

A person with long hair, seen from behind, stands on a rocky beach holding a large tablet high in the air with their right hand. Their left arm is extended outwards. The background shows the ocean and a cloudy sky.

GDPR tool – en praktisk tilnærming

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Agenda

1. Hvilke krav stilles til SD Worx?
2. Praktiske verktøy og funksjoner i HR



Hvilke krav stiller GDPR til oss som systemleverandør?



Retting og sporbarhet



Oversikt og dokumentasjon



Dataminimering



Datasikkerhet



Sletting og lagringsbegrensning



Informasjon og innsynskrav

Praktiske verktøy og funksjoner i SD Worx HR

1

Oversikt persondata i HR

2

Rutiner for sletting

3

Retting og sporbarhet

4

Innsyn og åpenhet

5

Sikkerhet og dokumentasjon



Oversikt

SD Worx kan hjelpe deg med å skaffe oversikt over dine ansattdata.

Admin Modules

Employment

Salary review

Time

Organization

Talent

Expense

Payslip

Analytics

Security

Health

Scheduler

Back2Work

Connector

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Konsult Aditro

KA

Help

REMINDER DEFINITIONS

PROCESSES

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Checklist actions

E-mail Templates

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Standard Texts

INVITATIONS

FIELD DEFINITIONS

FORM VIEWS

FIELD GROUPS

FIELD PROPERTIES

LOOKUP GROUPS

FIELD DEPENDENCIES

INTEGRATION SETTINGS

EC SETTINGS

GDPR

GDPR tool

Activity Log

Personal Data Reports

IMPORT / EXPORT

< FIELD DEFINITIONS

+ Add new field definition

Countries: NB

Q

☒ Enabled ☐ Disabled ☐ All

Name ↑	Description	Class	Personal data cat	Reasons for keeping	Retention time	Type	Static	Read only	Uniq...	Required	Date Dep
Employment.AddOn1	Tillegg 1	Employment	The purpose and the ...	Technical reasons	1 calendar year	Integer	false	false	false	false	false
Employment.AddOn2	Tillegg 2	Employment	None	Customer purpose	None	Integer	false	false	false	false	false
Employment.AddOn3	Tillegg 3	Employment	None	None	None	Integer	false	false	false	false	false
Employment.Aldersgrense...	Øvre aldersgrense	Employment	Field is likely to conta...	None	None	Integer	false	false	false	false	false
Employment.AllowanceID	Godtgjørelse (Tr*)	Employment	The purpose and the ...	None	None	String	false	false	false	false	false
Employment.AnalyticsExcl...	Excluded on Employment level	Employment	None	None	None	True/false	false	false	false	false	false
Employment.AnalyticsRecT...	Recruitment type	Employment	None	None	None	String	false	false	false	false	false
Employment.AnalyticsStatus	Employment status	Employment	None	None	None	String	false	false	false	false	false
Employment.AnalyticsTerm...	Termination type	Employment	None	None	None	String	false	false	false	false	false
Employment.Arbeidssted	Arbeidssted (OB)	Employment	Field is likely to conta...	None	None	String	false	false	false	false	false
Employment.ArsakSluttdato	Årsak sluttdato	Employment	Field is likely to conta...	None	None	String	false	false	false	false	false
Employment.AssistantEmpl...	Assistent ansattnummer	Employment	None	None	None	String	false	false	false	false	false
Employment.ATK	Arbetsstidsforkorting	Employment	The purpose and the ...	None	None	Integer	false	false	false	false	true
Employment.BasicPay	Grunnlønn 100%	Employment	Field is likely to conta...	Bookkeeping act	10 calendar years	Decimal	false	false	false	false	false
Employment.Basicpayhourly	Timelønn (*)	Employment	Field is likely to conta...	Tax	1 calendar year	Decimal	false	false	false	false	false
Employment.BrukernavnGa...	Brukernavn Gat 3	Employment	None	Customer purpose	7 calendar years	String	false	false	false	false	false
Employment.BudgetAccount	Budsjettkonto	Employment	None	None	None	String	false	false	false	false	false

Hide additional columns

Export all columns to excel

Kategorier av personopplysninger

Name ↑	Description	ProcessHint	Class	Personal data cat	Reasons for keeping	Retention time	Type
Employment.AddOn1	Tillegg 1		Employment	None	None	None	Integer
Employment.AddOn2	Tillegg 2		Employment	None			Integer
Employment.AddOn3	Tillegg 3		Employment	The purpose and the probable value contained in the field are not personal data			Integer
Employment.AllowanceID	Godtgjørelse (Tr*)		Employment	Field is likely to contain personal data that relates indirectly to a person			Integer
Employment.AnalyticsExcl...	Excluded on Employment level		Employment	Field is likely to contain personal data that relates directly to a person			Boolean
Employment.AnalyticsRecT...	Recruitment type		Employment	Field is likely to contain sensitive data			Boolean
Employment.AnalyticsStatus	Employment status		Employment	None	None	None	String

Formål

Name ↑	Description	ProcessHint	Class	Personal data cat	Reasons for keeping	Retention time
Employment.AddOn1	Tillegg 1		Employment	None	None	None
Employment.AddOn2	Tillegg 2		Employment	None	Bookkeeping act	None
Employment.AddOn3	Tillegg 3		Employment	None	Labor law	None
Employment.AllowanceID	Godtgjørelse (Tr*)		Employment	The purpose and the ...	Technical reasons	None
Employment.AnalyticsExcl...	Excluded on Employment level		Employment	None	Tax	None
Employment.AnalyticsRecT...	Recruitment type		Employment	None	Pension	None
Employment.AnalyticsStatus	Employment status		Employment	None	Re-employment	None
Employment.AnalyticsTerm...	Termination type		Employment	None	Customer purpose	None

Lagringstid

Name ↑	Description	ProcessHint	Class	Personal data cat	Reasons for keeping	Retention time
Employment.AddOn1	Tillegg 1		Employment	None	None	None
Employment.AddOn2	Tillegg 2		Employment	None	None	None
Employment.AddOn3	Tillegg 3		Employment	None	None	1 day
Employment.AllowanceID	Godtgjørelse (Tr*)		Employment	The purpose and the ...	None	90 days
Employment.AnalyticsExcl...	Excluded on Employment level		Employment	None	None	Current year
Employment.AnalyticsRecT...	Recruitment type		Employment	None	None	1 calendar year
Employment.AnalyticsStatus	Employment status		Employment	None	None	2 calendar years
Employment.AnalyticsTerm...	Termination type		Employment	None	None	3 calendar years

Vedlegg til behandlingsprotokollen

Excel interface showing the 'FieldDefinitions (13).xlsx' file. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Help, and Neevia. The Home ribbon is active, showing options for Clipboard, Font, Alignment, Number, and Conditional Formatting.

	A	B	C	D	E	F	G
1	Name	Description	Personal data cat	Reasons for keeping	Retention time	Kundespesifikke formål	
2	Employment.AddOn1	Tillegg 1	NotPersonal	Technical	1 calendar year		
3	Employment.AddOn2	Tillegg 2		Customerpurpose	None	Bransjespesifikke regler	
4	Employment.AddOn3	Tillegg 3		None	None		
5	Employment.Aldersgrense	Øvre aldersgrense	IndirectlyPersonal	None	None		
6	Employment.Allowance	Godtgjørelse (Tr*)	NotPersonal	None	None		
7	Employment.Analytics	Excluded on Employment		None	None		
8	Employment.Analytics	Recruitment type		None	None		
9	Employment.Analytics	Employment status		None	None		
10	Employment.Analytics	Termination type		None	None		
11	Employment.Arbeidssted	Arbeidssted (OB)	DirectlyPersonal	None	None		
12	Employment.ArsakSlut	Årsak sluttdato	IndirectlyPersonal	None	None		
13	Employment.Assistant	Assistent ansattnummer		None	None		
14	Employment.ATK	Arbeidsstidsforkorting	NotPersonal		None		
15	Employment.BasicPay	Grunnlønn 100%	IndirectlyPersonal	BookkeepingAct	10 calendar years		
16	Employment.Basicpay	Timelønn (*)	IndirectlyPersonal	Tax	1 calendar year		
17	Employment.Brukerna	Brukernavn Gat 3		Customerpurpose	7 calendar years	Teknisk tilgangsstyring	
18	Employment.BudgetAc	Budsjettkonto		None	None		
19	Employment.Calculatic	Agreement Container	IndirectlyPersonal	None	None		
20	Employment.Calculatic	Time calculation profile	IndirectlyPersonal	None	None		
21	Employment.Calculatic	Full time hours	DirectlyPersonal	None	None		
22	Employment.Company	Firma (*)	DirectlyPersonal	Technical	None		
23	Employment.Compete	Kompetanses rolle		None	None		
24	Employment.Comptim		NotPersonal	None	None		
25	Employment.CopyOfHj	UNIKStillingshjemmel	IndirectlyPersonal	None	None		
26	Employment.CostCent	Kostsenter (*)	DirectlyPersonal	None	None		
27	Employment.Datatilgar	Datatilgang (*)3		Customerpurpose	7 calendar years	Teknisk tilgangsstyring	

Rutiner for sletting

Du bestemmer hvor lenge data om dine ansatte skal oppbevares.



GDPR tool – Delvis sletting

General data protection regulation (GDPR)

PARTIAL ERASURE COMPLETE ERASURE EXPLANATION

Partial erasure removes data from People module according to 'Retention time' setting configured for each of the field definitions. Data in other modules deletes fully.

1 day terminated before today	90 days terminated 2022-06-28 or earlier	Current year + 90 days when run before 31st of March terminated 2021-12-31 or earlier	1 calendar year terminated 2020-12-31 or earlier
2 calendar years terminated 2019-12-31 or earlier	3 calendar years terminated 2018-12-31 or earlier	4 calendar years terminated 2017-12-31 or earlier	5 calendar years terminated 2016-12-31 or earlier
6 calendar years terminated 2015-12-31 or earlier	7 calendar years terminated 2014-12-31 or earlier	10 calendar years terminated 2011-12-31 or earlier	

GDPR tool – Total sletting

General data protection regulation (GDPR)

PARTIAL ERASURE

COMPLETE ERASURE

EXPLANATION

Complete erasure removes everything from the system regardless of retention times configured field definitions - all employments, person and user data without possibility to restore.

1

day

terminated before today

90

days

terminated 2023-06-29 or earlier

Current year

+ 90 days when run before 31st of March

terminated 2022-12-31 or earlier

1

calendar year

terminated 2021-12-31 or earlier

2

calendar years

terminated 2020-12-31 or earlier

3

calendar years

terminated 2019-12-31 or earlier

4

calendar years

terminated 2018-12-31 or earlier

5

calendar years

terminated 2017-12-31 or earlier

6

calendar years

terminated 2016-12-31 or earlier

7

calendar years

terminated 2015-12-31 or earlier

10

calendar years

terminated 2012-12-31 or earlier

GDPR tool – viktig å huske på

REMINDER DEFINITIONS <

PROCESSES

- Employment Processes
- Checklist actions
- E-mail Templates

QUERY DEFINITIONS

DOCUMENTS

- Document Templates
- Standard Texts

INVITATIONS

FIELD DEFINITIONS

FORM VIEWS

FIELD GROUPS

FIELD PROPERTIES

LOOKUP GROUPS

FIELD DEPENDENCIES

INTEGRATION SETTINGS

EC SETTINGS

GDPR

- GDPR tool**
- Activity Log
- Personal Data Reports

IMPORT / EXPORT

Partial erasure (terminated employments)

CHOOSE POPULATION > CONFIRM ERASURE

< FILTER ⓘ

COMPANY TREE

- ☐ Konsern-node
 - ☐ Admin company - Do NOT delete
 - ☐ Gammelbedriften AS (99)
 - ☐ Hotello AB
 - ☐ Hotello AS (920)
 - ☐ Hotello OY
 - ☐ Mini Hotello AS

QUERY ⓘ

GDPR sletting

TERMINATION HAPPENED PRIOR TO

2023-09-26

☒ Include all employees ⓘ

Reset Apply filter

Selected 0/32

Export population to Excel

Person	Employee #	Company	Termination date	Data scope
☐ Person				Perform, Competence, Time, People, Expense, Payslip, Messaging, SalaryReview, Health
☐ Agder Agdersen	124	Admin company - Do NOT delete	2023-03-01	Perform, Competence, Time, People, Expense, Payslip, Messaging, SalaryReview, Health
☐ Agder Agdersensen	125	Hotello AS (920)	2023-08-31	Perform, Competence, Time, People, Expense, Payslip, Messaging, SalaryReview, Health
☐ Aki Aho	999201	Hotello OY	2023-03-01	Perform, Competence, Time, People, Expense, Payslip, Messaging, SalaryReview, Health
☐ Alicia Garcia	8	Hotello AS (920)	2022-02-28	Perform, Competence, Time, People, Expense, Payslip, Messaging, SalaryReview, Health
☐ Dolly Duck	70	Hotello AS (920)	2023-04-01	Perform, Competence, Time, People, Expense, Payslip, Messaging, SalaryReview, Health
☐ Donald Duck	109	Hotello AS (920)	2023-04-30	Perform, Competence, Time, People, Expense, Payslip, Messaging, SalaryReview, Health

Hva slettes?

General data protection regulation (GDPR)

PARTIAL ERASURE COMPLETE ERASURE EXPLANATION

Data to erase within modules

Module	Data to erase
Competence	Competences, private competence searches. Name of user is anonymized in history and attachments blocks of competence. Name of user is anonymized in approval page. Name of creator/editor of public competence searches is anonymized
Expense	In Web-application: Person Info, Travel Plans, Travel Claims, Expense claims, Advances, Purchase Transactions, Expenses, Driver's logs; in Desktop-application: Person
Health	Cases, tasks, documents. Erased person will be anonymized in histories, internal logs, case notes and employment notes
Messaging	Reminders, Tasks, Messages and E-mails
Payslip	Payslips, Bank Account info
People	Employments, Persons
Perform	Talks, targets. Name of user is anonymized in history of target and team target. User and his answers will be removed from talk details
Salary Review	Completed and canceled Salary Review (more than 1 year ago) will be completely removed. Nothing will be removed or anonymized in the ongoing Salary Review. Re-import of data will be done automatically for simulation with removed employee.
Time	Registrations, employment periods and employment day adjustments, transfer collection, manual reminders



Endringer etter overgang til Connector (Ny synk)

Reservasjonstabell med slettede ansattnummer

Partial delete overskriver lønn dersom et felt trigges i HR.

Alle synkfelter med lønn = Retention settings: None

Policy 1 dag bør ikke brukes av noen med flere moduler enn People.

Nye SQL-er for å få oversikt over synkfelter – utskrift til revisor?

Oppslagsfelter fra lønn ligger ikke fysisk i HR – kan ikke slettes i HR





Retting og sporbarhet

Artikkel 16 – “Virksomheten skal utføre retting uten ugrunnet opphold og normalt senest én måned.”

< PERSONINFORMASJON 1

♥ PERSONINFORMASJON 1

ANSATTINFORMASJON

LØNNSINFORMASJON

BRUKERINFORMASJON

SALDOER NO

NOTATER

Angi fra- og evt. tildato for når verdien skal være gyldig. Hvis ingen dato angis, brukes dagens dato eller ansattdato som fradato, avhengig av systeminnstilling.

Begrunnelse for endring

Startdato

dd.MM.åååå



Sluttdato

dd.MM.åååå



Kommentar

✕ Avbryt

✓ Lagre

Søk etter feltnavn

^ KONTAKTINFORMASJON

Mobil, jobb (*) (App)

+46XXXXXXXXXX

Mobil, jobb (PersonCompany)

Jobbtelefon (App)

+46XXXXXXXXXX

Mobil, privat (*)

E-post jobb (*)

demo4.aditro.konsult@hotello.online

E-post privat (*)

^ SELVBETJENING

Bankkonto lønn(*)

Reiseoppgjørskonto (*)

Lønsslipptype (*)

Velg verdi

Sammenstillingsoppgave

Velg verdi

Frivillig forskuddstrekk (*)

^ PÅRØRENDE

Pårørende 2 - Navn

Retting via selvbetjening

PERSONOPPLYSNINGER OVERSIKT ANSATTFORHOLD TIDSLINJE PROSESS ROLLER

^ MOBIL, JOBB (*) (APP)

Vis endrede verdier i intervallet

Vis verdier som er gyldig på denne dato

Vis utvidet historikk

Fra Til

Felt

 Søk

☐ Vis endringsdetaljer

	Startdato	Sluttdato	Felt	Verdi
 	15.03.2018		Mobil, jobb (*) (App)	+46XXXXXXXXXX
 	01.11.2017	14.03.2018	Mobil, jobb (*) (App)	+46XXXXXXXXXX

Sporbarhet på felter

Audit tool – Security

Employee Manager HR Specialist **Super User** Delivery Specialist Payroll Specialist Auditor Expense Specialist

Security

Data Security

Audit

97

Audit search

Filter

Storage

Neptune Database Audit Storage

Application

Neptune

Entities

Operation

Insert ✕ Update ✕ Delete ✕

From

27/06/2023

To

27/09/2023

Users

Q Enter some value...

aditro.consultant@... ✕

✕ Clear & Close

Apply

Entity

Operation

Date

User

No records available

Description

Field Property

Field Validation

Field Group

Used in countries

Used in modules



EN *

Add on 1

▼ Show optional languages

+ Add to audit

Delete

Copy

✕ Cancel

✓ Save

Sporbarhet og informasjonssikkerhet



Innsyn og åpenhet

De ansatte har krav på å få vite hvilke opplysninger som finnes om dem.

GDPR tool – Data reports

The screenshot displays the Innsyn GDPR tool interface. On the left is a sidebar menu with categories: REMINDER DEFINITIONS, PROCESSES, QUERY DEFINITIONS, DOCUMENTS, INVITATIONS, FIELD DEFINITIONS, FORM VIEWS, FIELD GROUPS, FIELD PROPERTIES, LOOKUP GROUPS, FIELD DEPENDENCIES, INTEGRATION SETTINGS, EC SETTINGS, and GDPR. Under the GDPR category, the options are 'GDPR tool', 'Activity Log', and 'Personal Data Reports', which is currently selected and highlighted in red. The main content area is titled 'Personal data reports' and contains two cards: 'Personal data report (PDF)' (highlighted with a red border) and 'Complete data extraction (JSON)'. The PDF card states it 'Complies with right of data access', while the JSON card states it 'Complies with right for data portability'. To the right, a detailed view of the 'Personal data report (PDF)' is shown, featuring a search bar with a magnifying glass icon and the text 'Find an employee to generate a report for'.

Personal data reports

- Personal data report (PDF)**
Complies with right of data access
- Complete data extraction (JSON)**
Complies with right for data portability

← Personal data report (PDF)

Find an employee to generate a report for

Innsyn



Sikkerhetsdokumentasjon

SD Worx må oppfylle
kundens/behandlingsansvarliges
krav.



Databehandleravtale

Kontakt Key Account Manager

Dine ansattes data - ditt ansvar!



«Sikkerhetspakke»

Security whitepaper

Internal Policies

Privacy Policy

IT Security test papers

ISO certificates



ISO sertifiseringer

ISO 27001

ISO 27701

SD Worx Cloud Information -

Access Management

SD Worx HR +

SD Worx News

Security and Compliance Info Package

KB0013529

67 Views

13.09.2023

[Go back](#)



SD Worx is committed to the protection of all customer information and assets. To provide our customers with the reasonable assurance they need on our security & privacy management system and controls, we've put together a documentation package. This documentation package was assembled based on the needs of customers.

SaaS/BPO Customer NO, FI , SE

Description

Security & Privacy Whitepaper

Technical description, mainly about Data Centers

Group Security & Privacy policy extract

Information Security and Privacy Policy extract

Protecting Customer Data

Employment guidance for Data Protection

ISO 27001 certificate (SD Worx Nordics)

Security Certification

ISO 27701 certificate (SD Worx Nordics)

Privacy Certification

ISO certificates Statement of Applicability

ISO Certifications Table of Content

ISO 14001 certificate (SD Worx Nordics)

Environmental Certification

ISO 27001 14001 27701 Nordic audit report 2022 Executive summary.pdf

ISO Certifications Audit report 2022

Cloud DRP test report Nordic 2022.pdf

Disaster Recovery Test 2022

Database Backup Restore Test Nordic 2023.pdf

Backup Restore Test 2023

Hvordan komme i gang?

Kundeportalen!

SD Worx

Support

Vår support er tilgjengelig for alle våre kunder og vi supporterer SD Worx Lønn (tidligere Aditro Lønn) og SD Worx HR (tidligere Aditro HR). Du kommer i kontakt med oss via kundeportalen eller på telefon, avhengig av din bedrifts avtale.

Har du allerede en bruker kan du logge på kundeportalen her. Angi din e-post som brukernavn og ditt personlige passord.

[Til kundeportalen og support](#)





Takk!

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