

Civica HR & Payroll

GDPR extension module

To support users in responding helpfully and efficiently to requests from employees under GDPR.

Civica HR & Payroll and GDPR

Today, our Civica HR & Payroll customers can run subject access requests using the comprehensive suite of standard reports provided with the software and custom user reports. Standard data maintenance screens can be used to erase any data users deem necessary in order to comply with their official policy under GDPR. There is also provision to either purge or delete an employee completely, but the latter should only be used if it is deemed that there is no compelling reason for any of that person's data at all to be held for continuing processing.

Civica HR & Payroll GDPR extension

To streamline the GDPR process and drive efficiencies across your organisation, **Civica HR & Payroll** has developed a new **GDPR extension**, available for use with Civica HR, Civica Payroll and Civica Time and Attendance. This delivers tools to support users in responding helpfully and efficiently to requests from employees under GDPR. It provides a convenient screen that a suitably qualified user can go to in order to manage:

- ▶ **A Right to Access and/or Right to Data Portability** request made by an employee
- ▶ **A Right to Erasure (to be Forgotten)** request made by an employee.

Main benefits

- ▶ **Faster data retrieval** - Quickly and easily retrieve data in response to access requests
- ▶ **Streamlined reporting** - Automatically generate tailored reports in response to access and data portability requests
- ▶ **Anonymise data** - Remove all data about an employee that could be used to identify them, but retain the ability to comply with payroll and gender pay gap reporting legislation
- ▶ **Control and audit** – log all activity securely with built-in encryption.

Penalties for non-compliance

The severity of the breach will determine the fine imposed. The maximum fine organisations can have imposed is 4% of annual global turnover, or €20 Million euros, whichever is highest.

4% of annual
global turnover

€20 million



Faster data
retrieval



Streamlined
reporting



Ability to
anonymise data

Civica HR & Payroll **GDPR extension**

Right to Access and/or Right to Data Portability requests

The GDPR extension provides a default library of reports that can be run quickly and easily in response to an employee's access request. Users can refine a set of reports specific to their needs, removing any reports they don't want and adding others from the standard Civica HR & Payroll reporting suite or their own custom reports. The default library can be restored at any time. The solution will run the selected reports automatically, filtering by the correct employee and saving them in either Microsoft Word or Excel format as required.

- ▶ **Word format** is used to provide a human-readable editable version satisfying the Right of access
- ▶ **Excel format** is used to provide a machine-readable editable version satisfying the Right to data portability.

The user will be warned to review each report and advised to redact any information that should not be disclosed, such as that relating to another employee.

Right to Erasure (to be Forgotten) requests

The Civica HR & Payroll GDPR extension provides facilities to anonymise employee data in response to requests for erasure, whilst still enabling your organisation to comply with payroll and gender pay gap reporting legislation which requires you to retain data for a minimum of seven years.

Employee GDPR activity log

A history of all activity is kept, User ID stamped and details encrypted as appropriate.

How Civica can support your GDPR compliance journey


Civica offers a wide-range of GDPR services and solutions. From GDPR advisory services that help you understand the impact of GDPR across your organisation's data, people and process, through to solutions at an individual software application level. The **Civica HR & Payroll** platform has a newly launched, self-service **GDPR extension** designed to help you meet GDPR requirements more efficiently.

Civica Digital GDPR Advisory Services

Our services will help your organisation with your overall GDPR requirements, enabling you to formulate a roadmap towards compliance. We have a team of experienced business analysts, consultants and digital specialists who can support you with our:

- ▶ **Awareness workshop** – Helping you fully understand the impact of GDPR on your organisation
- ▶ **Readiness assessment** – Assessing your GDPR readiness, identifying the gaps and risks, and delivering a tailored roadmap to help accelerate your compliance
- ▶ **Compliance tracking** – A framework to help you measure and track GDPR compliance across your organisation.

Click for your next steps

1. [Be educated](#) 
2. [Understand your risks](#)
3. [Contact us – Civica HR & Payroll & GDPR](#)