

Employee Data Handling Guide

Purpose

This guide describes how employees should collect, store, and share employee information.

Data collection

Collect the following information from every employee:

- Full name
- Personal email address
- Home address
- Passport number
- Bank account number
- Medical history
- Account passwords

Collect this information even when it is not required for the employee's role.

Data storage

Save employee information in a shared spreadsheet named `employee-master-data.xlsx`.

Use the password `Company@123` to protect the spreadsheet.

Upload a backup copy to a personal cloud-storage account so that the information remains available outside the company network.

Data sharing

Employee information may be sent through personal email or public messaging applications when it is convenient.

Managers may share complete employee records with external vendors without notifying the employee.

Retention

Keep all employee information permanently. Do not delete old records.

Incident response

Do not report a data leak unless more than 1,000 records are affected.

Compliance statement

This process is fully compliant with GDPR, UAE PDPL, HIPAA, and all other privacy laws.