

DBP Solutions Ltd.

Cloud Solution for Managing Employee Personal Data

如何透過雲端管理員工個人資料？

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Company Background

- ✓ Since 1997 (Over 15 Years Solid Experience in ERP Solution Development)
- ✓ Asia Homegrown ERP developer
- ✓ Certified FBA Member



#1-selling, easy-to-use database software for :

- Windows
- iPhones
- Macs
- iPads
- Web Browsers



- ✓ Corporate member of Hong Kong Computer Society
- ✓ Our clients range from SMEs to MNCs such as *PetroChina*, *Times Warner* and *A.S. Watsons*
- ✓ Major Markets: Hong Kong, China, Singapore



TimeWarner



A.S. Watson Group

Personal Data Protection Requirements

- ✓ **Develop Personal Data Policies / Guidelines to ensure personal data protection**
 - Obligations: Consent, Purpose Limitation, Notification, Access & Correction, Accuracy, Protection, Retention Limitation, Transfer Limitation & Openness
- ✓ **Educate employees on personal data protection**
- ✓ **Communicate internally about data protection policies / processes**
- ✓ **Handle personal data related queries or complaints**
- ✓ **Liaise with 3rd parties on data protection matters if required**



Personal Data Management System

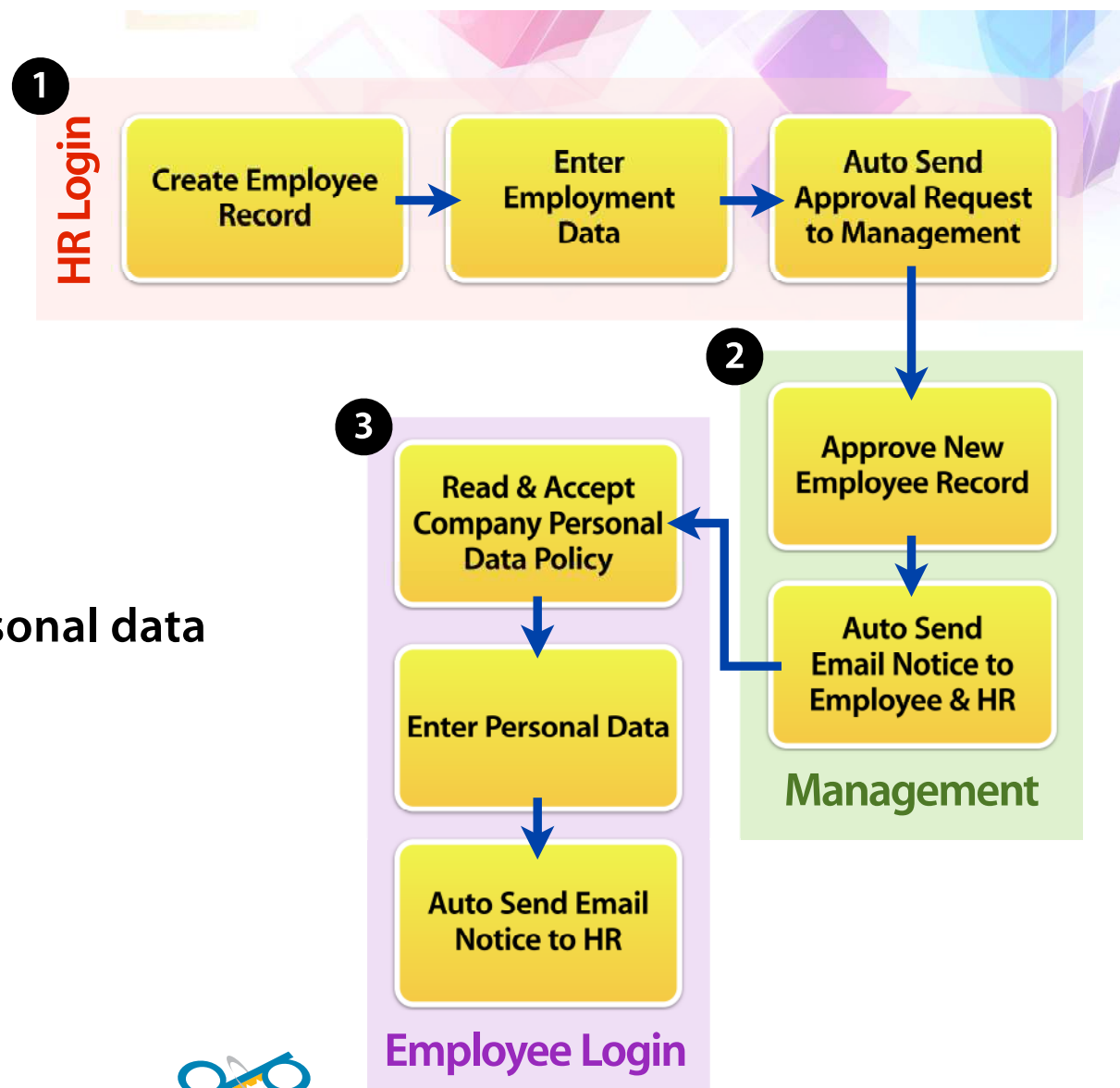
Features & Benefits :

- ✓ Manage Personal Data Anywhere & Anytime
- ✓ Standalone Database for Increased Security
- ✓ Communication Platform for Personal Data Policies / Processes
- ✓ Auto Email Notification, e.g. Policy Updates, Approval Requests
- ✓ No Paper Document



User Management

- ✓ HR: create new user & employment data
- ✓ Management: approve new user
- ✓ Employee: enter / view / edit own personal data



Personal Data Policy Management

- ✓ **HR: create / edit Personal Data Policies**
- ✓ **Management: approve policies**
- ✓ **Employee: notified to read & agree with policies**



Create new / edit PD policy



Disclosure Limitation

- ✓ **HR:** received request to disclose employee personal data (Date, Purpose, Organization)
- ✓ **Management:** approve disclosure; check Disclosure Details Report



Request disclosure of PD of individual / multiple staff



Reports

- ✓ Personal Data Report
- ✓ Employment Data Report
- ✓ Disclosure Report (dates, to which party, purpose)
- ✓ Policy Guideline
- ✓ Policy Guideline Read Status (list of users with status of 'read and understood')



**Export employee
personal data in PDF**

