

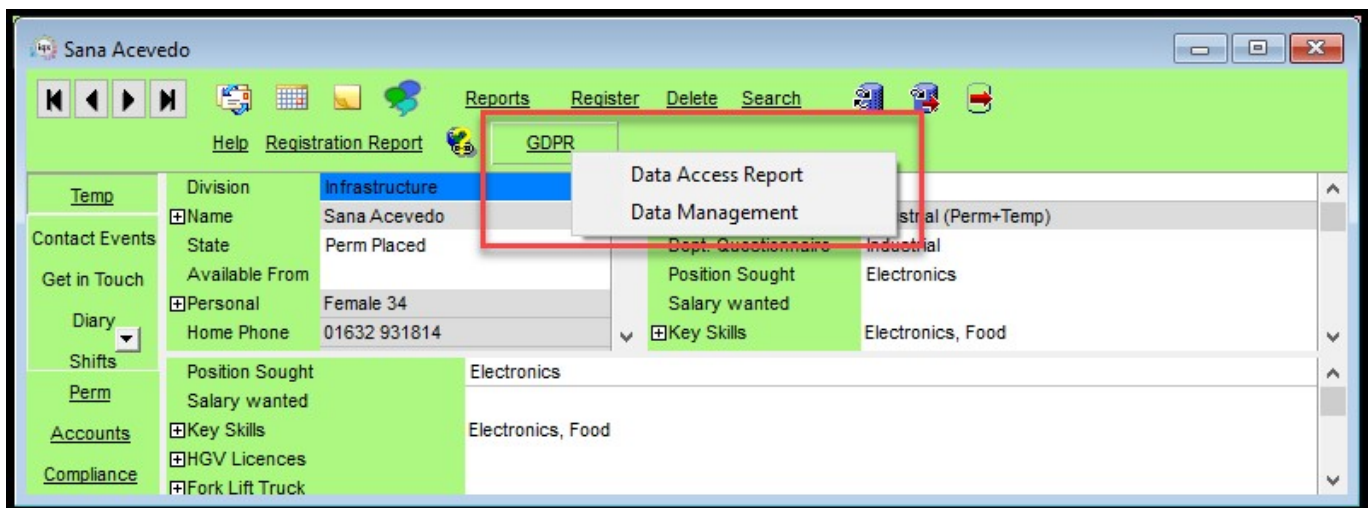


## Managing Data for Privacy, Data Access Requests & GDPR

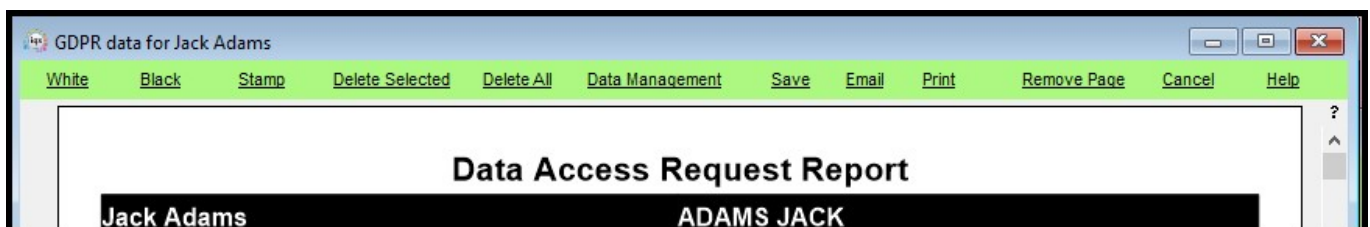
We have created a number of tools to assist you in dealing with GDPR requests. The tools are only available to those who have been given the relevant user role, if you are unable to see the buttons then please speak to your System Administrator.

### 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.

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

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

Mobile: 07700 921428  
E-mail: ivanbaldwin@live.co.uk; Jack\_Adams@iqx.co.uk

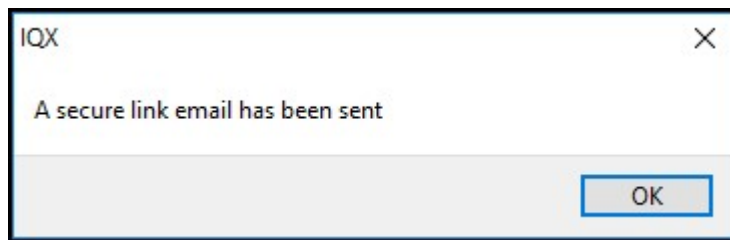
Reply as Text   Insert Text   Spell Check   Duplicate   Available To All   Convert to HTML  
Send Text   Write Letter   Send E-mail   Reply to E-mail

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

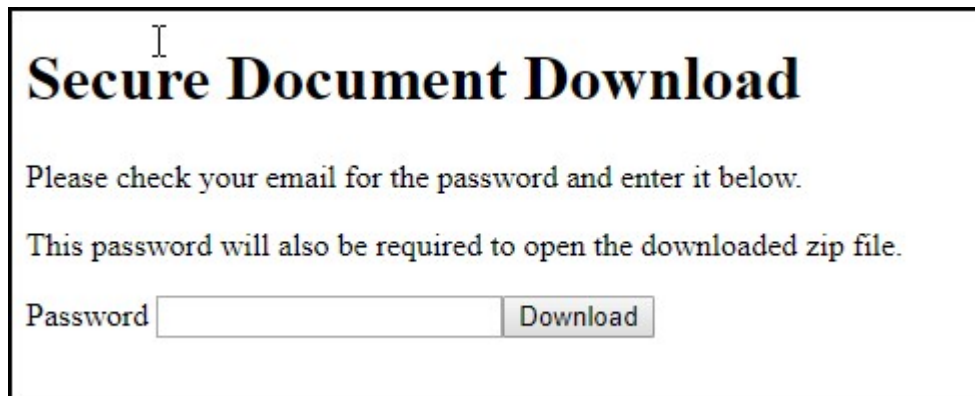
## Secure service for sending out Data Access Requests (and other files) - Based on IQXHub

This feature arose from a need to improve the security of GDPR Access Report emailing. However, it can be used for the secure dispatch of any files from IQX.

Using the GDPR Data Access Report as an example clicking email will cause a confirmation message to appear.



The candidate will receive an email with a link to the document download page. On clicking this the following will appear in their Browser.



In addition, it will then generate a new email containing the password. This password will both download the zip file and allow the candidate to open the password protected file.

This feature requires System Administrator setup.

For more information on this feature please contact IQX.

## 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	<input checked="" type="checkbox"/>
Remove Contact Events	<input checked="" type="checkbox"/>
Contact Events Before Date (blank=all)	
Remove Documents	<input type="checkbox"/>
Remove Compliance Documents	<input type="checkbox"/>
Remove CV	<input type="checkbox"/>
Remove Photo	<input type="checkbox"/>
Remove Progress/Shortlist	<input type="checkbox"/>
Remove Availability/Holiday	<input type="checkbox"/>
Remove Contact Details	<input type="checkbox"/>
Remove IQXWeb	<input checked="" type="checkbox"/>
Delete All (if no shifts or placements)	<input type="checkbox"/>

The Anonymise option anonymises name and address data in the selected record. The candidate record title will be changed to the candidate's personid. However, some areas can retain data - such as notes, questionnaires and documents - these should be checked by the consultant to ensure there is no identifying data e.g. passport scan or number.

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, Anonymised	HP Source
	Source	None	Person Q'aire
	Consultant	IVAN	Location Zone
	Registered	No. 10068 Date 29/09/2008	Emergency Contact
	Last Updated	18/05/2012 10:00:55	Driving Licence

The Candidate's audit trail will also be deleted.

## Adding deletion dates to individual documents

A new field is available when adding documents which allows the setting of a deletion date for that document. For example when a certification has expired.



Running the PurgeDocuments.xml from your XML folder will delete documents with a deletion date prior to the current date.

Isha Gill - Add file

Document Type

File

Document Name

Publish To Web ☐

Deletion Date

Expand	Add	Redact	Archive/Unarchive	Questions	Delete	Show Archived	Show Details	Help
Description	Type	File Type	Deletion Date	Publish to Web	In CV Send	Restrict		
Isha Gill Health	Health	PDF	O 30/06/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Isha Gill Qualification	Qualification	PDF	O 07/10/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Deletion dates can be specified for documents already added to the database as well as new documents.

## 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.

## Review P45 process - add remove bank details (GDPR)

As part of the GDPR tools provided by IQX a candidate's bank details can be removed from Person - Payroll when P45/Leave is clicked. Selecting 'Clear Banks Details' will remove a candidate's bank details.



**Warning:** Only clear the bank details once the last timesheet has been completed and transferred to Payroll.



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