

GDPR Training for Site Managers - FAQs

Question 1: How long after a person ceases to be an employee may their data be kept?

Answer:

The simple answer is for the shortest time necessary to achieve the purpose of the data collection.

In the case of COVID-19 declarations, the data is valid for 14 days given its nature (i.e. the infection cycle). You need a week or two to review and delete, so say review and delete monthly.

In the case of personal data from Project Induction, then project length plus an administrative period to review and delete, which could be a month or six months depending on the duration of the project. However, there may be a circumstance where you require the data for a longer period consistent with the purpose of Induction (i.e. safety and health management of the project). For example, in the case of a worker's compensation claim, you would on review, decide to hold the data for as long as is needed. In other cases, for example for the purpose of health surveillance, for personal data there are statutory and regulatory obligations on you to maintain the data securely for perhaps as long as thirty years.

Question 2: How can we store the site attendance records that we complete every day? We take temperatures on attendance, but do not record the actual temperature.

Answer:

Site attendance records are required for payment and taxation and you are legally obliged to maintain these data for that purpose. As you do not record the temperature, there is no data record.

Question 3: Have induction records not to be kept in case of insurance claims in the future?

Answer:

Yes, so it is important to review all data and act in accordance with the procedures you agreed at the outset. Also, to check to ensure that the seven principles of data protection are properly met in the particular case under review. These arrangements should be agreed with the Company Secretary, Documentation Administrator, Quality Manager, Data Controller or whoever oversees that function in your organisation.