PERSONNEL ADMINISTRATION

Personal data that cleans itself up

THE MOMENT

An employee left two years ago. Their national number and bank account are still in the file.

After the end date, personal data of former employees is cleared and deleted in stages, with a retention rule per type of data.

THE FLOW

1. **Start the clock**
   Automatic
2. **Step in if needed**
   HR
3. **First clean-up**
   Automatic
4. **Final clean-up**
   Automatic

Blueprint BP-25	
SECTOR	HR
PROCESS	Personnel administration
STARTS WITH	End of contract
RESULT	Data cleared
BUILDING BLOCKS	M-Files · Compliance Kit

Audit trail · Retention

Recognise this moment?

Tell us about your own process. We look at it with you, without obligation.

DISCUSS THIS PROCESS
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READ THE FULL BLUEPRINT
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/in-practice/hr-personal-data-clean-up