



Deleting data

Appendix 6.3
Service Description
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Introduction

This appendix provides an overview of the guidelines for deleting data in:

- Visma Løn
- Visma HR
- Visma Portal
- Datahub
- Report module.

Visma Enterprise complies with the Data Protection Regulation's principle of data minimization. Personal data is processed in the systems for as long as necessary and relevant.

Visma Enterprise's customers are Data Responsible and therefore also owners of all personal information.

As Data Processor, we take care of routine cleaning and deletion of personal information.

Visma Løn

Data cleanup

On the second Saturday of the month, Visma Enterprise cleans the system and deletes information, depending on the character, that is older than 45 days, 365 days, 450 days and 580 days, respectively.

The following information will be deleted after 45 days:

- Decentralized registration files and tables regarding decentralized registration with personal data
- Process related data e.g. ad hoc reports and canceled payroll runs
- Job-related information e.g. system messages to users during job runs.

The following information will be deleted after 365 days:

- work-related information, including logon / logoff per. user / employee.

The following information will be deleted after 450 days:

- Data with information on process at the personal level regarding tax information. This is stored for 450 days, in case there is a case that goes back in time.

The following information will be deleted after 580 days:

- Data relating to transmissions and receptions from holiday pay info.

Annual clean-up according to the Bookkeeping Act

The Bookkeeping Act states "The person required to keep accounts must keep accounting and accounting material in a secure manner for 5 years from the end of the financial year to which the material relates".

Once a year, Visma Enterprise deletes data that no longer needs to be stored, cf. the Bookkeeping Act.

Deletion will always take place up to a weekend or in connection with public holidays in the first quarter of the year.

It is possible to enter into an agreement with Visma Enterprise to have data stored for more than the 5 years prescribed by the Bookkeeping Act.

If this is desired, an Agreement must be entered into with Visma Enterprise.

Data deleted by the annual cleanup

The data deleted is employee-related, employer-related and / or process and job-related.

Employee-related data that is deleted:

- Data for all payroll transactions, fixed, variable and personal payroll types (if the end date is filled in), IP codes (if the end date is filled in), accounting data, absence, counters year to date (ÅTD), Registration and account number and tax card.
- If the employee has resigned, the telephone and the employee's employment conditions as well as employee information will be further deleted.

Employer-related data that is deleted:

- Report orders and registrations
- If the employer has ceased, the department and place of payment will also be deleted.

Process and job related data that is deleted:

- Data for all process selections, reporting to elIncome and transfers for settlement.

Visma HR

Data cleanup

In Visma Enterprise's annual cleanup of employee data in Visma HR, a distinction is made between active and resigned employees.

For active employees, the same deletion rules apply as in Visma Løn.

For resigned employees, employee information and all related data will be deleted 5 years after the current year. In connection with delete process in Visma Løn, retired employees are hidden, and only after 3 days does the final deletion take place.

The following data will be deleted for retired employees:

- Employee master data
- Relative addresses
- Terms of employment
- Registration and account number
- Fixed pay elements (salary, pension, deductions, benefits)
- Absence
- Variable pay elements
- Work plan
- Absence calendar
- Documents
- Special information
- Courses.

Visma Portal

Customers can see cases in the current year + 5 years, also auto-archived cases. The cases are then permanently deleted.

Open cases are auto-archived after 90 days.

Datahub

Data cleanup

Datahub does not store any data that is not found in Visma Løn and Visma HR.

Visma Enterprise weekly deletes data in the Datahub from the source systems (Visma Løn and Visma HR). Visma Enterprise runs ongoing deletion jobs, which ensure that data deleted in the source systems is also deleted in the Datahub.

Every week, Visma Enterprise runs a job that ensures that data in the Datahub is deleted. Visma Enterprise keeps a log of deleted jobs for 12 months after the deleted job. The file-based logging is handled according to Visma * ITC standards that comply with GDPR legislation.

* Visma IT & Communications

Report module

Data is saved this year + last year.

Report module does not store any data that is not in Visma Løn and Visma HR.

Data cleanup upon termination of an Agreement

When a customer base in Visma Løn terminates, all data is deleted.

Visma Enterprise unsubscribes tax cards, submits last quarter for statistics, and processes the last payroll run for the customer before the customer base is deleted.

The organization in Visma HR is deleted. This deletion takes place 6 months after the customer base ends.

It is possible to enter into an agreement with Visma Enterprise on read access to historical data after a terminated customer base in Visma Løn and HR. The agreement must be entered into before the customer base ends.

Cases in Visma Portal will be deleted 6 months after the Agreement ends. Cases are available for 3 months after the Agreement ends.