Data Purge/Destruction

Parklane OHS has functionality that purges all data for employee records whose termination date is equal or prior to a specified number of years as determined by the employer.

Activation and Set-up

1. In the Personal Data module, select the menu item: *Options > Data Purge / Destruction*.
   If this menu item in not accessible, you may activate it for the user in Security.
2. Check the box *Activate the Data Purge/Destruction*.
3. Enter the number of years to purge data after termination date.
4. You can choose to delete or keep the base Employee record in Personal Data when purging.
5. In Security, under each user who will be running the Data Purge, check the box *May run process to purge/destruct old data records*.

Administering the Data Purge

1. At all times, the Home Page reminds the user to run the process to purge the applicable records and it provides the date of the last purge. The user may choose when to run the purge.
2. To view a list of employee records meeting the purge criteria, select *Go-to > List Data Pending Purge* on the Home Page.
3. If you have an employee whose records are not to be deleted, check the box *Do not purge this employee's data when criteria is met* on the *Work Detail* screen in Personal Data.
   Users who do not have access to the Data Purge process will not see this check box.
4. To start the purging process, select *Go-to > Run Data Purge* on the Home page.
   You will be prompted with a confirmation before proceeding.
5. On completion of the Purging process, it will display the number of employee records that were permanently deleted.

General Notes

1. An accumulated list of employee records that have been purged to date is on report *C32 Deleted/Purged Employee Records* on the Personal Data menu under *Lists*.
2. The check-box to override the purge of data for an employee record is tracked in the Personal Data Audit.
3. Once the data for an employee record is purged, it is permanently deleted and there is no method to restore it.