

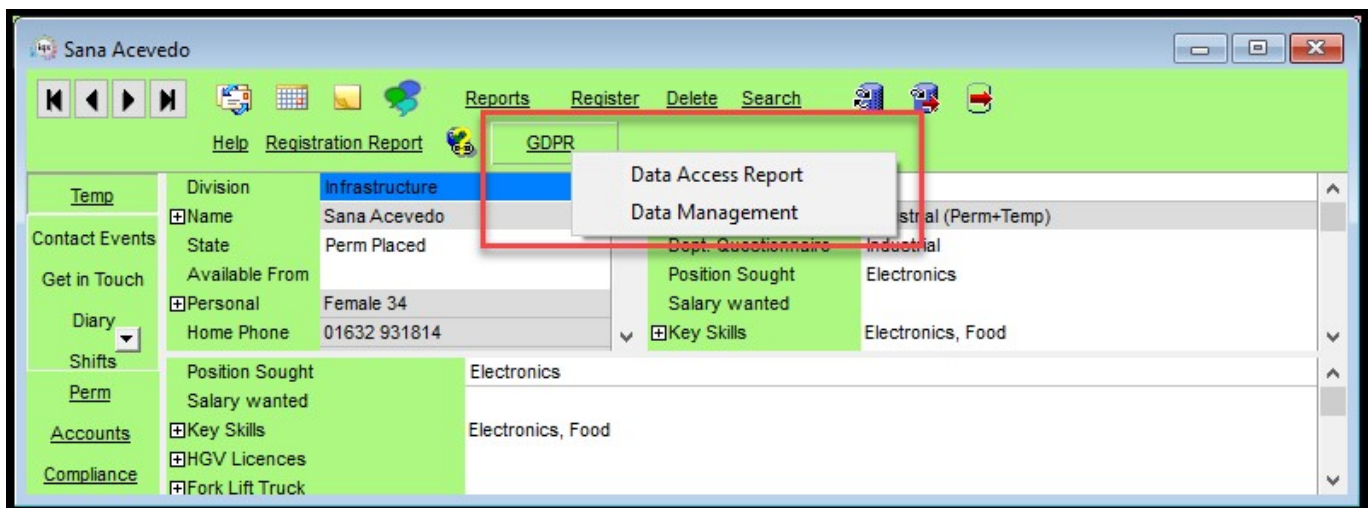


Managing Data for Privacy, Data Access Requests & GDPR

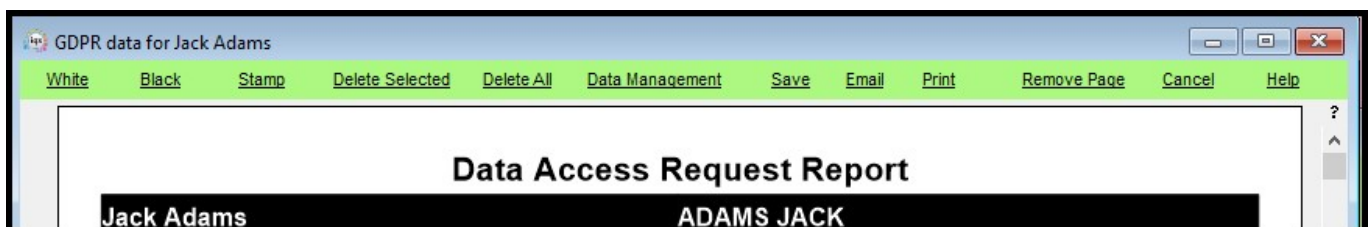
We have created a number of tools to assist you in dealing with GDPR requests. The tools are only available to those who have been given the relevant user role, if you are unable to see the buttons then please speak to your System Administrator.

Data Access Report

If a candidate requests a copy of the information held in the database about them, it is possible to obtain this information by clicking the Data Access Report on the GDPR button menu on the Person record. The information is displayed in pdf format.



Once the pdf is displayed it will be necessary to review the report for instances where information needs to be redacted or individual pages removed. (e.g. where information disclosure might affect another person's right to privacy.) The redaction process is the same process as redacting compliance documents.



Some files may not be suitable for inclusion in the pdf and will be attached to the email when sent to the candidate. It is strongly recommended that each file is reviewed before despatched to the candidate. Clicking email will send the report to the email address held in the candidate record. Therefore, it will be important to ensure this email address is correct.

Two emails are sent to the candidate one will be the report and the second will be the password to gain access to the report pdf.



It is also possible to save and print the report to send to the candidate by post.

A contact event can be created to record when a Data Access Report is either emailed, saved or printed. These Contact Event will be saved in Person Contact Events.

Contact Type	Date	Time	Contact Summary	Link	Outcome
GDPR	21/12/2017	15:08	GDPR Report Sent		
GDPR	14/12/2017	11:47	GDPR Report Saved		
GDPR	14/12/2017	11:44	GDPR Report Printed		

Where a Data Access Report is sent electronically and provided a GDPR Contact event has been set up the pdf password will be saved in a Contact Event.

Text

Person: Jack Adams

Made By: IVAN

Date: 14/12/2017

Time: 11:47

Type: GDPR

Summary: GDPR Report Saved

Callback:

Callback Time:

Priority: 5

Created By: IVAN

Created: 14/12/2017 11:47

Jack

Mobile: 07700 921428

E-mail: ivanbaldwin@live.co.uk; Jack_Adams@iqx.co.uk

Reply as Text | Insert Text | Spell Check | Duplicate | Available To All | Convert to HTML

Send Text | Write Letter | Send E-mail | Reply to E-mail

The zip password is WE[-yQDcdDB[F]K''M6=]*(0PKfWp

Data Management

Warning! This is irreversible and will be audited

After receiving and considering a request from a candidate to be forgotten or for their details to be removed the GDPR - Data Management drop down on the Person Record and in the Data Access Report view can be used to modify a candidate's record.



Options	Select
Anonymise	☒
Remove Contact Events	☒
Contact Events Before Date (blank=all)	
Remove Documents	☐
Remove Compliance Documents	☐
Remove CV	☐
Remove Photo	☐
Remove Progress/Shortlist	☐
Remove Availability/Holiday	☐
Remove Contact Details	☐
Remove IQXWeb	☒
Delete All (if no shifts or placements)	☐

The Anonymise option anonymises all personal data in the selected record. The candidate record title will be changed to the candidate's personid.

Temp	Division	Infrastructure	Headline
Contact Events	Name	Anonymised Anonymised	Alert
Get in Touch	State	Archived/DNU	Reg. Departments
Diary	Available From		Dept. Questionnaire
Shifts	Personal	Male 48	Position Sought
Shift Progress	Home Phone		Salary wanted
Availability	Day Phone		General Skills
Requirements	Mobile		Chef Skill
CV	E-mail		Grade
Questionnaire	Social Media		Chef Expiry Date
Notes	Address	Anonymised, Anonymised, Anonymise	HP Source
	Source	None	***Person Q'aire***
	Consultant	IVAN	Location Zone
	Registered	No. 10068 Date 29/09/2008	Emergency Contac...
	Last Updated	18/05/2012 10:00:55	Driving Licence

There may be areas where personal details may be stored in text on the person record and placement records. It is recommended that these locations like Person - Notes are manually reviewed at the same time to ensure the maximum possible anonymising takes place.

The Candidate's audit trail will also be deleted.



Obscuring Bank Details

In preparation for the implementation of the GDPR regulations we have been working toward limiting casual access to personal data.

Complete bank account numbers can be obscured. Users will be able to see the last four digits of the account number for confirmation purposes.

From:

<https://iqxusers.co.uk/iqxhelp/> - **iqx**

Permanent link:

<https://iqxusers.co.uk/iqxhelp/doku.php?id=gdpr&rev=1522077830>

Last update: **2018/03/26 15:23**

