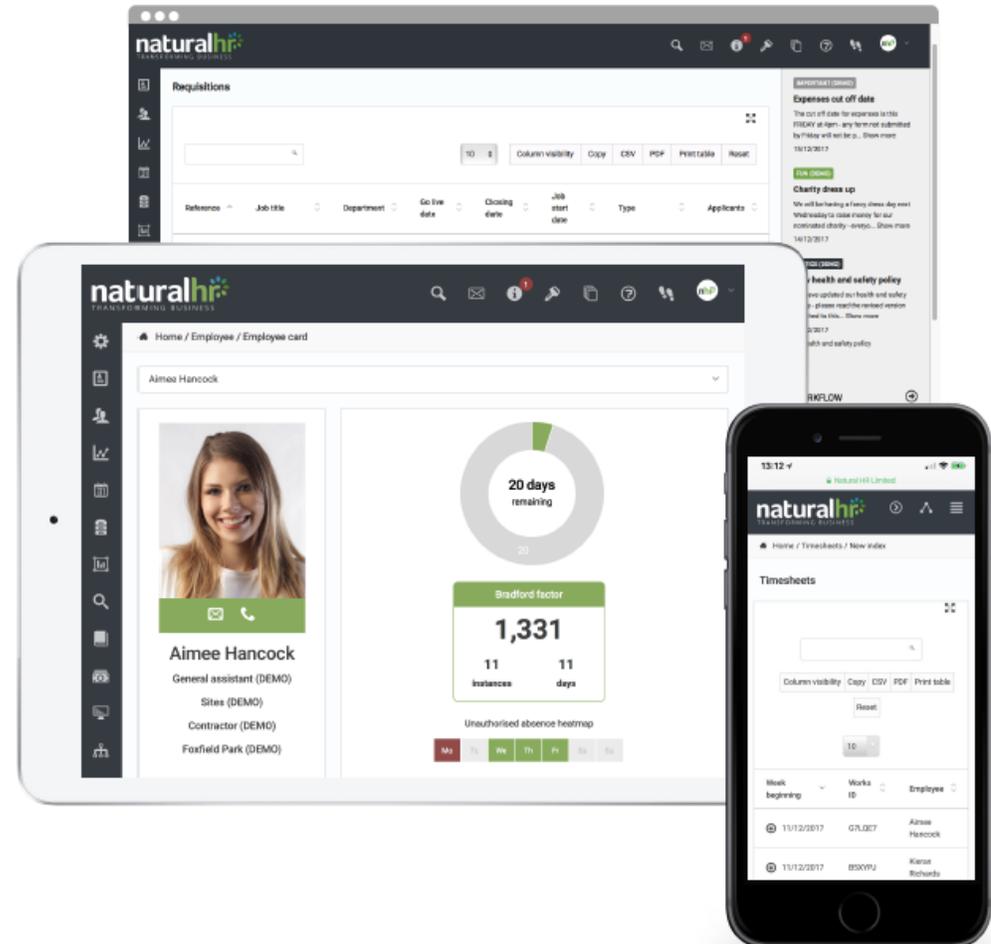


# GDPR – System Tips

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# 1. Manager Access

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- Double check what data Line Managers can currently see on their Employees
- Is there a need/business reason for them to have access to what they can currently view?
- If not, it's a tick box to simply restrict/enable access to fields
- **Company > Settings > Display Settings – Manager Views**

## 2. Report permissions

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- 7 Levels of user access within NHR with potential access to Reports
  - HR, Manager, Finance, Recruitment, Trainer, Facilities & Approver
- You can check who has access to which reports under **Administration > Company > Reporting permissions**
- Tick box indicates access permitted

# 3. HR Restrictions

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- Companies can lock down HR access on a site and/or job level basis
  - E.g. HR Assistant in London can only see non-Directors in the London office
- Restrict access to pay/benefits and read only access
- Apply same restrictions as apply to Managers
- You can check/edit HR user's access under **People > Users > Pencil icon (edit) next to HR user**

**Let's take a look in the system...**