

Approach to hr data collection, storage and usage

[Technology](#)



X's APPROACH TO HR DATA COLLECTION, STORAGE AND USAGE Within X

data is being collected in a systematic approach of set guidelines.

Subsequently stored and made easily available to all relevant people.

Reasons why X collects HR data X needs to keep certain information in order to: satisfy legal requirements provide relevant information in decision making and for consultation requirement record contractual arrangements and agreements keep contact details of employees provide documentation in the event of a claim against the organisation

The most important reason for collecting the HR data is to meet the legal requirement. In case of Government Department (e. g. Inland Revenue) demanding information on the number of employees, how many hours they work, their salaries etc X is obliged to provide these data. Furthermore, HR records contain information that can protect the organisation from claims (employee discriminated against or unfairly dismissed). Mainly though the HR data is collected in order to enable the organisation to make decisions related to the organisation and/or employees e. . human resources planning.

... Types of data that is collected within the X and how it supports the HR practice Within X there are many different types of data which is collected. Generally these fall into the following 3 ranges: employee records, company data and statutory records. Personal data is a type of data which consist of the following information: employee name, address, telephone number, next of keen etc. It enables HR to contact employees in case of last minute changes (over the phone) or any contractual changes (letters).

Payroll data consist of a ' basic pay' and any ' additional payments'. It allows HR to e. g. identify who is due for annual increment (X policy) through pay

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history monitoring as well as incorporate additional payments to the basic (contractual) salary e. g. honorarium or simply monitor number of employees with salaries over ? 40, 000. Most importantly it facilitates employees' salaries to be paid accordingly. Time data consist of absences (annual leave, sickness, maternity etc), attendances and time quotas.

Employee absence is a significant cost to the business. Therefore, this type of data is mainly used by HR in order to manage absence effectively by accurate measurement and monitoring. Methods of storing records and its benefits There are two different types of storing data within X: automated and manual. Filing cabinets or reference book/diaries these are manual methods of storing HR records. Traditionally, filing cabinets are an effective tool for document storage as they provide users with visual prompts and tangible information.

They are in a way a buck-up for all the automated types of storing data, which can be affected by a virus or an electrical failure. In the purpose of the legal actions employer is obliged to provide the originals of the employment contracts/ accident record books and other personnel records. Otherwise the employer must explain what happened to the original document along with the ' statement of truth'. The Human Resources Information Systems (HRIS) is one of many automated methods of storing records within X.

It is a reporting tool integrated with SAP HR that lets you request reports from inside Structural Graphics, which benefits the organisation: better analysis leading to more effective decision making higher accuracy of information/report generated more transparency in the system in higher

speed of retrieval and processing of data reduction in duplication of efforts leading to reduced cost ease in classifying and reclassifying data fast response to answer queries improved quality of reports better workcultureestablishing of streamlined and systematic procedure employee - Self Management UK legislation relating to the recording, storage and accessibility of HR data The most important UK legislation relating to the recording, storage and accessibility of HR data is Data Protection Act 1998. According to this act any data-user has to comply with a set of principles, which were designed to protect individuals from the misuse of data. General principles for data to be: fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate and up to date; not kept for longer than necessary; rocessed in line with individuals' rights; secure; and not transferred to other countries without adequate protection X is a public authority, hence The Freedom of Information Act 2000 plays very important role in data accessibility. Therefore, there are two fundamental rights with regards to the access for any person making a request for information to a public authority. The right: To be informed by the public authority whether or not the information requested is held by the Authority; and To have that information communicated to them

Other UK legislations Acts: Limitation Act 1980 The Regulation of Investigatory Powers Act 2000 Anti-Terrorism, Crime and Security Act 2001?? Statutory Instruments: Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2003/2426) The Regulation of Investigatory Powers (Acquisition and Disclosure of Communications Data: Code of Practice) Order 2007 (SI 2007/2197) The Data Retention (EC Directive) Regulations 2009 (SI

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2009/859) Directives: Data Protection Directive 95/46/EC Privacy and
electronic communications Directive 2002/58/EC