

Importance of data collection

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Introduction This report will give an overview of the aim behind collecting data, types of data collected, methods used and how the collection of the data supports the department's practices. It will also give a brief outlook on the importance of legislation in recording, storing and accessing data. Why Organisations Need to Collect Data To satisfy legal requirement: every few months there is some request from the government sector to gather, maintain and reports lots of information back to them on how many people do we have in the organization, working hours, how much our expenses for the whole year, we should keep data stored in case information is needed to defend the company legal actions that could arise at any time To provide documentation in the event of a claim: safety legislation and health required that require that records are kept of accidents , whenever an employee make claims to employment tribunals and the employer need to defend such a case he will demands on the accuracy and comprehensive of personal records * To provide the organization with information to make decision: since the computer software is developed the information is more readily available, will aid identify problems and helps in taking decision in relation to promotion and salary increases.

Types of data that is collected within the organization and how each supports HR or L&D practices There are 2 types of Data that is collected by HR Functions and below is a description of each explaining who they support the HR and L&D functions. Quantitative data are the data that uses metrics/numbers, usually numbers act as magic whereas it eases out work & make it efficient. Adding out numbers add value to your work, it usually

supports your report & act as solid evidence. Such data are used for decision making.

Qualitative Data is intangible data, used as information & kept as records for feedbacks & reference once needed. Usually assist in improving processes & fasten them out but do not give clear measures. It could be elaborated much further & then used as quantitative data. (2) Methods of Storing Records & their Benefits:

- * Manually: * Some data are still being stored manually, especially those documents that require signatures or kept for the Government.
- * Manual data storing is easy to use as it does not required specific training; however it takes a lot of space and time. The department started to scan those documents and upload them to the virtual data base to ensure a friendlierenvironmentand for security purposes.
- * Electronically: * The main system used in the organisation is SAP.
- * Storing data electronically via SAP is highly efficient as the data is integrated.
- * The program needs to be updated only once to be implemented throughout the company.
- * It is accurate and reduces human error.
- * It has different keys for accessing authority.
- * The downside of this implementation is its high cost. Also, it may take a longtime to get a return on the investment.

Importance of Legislation: Legislation is a very important part when it comes to data recording, storing and accessing.

- * The company has different keys when it comes to accessing data.
- * Code of Business Ethics Policy is applied to all employees in the company.
- * This policy includes information on Confidential Information and Disclosure.
- * The use or disclosure information must be for Company purposes only and not for personal benefits.
- * To preserve confidentiality, disclosure and discussion of confidential information should

be limited to those Employees who need access to the information in the course of their work. 2) UK Legislations that related to confidentiality of records: 1. The Human Rights Act: * Allows you to have privacy and not be discriminated against as an employee. 2. Data Protection Act 1998: 1. Processed for limited purpose. 2. Fairly and lawfully processed. 3. Accurate 4. Adequate, relevant and not excessive. 5. Not kept for longer than needed. 6. Secure 7. Processed in line with the rights of data subject. 8. Not transferred to countries outside the EU without adequate protection. Data must be processed fairly and legally:

Processing applies to all uses of data from collecting and storing data, to retrieving, organizing and destroying it There are two main conditions. Either the data subject must give their permission or the processing is necessary for legal or contractual reasons. For data to be processed 'fairly': * The data subject should know who the data controller is; * Why the data is being processed and any other necessary information, such as the likely consequences of the processing. * Individuals must not be deceived or misled as to why the information is needed.

For data to be processed 'legally': * It must not lead to any kind of discrimination and should not go against other laws such as the Human Rights Act 1998 Personal data must be accurate and where necessary, kept up-to-date. * Incorrect and misleading data are inaccurate. Data users should record data accurately and take reasonable steps to check the accuracy of information they receive from data subjects or anybody else. * Managers should review personal information held so that only up to date and accurate information is kept. Appendices