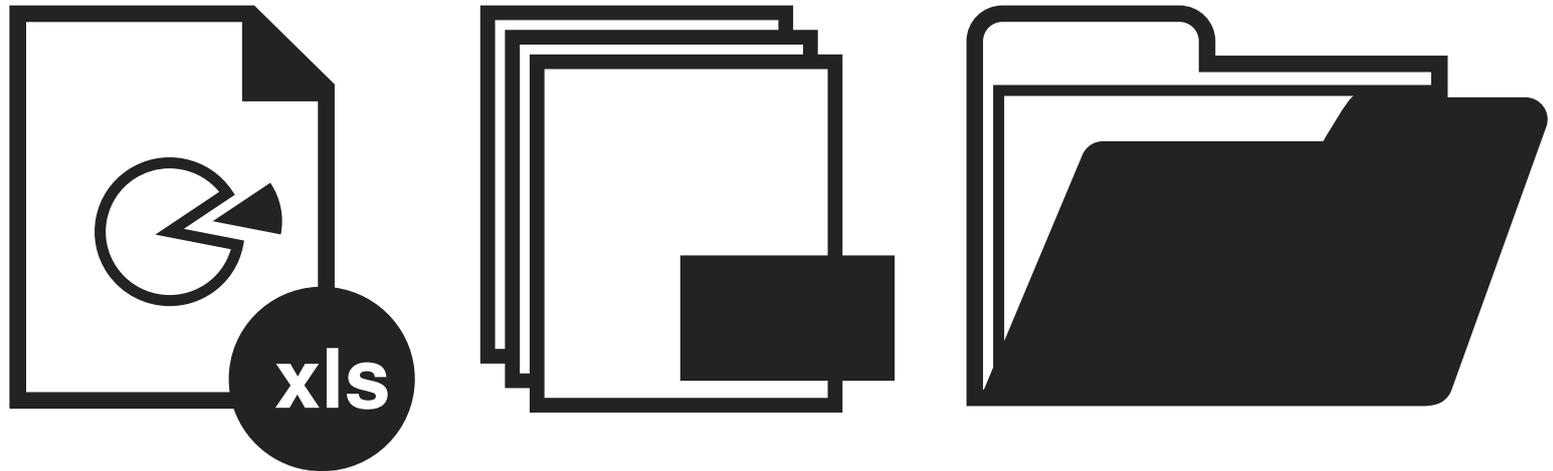
The official advice at this point is for UK companies to continue their preparation for the GDPR as it (or something very similar) is likely to impact all UK businesses in some way.

What could no longer be considered compliant?





Old school processes, no longer compliant...



~~SPREADSHEETS~~ ~~PAPER~~ ~~FILING SYSTEMS~~

Your data is at risk

When we think about the general aim of the GDPR, safety and security of sensitive data is paramount. From a HR/Absence Management perspective, the data handled is often of a sensitive nature with employee sickness records, holiday details and important pieces of employee data such as payroll numbers often on show.

If organisations are still using paper and spreadsheet based Absence Management processes, then employee data is easily accessible and much harder to keep secure than say that based on a more modern cloud-based software.

Think about your current processes

If you're currently using a paper and spreadsheet based Absence Management system, with requests and other important information stored in files, take a second to think about everyone who has easy access to that data. Shared spreadsheets open the risk of people making amendments without the authority to do so, and the use of paper requests increase the risk of sensitive data being lost.

Can you comfortably say your current processes leave you compliant come May 25th?

How can we become compliant?





How we're helping with GDPR compliance...

Considerations for HR under the GDPR require us to look into 5 key areas; **The right to be informed, The right of access, The right to rectification/objection, The right to be forgotten** and of course **overall data Security**

★ The right to be informed

The GDPR asks organisations to allow people whose data they hold to be informed as to why they hold that data, as well as providing regular updates when data is amended or used.

e-days will be updating its privacy notice to provide all users with the relevant information on both how and for what reason their data is used within the system.

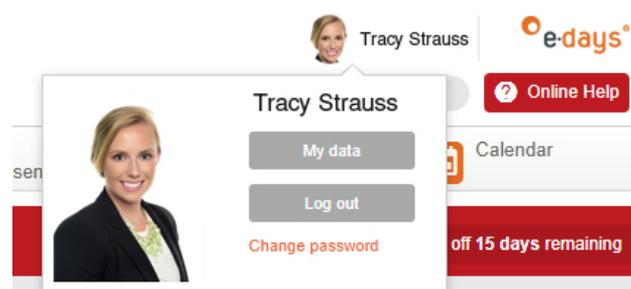
Of course existing within our system currently is our notifications process, where employees and line managers are informed of requests, approvals, logging sickness and the return to work process.

★ The right of access

The GDPR stipulates that data subjects have the right to receive all personal data that is stored about them in a commonly used, machine-readable format.

To help with this, a new “My data” page will allow all e-days users to view and download all of the data that e-days holds about them without the need for hunting around filing cabinets or searching unprotected shared spreadsheets.

This functionality should significantly reduce the administration burden attached to this process.





★ The right to rectification/objection

The GDPR asks organisations to allow people the right to object to or rectify a change to their data or something that has involved the use of their data in any way.

e-days will provide a request form within the application to allow users to easily request changes to or comment upon their data. Each request for change will also be logged, allowing system administrators to keep track of requests and ensure they are responded to within the correct time frame. Maintaining as already stated, a clear and easily accessible trace of data.

Stored data for Miles Barclay Print page Book time off 17 days remaining

Personal details

Photo



First name	Miles
Last name	Barclay
Email	miles.barclay@e-days.co.uk
Payroll number	MB103222
Employee number	1865
Date of birth	23.07.1989
Employment start date	09.03.2010
Job Title	HR Advisor
Annual Pay	27,500.00
Work Telephone	0115 833 0407
Home Address	40 Halfpenny Walk, Wilford, Nottingham, NG11 7GX
Home Telephone	0115 832 3405
Home Email	miles.barclay@hotmail.com
Next Of Kin	Heidi Barclay
Next Of Kin Contact Details	07356 434 504

[Request amendment](#)

- Absence requests
- Overtime/TOIL requests
- Files
- Login history

★ The right to be forgotten

The GDPR requires organisations to allow people the right to be forgotten, a really important process for HR given staff turnover and people leaving an organisation. The right to be forgotten allows an individual whose data you hold the right to have all of this data permanently erased.

e-days will be providing a “hard delete” function against each user, this will user data to be permanently and irreversibly removed from our servers.

It may sound simple but the right to be forgotten is one of the key components of the GDPR and having a simple option for users to erase their data at their own request will help HR departments comply with the new ruling.





★ The importance of keeping individuals data secure

One of the key components of the GDPR is the security of data, with the overall aim of avoiding breaches of data. It's clear when reading initial outlines the data breaches will be one of the more severely punished aspects of the GDPR when it comes to fines post May 25th.

At e-days security of our customers' data has always been paramount. We have made and are continuing to make significant investments to ensure that data is kept safe at all times.

Your data is securely stored on company owned servers based in a secure data centre in London and all data is protected with SSL encryption, multi-level password protection and advanced firewall security.

We are committed to staying ahead of the curve when it comes to maintaining the highest standards of data security available in the industry.

Next steps on the path to compliance...

We hope this document has been informative and eye opening, as we quickly approach the GDPR compliance deadline of May 25th.

Of course, this is just an overview, and we often find that one of our online demonstrations will provide more of an in depth look at how e-days software could help with both GDPR compliance and ongoing increases in productivity and efficiency within your organisation.

There's a range of options for you to explore below, we wish you all the success in achieving your GDPR compliance goals and we're always happy to help with any questions you may have regarding GDPR for Leave Tracking and Absence Management.

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