



HR Data

Covers basic concepts, guidance and more...

A Reference for the Rest of Us!

elementsuite
Powerful. Smart. HR Software.



From last time...

A recap

In our previous sessions we have taken you through 'step-by-step' the first 5 essential stages of selecting People Tech, that is right for **YOUR** business.

We have provided guidance on how to structure your journey, with overview packs and downloadable documents that **YOU** can populate with **YOUR** company information

“So what’s next?”

Justify the Business Case

Build the business case for your HR needs. What does success look like? Define measurable outcomes on time saved and cost benefits across your organisation.

Supplier Beauty Parade

Create a long-list of possible suppliers. Don't get bogged down or swept away with sales. Make sure you objectively compare solutions side-by-side.

Supplier Shortlist

Create a shortlist and request more in-depth information from suppliers. Use a simple weighted scoring framework for assessment and compare critical features across suppliers.

Negotiation

Avoid pitfalls in negotiation, and balance pricing with partnership. Make sure you're clear on delivery approach and ongoing support as well as the raw tech.

Desk Research and Exploration

Work out where to start, when to make a change, how to save time. Identify your needs, and move forward. Seems daunting but heatmaps and structured questionnaires can help.

Organisational Structure

Get ahead by flushing out any changes to jobs, structures or processes, along with working out how you will measure organisation performance. It will help reduce risks later.

HR Data

Don't underestimate the time it will take to check, and clean up your data. Data Protection is an increasingly hot topic, so make sure you're in control.

Procurement and Contract

Navigate procurement and contract with care and pragmatism. Don't forget the importance of data protection but try not to lose the essence of the partnership agreement.

Initiating and mobilising your project

Get your tech implemented painlessly. Mobilise your team, and set yourself up for success by using the best project management and tracking techniques.



The world's most valuable resource is no longer oil, but data!

The
Economist



<https://www.economist.com/leaders/2017/05/06/the-worlds-most-valuable-resource-is-no-longer-oil-but-data>



Getting the foundations right

The building blocks





Data quality

Data quality in = data quality out

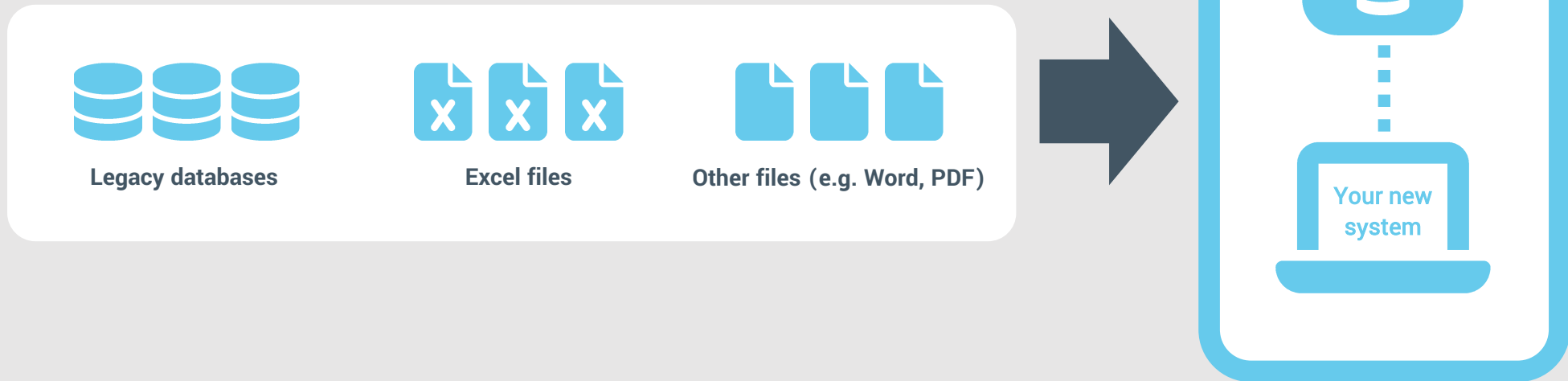
One of the key purposes of your new HR system will be to ensure your HR data is **accurate, up to date, secure, and correctly governed**. This will also be a legal obligation on you as a “**Data Controller**” (more on this later).

Many companies do not have this level of understanding of their HR data – now is the time to sort this out!

1

Understand your current data sources

You may have a number of different data sources that will be used to source the data required for your HR system.





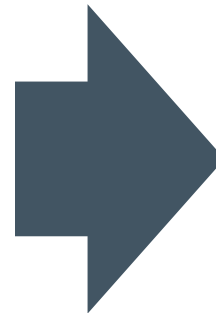
Data quality

Data quality in = data quality out

2

Give yourself plenty of time to review and cleanse your data

- It is important to understand all your current data sources, and ensure you are clear on the “master” source of this data currently.
- Use the opportunity to consolidate and remove any paper HR files
- Ask your chosen vendor for the templates they will need to be populated in order for the new system, and start investigating and collecting early.
- And most importantly - collect data securely!!!



3

Use your system to assure your data and be 100% confident

- Sometimes, even with all the checking there are still data cleansing issues that may be difficult and awkward to resolve with 100% certainty
- So you can use your new system deployment as a method of asking employees to check their data via secure self service as part of Go-live



Data compliance/security

Having 'peace of mind'

The UK GDPR has sets out seven key principles:

- 1 Lawfulness, fairness and transparency
- 2 Purpose limitation
- 3 Data minimisation
- 4 Accuracy
- 5 Storage limitation
- 6 Integrity and confidentiality (security)
- 7 Accountability

Any individual within an organisation has the right to **ask the organisation(s), of any shape and size**, whether or not an organisation(s) are using or storing their personal information. They can also ask them for copies of their **personal data**, verbally or in writing.

Personal data is defined in the GDPR as:

"personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".



Data compliance/security

Having ‘peace of mind’

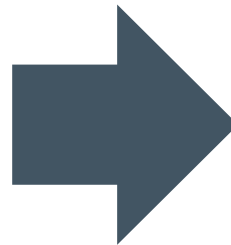
Since you are running a business you will have a valid and legal basis for securely controlling and processing personal data. However, you need to ensure that your data is securely and lawfully managed on an ongoing basis.

The lawful basis for processing is often summarised by the term “Infosec” – which is an abbreviation for “Information Security”. Your IT team stakeholders will require you to clearly understand the following:

Categories of data processed

e.g. **WHAT** data is being processed Personal Details, Compensation, and Benefits, Payroll Data, Documentation (e.g. RTW), Organisational Data, Talent, Training etc.

Depending upon the size and complexity of your organisation a formal classification framework may be required to identify data that needs additional security controls.



Personally identifiable information (PII) is information that, when used alone or with other relevant data, can identify an individual.

Sensitive personally identifiable information can include your full name, Social Security Number, driver’s license, financial information, and medical records.

Non-sensitive personally identifiable information is easily accessible from public sources and can include your zip code, race, gender, and date of birth.



Data compliance/security

Having 'peace of mind'

Categories of data subjects

i.e. **WHO** is using the system - Employees, Candidate (recruitment), Managers, HR Administrators, Payroll Administrators, possibly 3rd parties or Franchisees (Owner / Operators)

Processing operation

i.e. **HOW** the data is used – e.g. presenting employee's data for them to view/edit; presenting employee data to the employee's manager to review/approve for the purpose of performing HR operations. Presenting HR data to admins for legal and statutory HR administration and general reporting purposes, alerts and notifications

Location of processing operations

i.e. **WHERE** the data is held and how are security principles applied

Controls of processing operations

i.e. **WHEN** is data entered and reviewed via HR processes, how are the security controls applied (e.g. authorised access to data, password protection etc.), and how when is it purged or obfuscated according to retention principles



Data compliance/security

Having 'peace of mind'

Recommended retention periods. You cannot indefinitely hold an employees data.

The CIPD has recommended below the following time scales for data retention of HR data:

Application and recruitment records:

6-12 months

Parental leave:

5 years from birth or adoption, or 18 years if the child receives a disability allowance

Pension benefits:

12 years from the ending of any benefit payable

All personnel files and training records:

6 years from the end of employment

Redundancy records:

6 years

Sickness absence records:

A minimum of 3 months but potentially up to 6 years after employment ends

Take a look at the CIPD factsheets

<https://www.cipd.co.uk/knowledge/fundamentals/people/hr/keeping-records-factsheet>



What's your responsibility

The difference between a Data Controller and Data Processor

Buying a HR system to hold your data **does not mean, that all responsibility for GDPR is passed across to the HR software company.** You have legal obligations for the overall control of your data within the HR software.

The UK GDPR defines a controller as:



“the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.”

Controllers make decisions about processing activities. They exercise overall control of the personal data being processed and are ultimately in charge of and responsible for the processing.



The UK GDPR defines a processor as:

‘processor’ means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

Processors act on behalf of the relevant controller and under their authority. In doing so, they serve the controller's interests rather than their own.

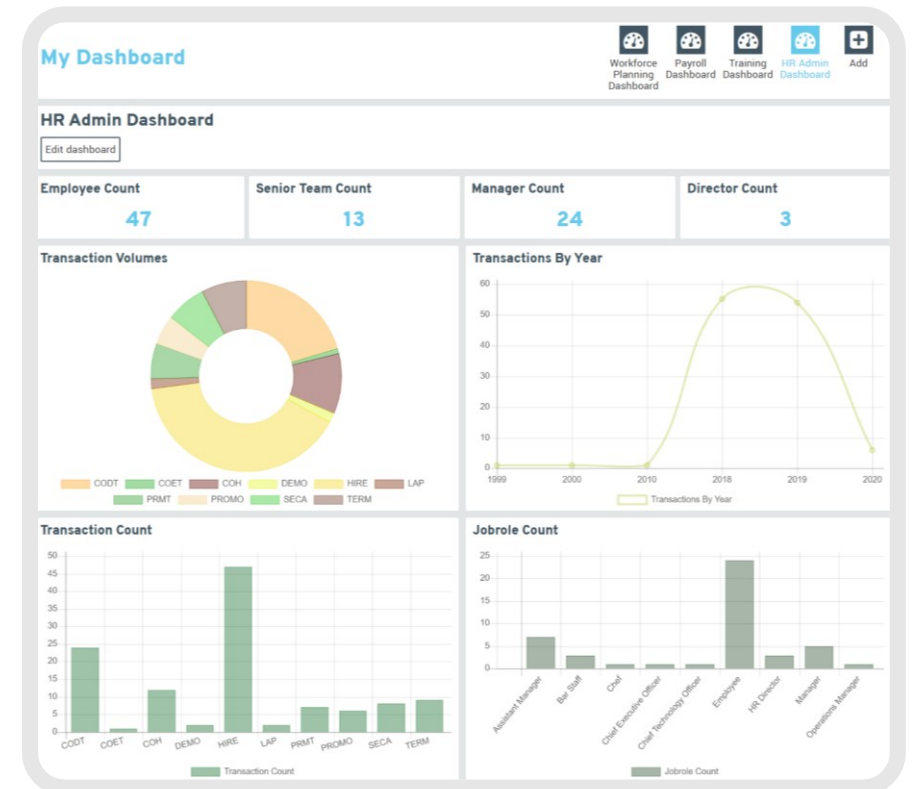
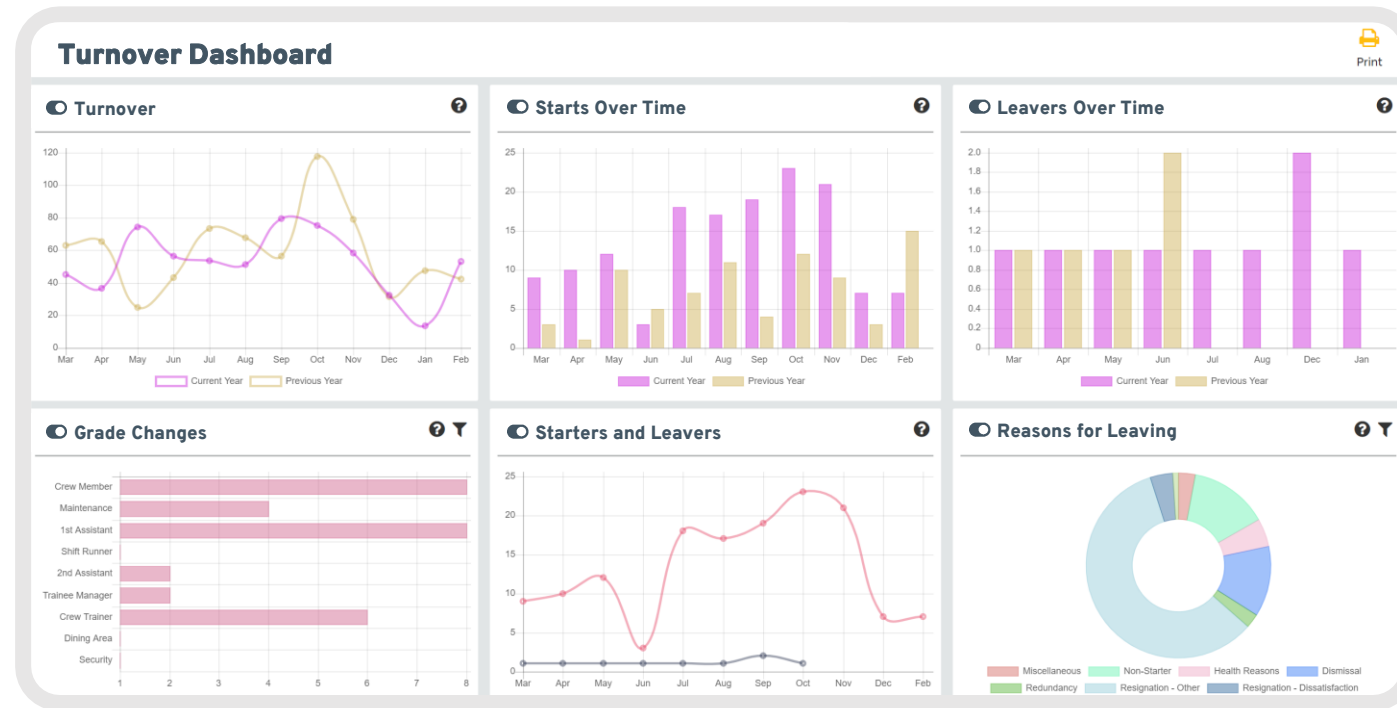
<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/controllers-and-processors/>



Data insights

Trusting your decisions

Once you've securely migrated your data and have all your controls and governance in place for control of your HR data, you can use it for strategic purposes within your business. HR systems vendors typically will include support for visualising various HR KPIs and metrics that can provide real insights and value for your business. Typical areas that provide direct business value **include measurement and monitoring of employee turnover, pay, gender and diversity balance, absence, productivity and much more.**



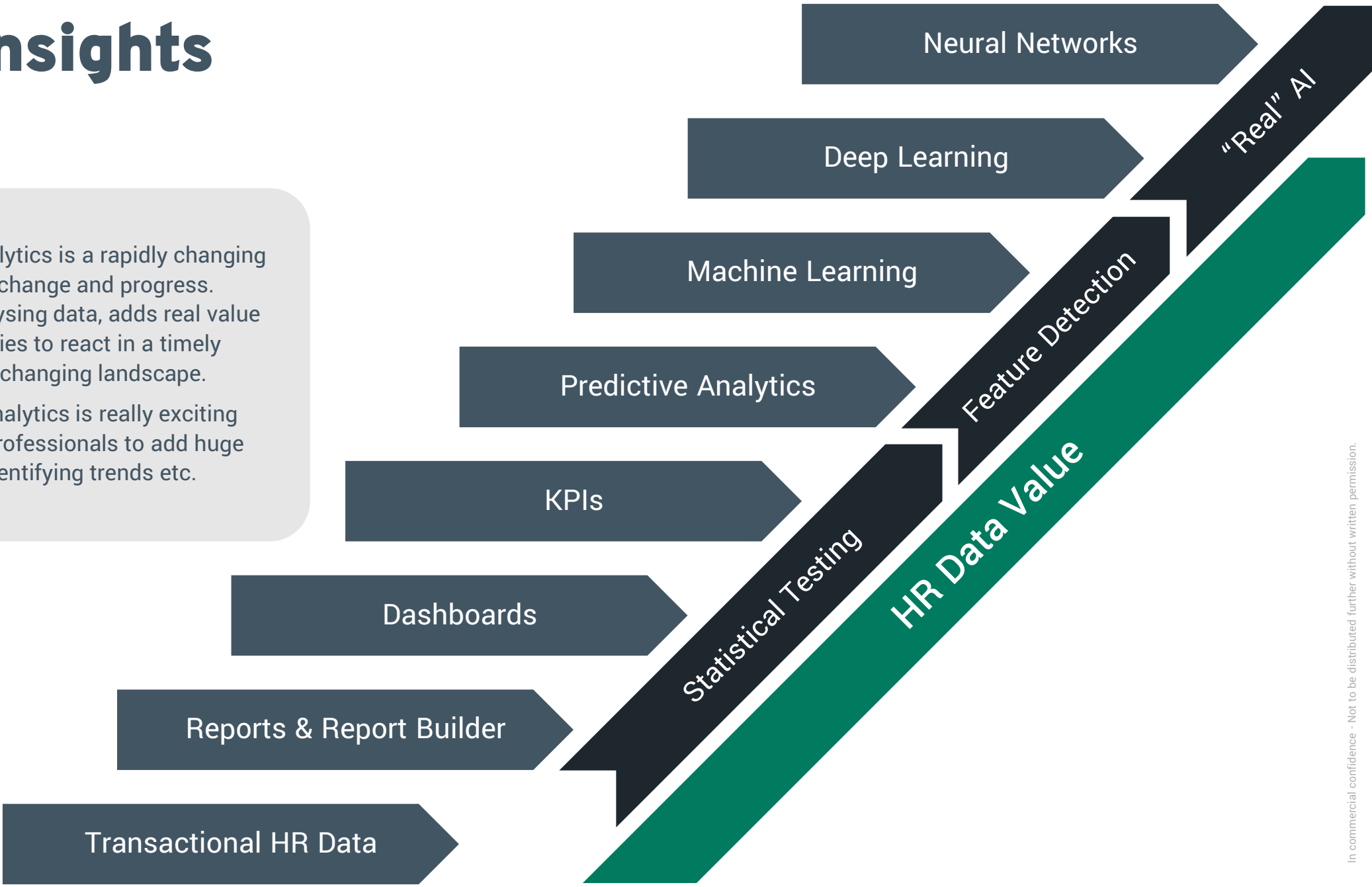


Data insights

HR Data Value

The field of HR Analytics is a rapidly changing area of technology change and progress. Capturing and analysing data, adds real value and allows companies to react in a timely manner to the ever-changing landscape.

The future of HR Analytics is really exciting and will allow HR professionals to add huge value in terms of identifying trends etc.





Data template checker

Downloadable toolkit

Data checking toolkit

Filename & Version:

Number of Columns: Checked: Errors: **19**

Number of Rows:

Options:

Check entire report

Complete full check

Start: 10:46:07.25
End: 10:46:07.36
00:00:00.11

[Run Check](#)

EMPLOYEE_NUMBER	AS_OF_DATE	SEQUENCE_	ENTRY_TYPE	ENTRY_REASON	STATUS	JOB_ROLE	POSITION_NUMBER	EXPIRY_DATE	END_DATE	END_OF_PROBATION_PERIOD
AVERAGE_HOURS_PER_WEEK	AVERAGE_DAYS_PER_WEEK	REGULAR_RATE	ANNUAL_SALARY	PAY_BASIS	NIGHT_WORKER	FOOD_INCLUDED	FOOD_COST	HOME_LOCATION	PROFESSIONAL_EXPERIENCE_YEARS	MOTHER_COMPANY
TERMINATION_NOTIFICATION_DATE	UNIFORM_RETURNED	COST_CENTRE	ENTRY_REASON_D ETAIL	APPRENTICESHIP_END_DATE	STUDENT	JLC	PROBATION_DATE	EVENING_RATE	PREMIUM_RATE	CONTRACTUAL_HOURS
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