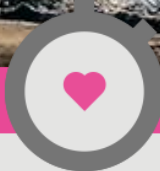




GDPR and TimeLog





GDPR concepts

- What is personal information
- Data owner (you)
- Data processor (TimeLog)





Personal data categories

**In TimeLog, the
sickness registrations
are the only
sensitive personal
information**





The rights of the data subject

- The right to be informed
- The right of **access**
- The right to **rectification**
- The right to **deletion** (the 'right to be forgotten')
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling





If you haven't started...

- Identify all places / systems where you collect personal information
- Describe why and how you process them
- Describe retention policies
- Make sure you have consent from the data subjects
- Make internal policies for how you handle personal data
- Train your employees in the policies
- Get a data processor agreement from all software suppliers





The three GDPR projects in TimeLog

- Own compliance according to GDPR
- TimeLog as data processor for you
- TimeLog software support for your GDPR compliance





TimeLog as data processor

- Data processor agreement next week
- Adjustment of infrastructure
- We have hired FTE for GDPR
- Finalising necessary policies & processes
- Internal training of employees in May





TimeLog sub-processors

- Global Connect new hosting partner
 - ISO27001, ISO9001, ISO3000, ISAE3402 (+type 2)
- Inscale Malaysia – developers (SCC)
- Zendesk for support (Privacy Shield)
- WalkMe (Privacy Shield)





Software GDPR support

DATA IN TIMELOG

Personal data

Name, title, e-mail, address, phone, social media, birthday

Sensitive data

Sickness registrations

Other data

Travel registrations, expense registrations





Software GDPR support

NEW FUNCTIONALITY IN DEVELOPMENT

GDPR section in system administration

- GDPR responsible
- Automatic deletion of data
 - Employees no longer hired
 - Date more than x years old
 - Time registrations
 - Invoices
 - Travel and expense registrations
- Allow your employees to grant TimeLog supporters temporary access to your TimeLog
- GDPR super search with ability to edit / delete
- Anonymisation options
- Appropriate logging of access and actions





Software GDPR support

- No deletions in back-ups (6 months retention)
- Option to request total wipe, but it will be invoiced on a time and material basis





Questions

