



empleox
Employee Experience

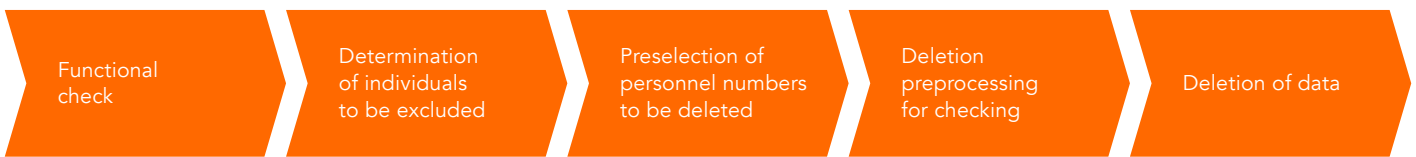
OVERVIEW

GDPR PACKAGE

Delete the right data
with the GDPR Package

To support your company's compliance with the EU General Data Protection Regulation, we have developed a package with which to observe the "right to be forgotten" requirement quickly, easily and securely. Our package supports the complete data deletion process in your SAP HCM system in a straightforward, seamless and transparent manner:

OVERVIEW OF THE DELETION PROCESS



DEVELOPED WITH CUSTOMERS FOR CUSTOMERS!

Through our involvement in many customer data protection projects, we have developed a GDPR package which optimally supports enhancement of the complete deletion of standard SAP report (RPUDELPP) based on customer requirements. It's precisely what you need!

AVAILABILITY

System environment	from SAP® HCM ECC 6.00, EhP4 (SAP NW 7.01)
Operating and database system	Independent
Country versions	Independent
Currently supported languages	German, English

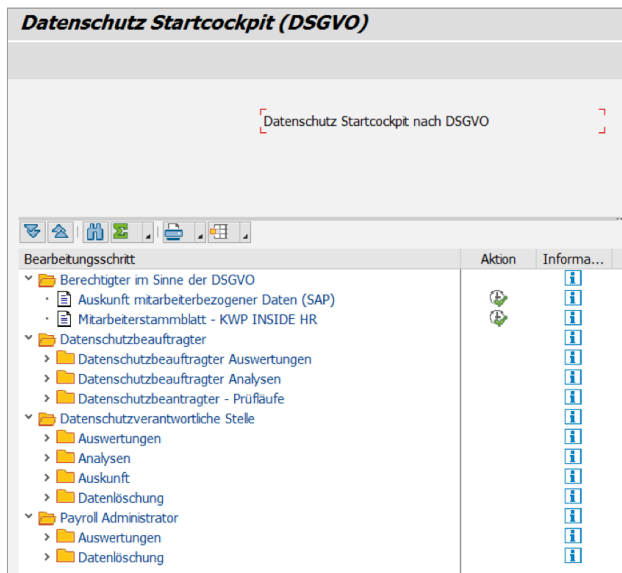
THE GDPR PACKAGE INCLUDES:

- Data protection start cockpit
- 'Intelligent' preselection
- Personnel number eraser
- Table deletion tool
- Partial deletion of personnel numbers
- HR master data sheet
- Auxiliary report tools

THE DATA PROTECTION START COCKPIT

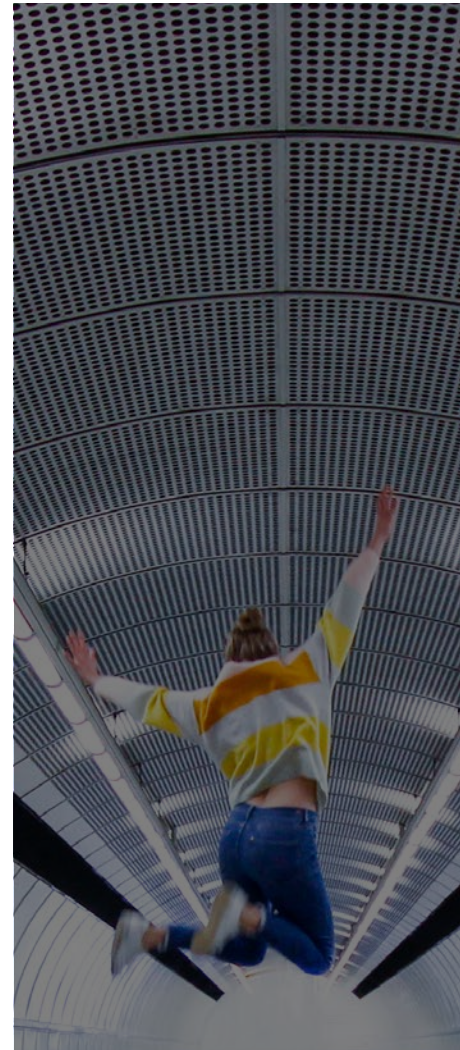
The GDPR-compliant Data Protection Start Cockpit is a start menu that can be tailored to your requirements. The Cockpit makes it easier for you to get started and comply with the GDPR. User menus can be created quickly and easily.

Its purpose is to provide a central location within the SAP system, which contains all the required technical activities for all involved parties.



An individual user menu can be created for each potential user group, significantly improving transparency of GDPR requirement processing. The simple layout also facilitates intuitive configuration without the need for lengthy training.

The Data Protection Cockpit can also feature your corporate branding, permitting use across different projects.



YOUR BENEFITS AT A GLANCE:

- Quick, straightforward installation by transport
- Simple, intuitive operation and transparency
- Straightforward authorisation concept
- Individual folder structure design
- Serves as a guide for other projects

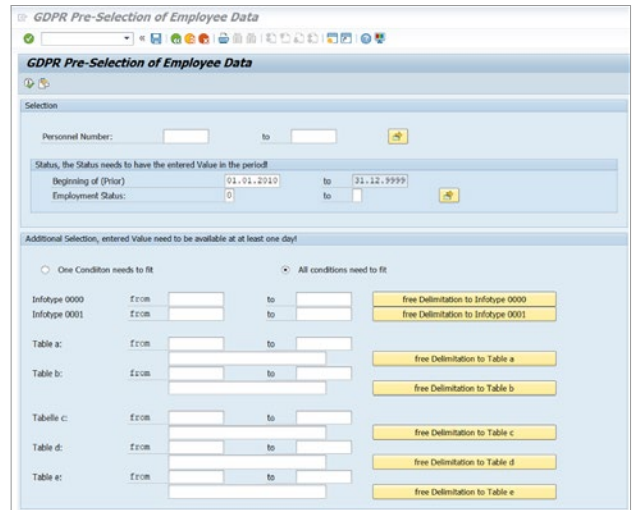
INTELLIGENT PRESELECTION

Thanks to its intuitive operation, ‘intelligent’ preselection offers an easy way of identifying personnel numbers under observance of the requirements of the EU GDPR and localising these in consideration of different functional requirements.

The result set is directly inked with one of our products

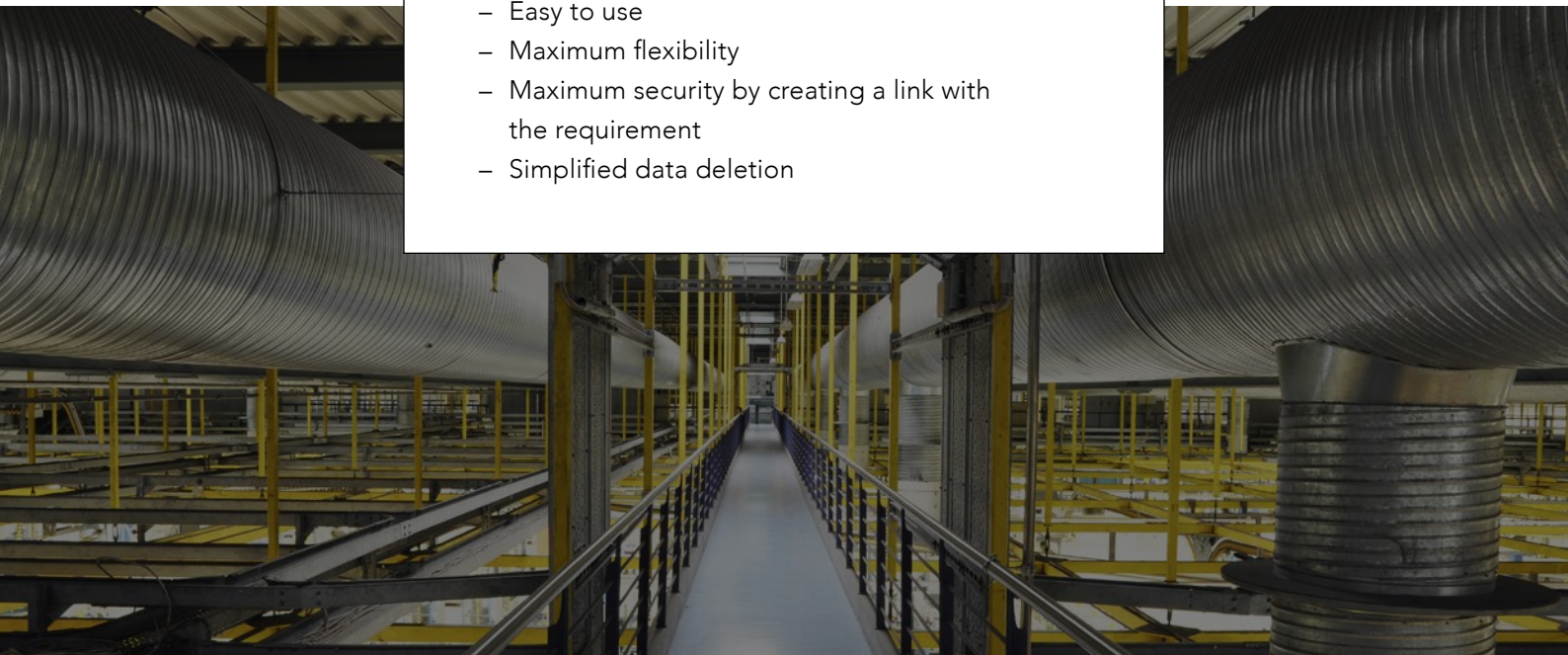
- Personnel number eraser
- Table deletion tool
- IT maintenance 3246 (destruction lock)

‘Intelligent’ preselection makes an important contribution to process efficiency and quality assurance.



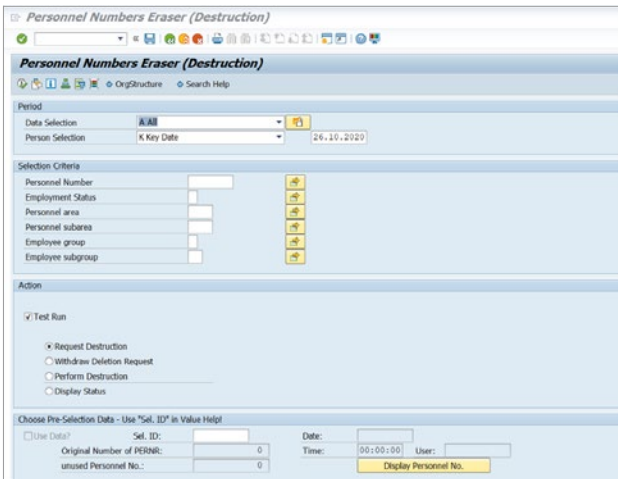
YOUR BENEFITS AT A GLANCE:

- Quick and straightforward installation
- No need for customising
- Easy to use
- Maximum flexibility
- Maximum security by creating a link with the requirement
- Simplified data deletion



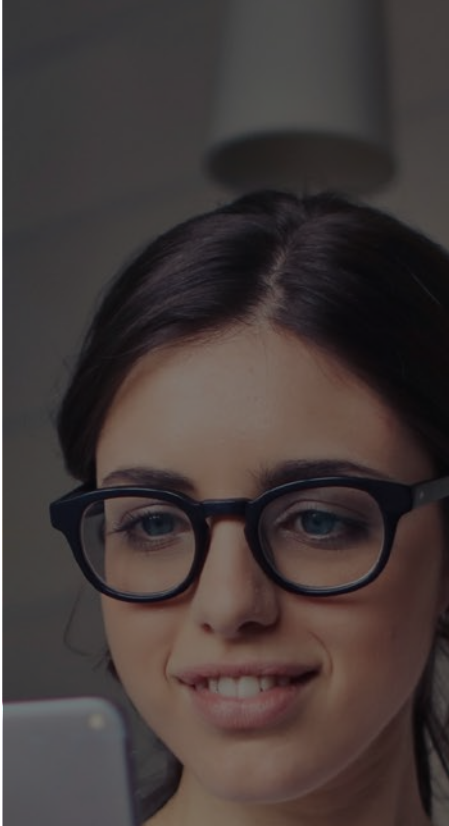
PERSONNEL NUMBER ERASER

The intuitive operation and simple configuration of the personnel number eraser provides an easy way of deleting personnel numbers completely from the SAP HCM system under observance of the requirements of the EU GDPR. Based on the standard SAP report for deleting persons, it is used for the deletion of individual or multiple personnel numbers, including related infotypes, attendances, payroll results, integration data and customer-defined data (infotypes/tables).



Use of the preselection also enables determination of personnel numbers on the basis of infotypes/tables and their field contents.

A few customising steps are required to also include customer-defined tables.



YOUR BENEFITS AT A GLANCE:

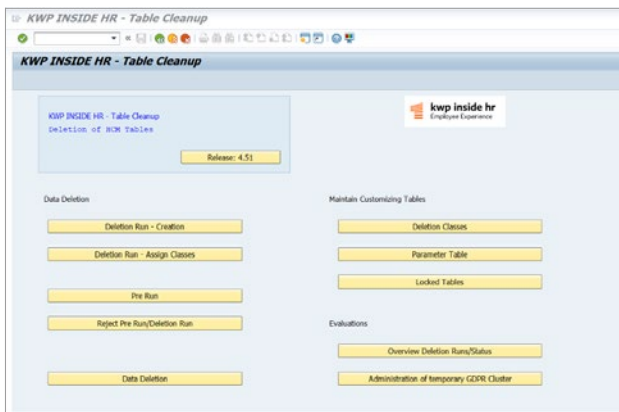
- Quick and straightforward installation
- Simple customising
- Simple operation and transparency
- Simplified data deletion
- Auditable and GDPR-compliant deletion
- Logging and data deletion
- Use of 'intelligent' preselection



THE TABLE DELETION TOOL

The simple configuration and straightforward use of the table deletion tool makes it a useful add-on. It facilitates the deletion of individual or related tables in accordance with the EU GDPR after expiry of the set periods.

In addition, the use of preselection permits dynamic determination of personnel numbers on the basis of infotypes/tables and their field contents.



The intuitive use and structured design of the table deletion tool facilitates the data deletion process. By separating deletion runs and deletion groups, linked data, such as tables or objects, can be destroyed in a single deletion run. This significantly reduces the number of deletion runs. Customer-defined infotypes and customer-defined tables can also be included following customising.

Like the ILM, this is also based on a two-step procedure. Only deleted after successful preprocessing – without deletions – is the data deleted in a productive run. The dual control principle can also be activated in the parameter table to guarantee GDPR-compliant data deletion.

YOUR BENEFITS AT A GLANCE:

- Quick, straightforward installation
- Simple customising
- Simple operation and transparency
- Simplified data deletion
- Auditable deletion through use of dual control principle
- Documentation of the data deletion
- Logging with status of all important information
- Use of 'intelligent' preselection

PARTIAL DELETIONS FOR EXCEPTIONAL CASES

The partial deletion of personnel numbers in exceptional cases allows specific tables to be retained easily if required for future purposes. Determine which infotypes/tables are to be retained, if any, when deleting a personnel number (white list). This leaves you with a master of personnel data that can be used for any required purpose, such as company pension accounts for example.

INFOTYPE DOCUMENTING GDPR AGREEMENTS

Under the GDPR, there are various documents to be handed out and signed.

Infotype GDPR Agreements is provided for documenting these activities.

DSGVO Vereinbarungen anlegen

Personalnr: 5678 Name: Ferdinand Test
 MitarbGruppe: 1 Aktive PersBer.: 4000 Produkte Deutschland GmbH
 MitarbKreis: 30 Tarif-Angestellte
 Gültig: 20.11.2019 bis 31.12.9999

DSGVO Vereinbarungen

Vereinb.-Typ DSGVO: 01 Verpflichtung Datengeheimnis BDSG
 Vereinb.-Art DSGVO: V1 Verpflichtung

Unterschrift: X ja Unterschrift vom: 23.10.2019

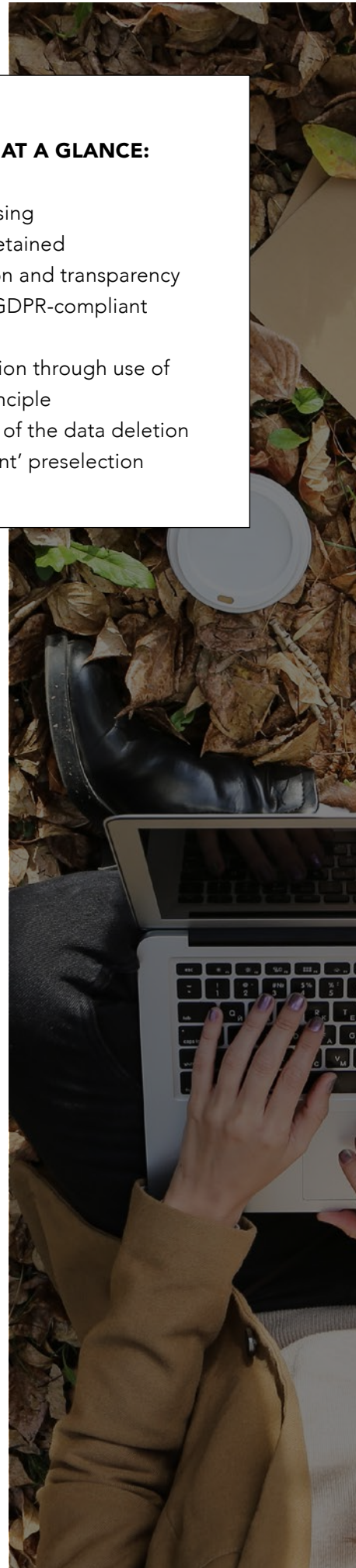
Bemerkung: nein

Bemerkungen

Herr Test hat im Personalbereich unterschrieben

YOUR BENEFITS AT A GLANCE:

- Simple customising
- Mini master is retained
- Simple operation and transparency
- Auditable and GDPR-compliant deletion
- Auditable deletion through use of dual control principle
- Documentation of the data deletion
- Use of 'intelligent' preselection



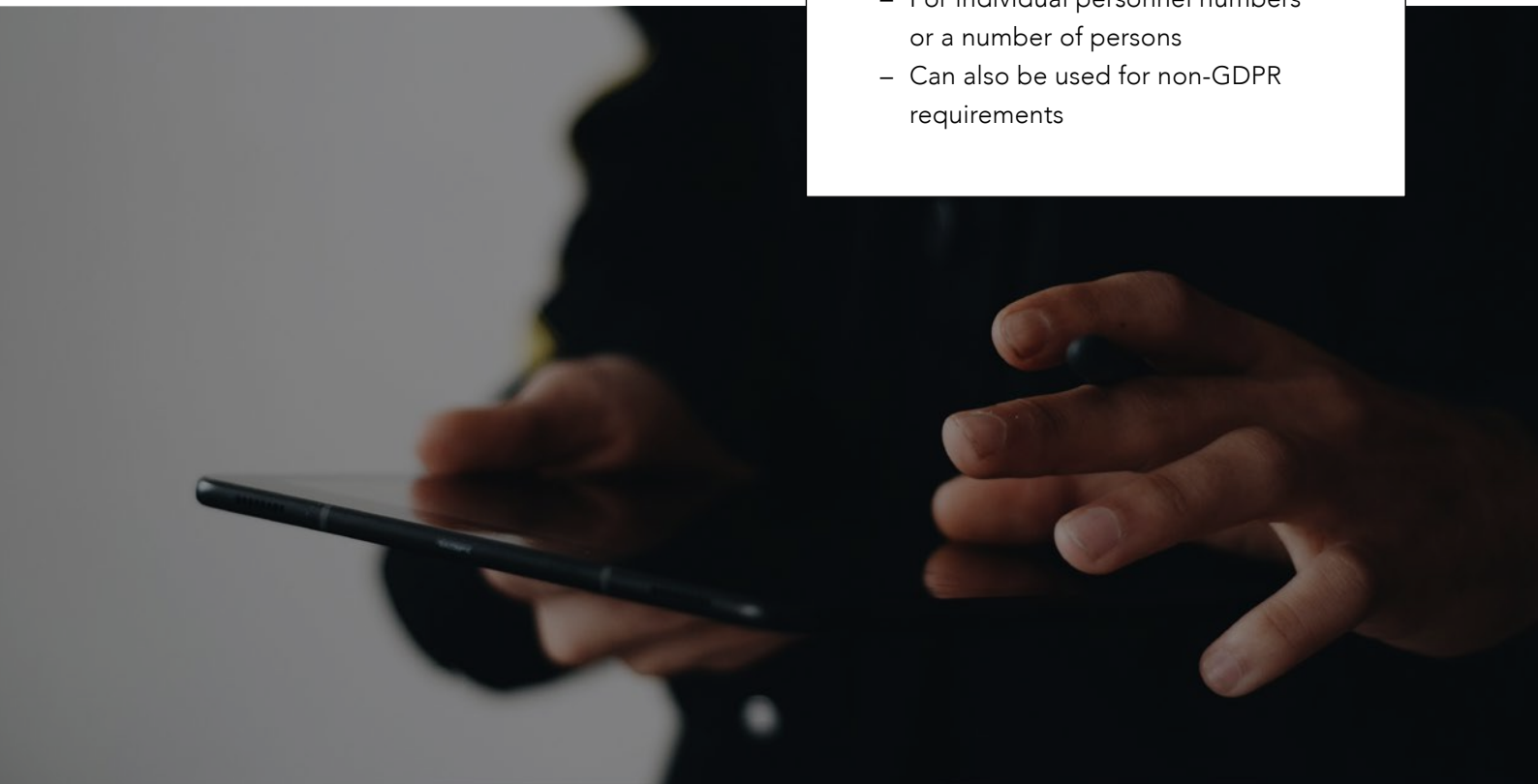
HR MASTER DATA SHEET

The HR master data sheet incorporates the personal data stored in SAP HCM PA and OM – in a clear, comprehensible and digital form. It allows information about the stored data to be provided at any time.

Personalstammblatt			
Personalsbereich		Auswertungszeitraum	
Produktio Deutschland GmbH		01.01.1800 - 31.12.9999	
Daten zur Person -> per: 31.12.9999			
Personalnummer:	00001007	Geschlecht:	männlich
Anrede:	Herr	Nationalität:	DE
Name:	Silvio Riemann	Geburtsdatum:	21.10.1955
Eintritt:	15.08.1983	Alter (Systemdatum):	0062
Maßnahmen			
Eintritt:	15.08.1983	Austritt:	31.12.9999
01.11.2015 - 31.12.9999	15 /	Status:	aktiv
Organisatorische Zuordnung			
01.11.2015 - 31.12.9999			
Mitarbeitergruppe:	8	Altersteilzeit:	aktiv
Buchungskreis:	1000	Mitarbeitergruppe:	30
Teilbereich:	0001	Abrechnungskreis:	20
Kostenstelle:	40002160	Org. Einheit:	50000017
Org. Schlüssel:	204000	Org. Einheit:	CE 70
		Stelle:	50000829
		Stelle:	STELL 4
		Planstelle:	50001002
		Planstelle:	PLANS 473

YOUR BENEFITS AT A GLANCE:

- Supports compliance with the legal requirements of the EU GDPR
- Customer-defined infotypes/tables can be added easily
- Converted into PDF format
- Optimised for dispatch
- For individual personnel numbers or a number of persons
- Can also be used for non-GDPR requirements



ADDITIONAL AUXILIARY REPORT TOOLS

Destruction lock

You can create or display approved subtypes for persons or delete existing data records quickly and easily.

Update infotype End Date

The end date can be changed on the basis of an upload template without including standard validations. The data are saved for auditability purposes prior to the change. PA and PB infotypes can be changed.

Update infotype Payroll Status

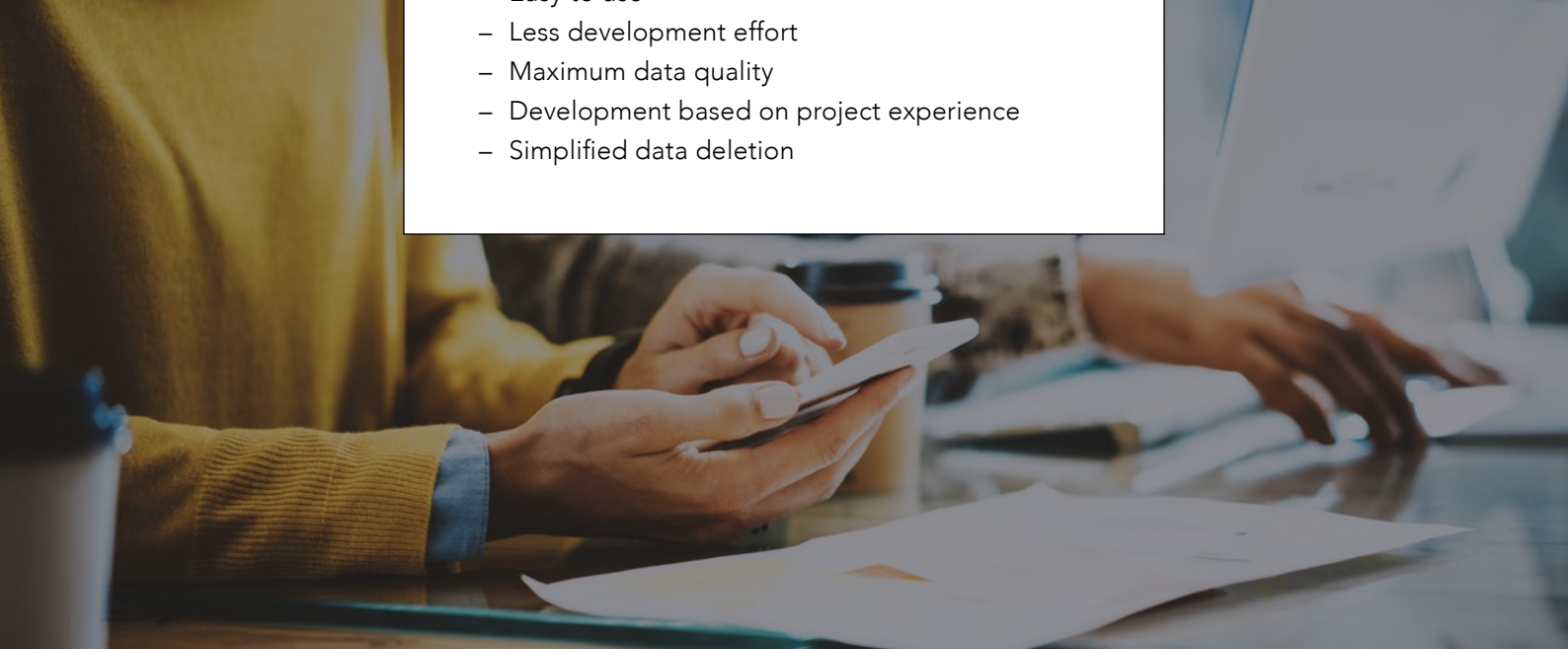
Inconsistent data can be corrected. Data consistency is a prerequisite for the successful deletion of HR-specific ILM object data. Identifies possible errors in maintenance and enables rectification.

Update HR TemSe date

The deletion date can be changed. HR TemSe objects usually contain personal data. The deletion date is calculated and assigned on the basis of the period defined in the TEMSE characteristic. The deletion is performed by a report upon expiry of the period. If the period has been changed under the GDPR, the deletion date must be updated accordingly.

YOUR BENEFITS AT A GLANCE:

- Quick and straightforward installation
- Easy to use
- Less development effort
- Maximum data quality
- Development based on project experience
- Simplified data deletion





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CONTACT

HOW CAN WE HELP YOU?

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