# AirStack
Powered by ClockedIn

# Data Retention:
# Leaving Employees

# Handling of Employee Data Upon Leaving the Organisation

## What happens to Employee data when they leave the organisation?

When an employee leaves the organisation their profile and historical data can be removed from AirStack and OnTime.

### 1. What data is Removed?

Everything! This in includes:

- o **Employee Name and Identifier**: Their name and linked unique identifier. (AirStack and OnTime)
- o **Email Address:** for OnTime mobile users only for registering the employee on the Mobile App. (AirStack)
- o **Employee Registration Methods:** Any biometric information (e.g. fingerprint template), fob or PIN.(AirStack and OnTime)
- o **Registered Device:** Every employee has a "home" device, which is the one they registered on. (AirStack and OnTime)
- o **Employee Role:** AirStack logs the employees' role in relation to OnTime – "Employee", "Admin" or "SuperAdmin". (AirStack and OnTime)
- o **Historical Clock In/Out Data**: This refers to all the recorded instances of the employee's clock-in and clock-out times throughout their tenure with the organisation. (AirStack)

### 2. How do is the Data Removed?

There are two methods to remove the data from AirStack and OnTime. Both methods remove all of the data mentioned above.

#### 2.1 Leave Date Setting in Optima

When an employee's 'Leave Date' is set within the Optima system, automated processes are triggered to handle their data within AirStack.

On the date of the leave date set within Optima, all the employee's data is removed from AirStack and OnTime.

ClockedIn is a Brand of



Cube Purple Limited
Suite 6 Empingham House, Uppingham Gate, Uppingham, Rutland, LE15 9NY
0845 4 903 901 | info@clockedin.co.uk | clockedin.uk

## 2.2 Manual Removal of Employee Data in AirStack

Within the AirStack system, there is an 'Employee' tab that provides administrators with the capability to manually remove an employee's data.

- **Procedure**:
    - Administrators can navigate to the 'Employee' tab.
    - Find the employee who has left the organisation.
    - Execute the manual removal process by clicking on the remove Employee Button
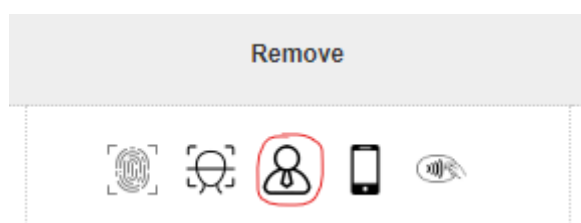


## 3. How is the Data Removed from OnTime?

- When an employee is removed from AirStack, (whether through the Optima automation, or manual button), that employee removal instruction is sent to every OnTime device.
- Once the removal request is received by an OnTime device, it deletes any local registration data linked to that employee and sends confirmation back to AirStack.
- If no conformation is sent to AirStack from a device, (it could be offline), then AirStack will resend the employee removal instruction every 24 hours until it has received confirmation back.
- In the event that the device is unable to connect to AirStack and not receive the deletion request, please contact Cube Purple for further advice.

## 4. Compliance and Data Protection

The automatic and manual removal processes ensure that the organisation complies with data protection regulations such as the General Data Protection Regulation (GDPR) and other relevant laws.

The organisation must adhere to its data retention policies, ensuring that data is kept only for as long as necessary and then securely deleted.

ClockedIn is a Brand of



Cube Purple Limited
Suite 6 Empingham House, Uppingham Gate, Uppingham, Rutland, LE15 9NY
0845 4 903 901 | info@clockedin.co.uk | clockedin.uk