



Our purpose is people

Product Fact Sheet - GDPR Capabilities

Product Name UKG Document Manager (Employee File Management), incl. Smart Document Generation and eSignature

Description of the product PeopleDoc's Employee File Management makes it simple for HR to actively manage documents efficiently and compliantly. Create, store, access, share, and delete employee files in one secure place, accessible on any device and available wherever you are.

Employee File Management enables you to actively manage HR documents from a central location, enabling compliance, security, and speed

Increase HR Productivity

Simplify daily HR tasks, such as sorting and searching for documents, file new documents to an employee folder, share documents with other stakeholders

Proactively Manage HR Compliance

HR processes supported Quickly view missing documents or documents about to expire, and easily request these from your employees. Audit trails help you track who stored, moved, shared, or deleted files

Quickly and Securely Access Documents

Access employee files anytime, anywhere from a centralized digital file solution, providing one source of truth. Documents generated in PeopleDoc, your HRIS, or other HR systems automatically flow into the employee file. Paper documents can also be scanned and uploaded into an employee file

To be customized by each Customer, categories of personal data may include:

- Personal identification data (name, title, private address, phone numbers ...);
- Electronic identification data (IP addresses, cookies, connection times);
- Personal details (age, sex, date of birth, place of birth, marital status and nationality);
- Immigration status;
- Professional qualifications;
- Current and end of employment;
- Presence and discipline;
- Salary (payments and deductions, salary, commissions, bonuses, expenses ...);
- Assets held by the staff member;
- Organization of work, evaluation and more.

Categories of personal data

GDPR Aspect	Article	Understand how to comply using UKG Document Manager
Data Controller	Article 4 (7) Article 24	Customers
Data Processor	Article 4 (8) Article 28	UKG
Transparency	Article 5, §1 (a)	Please check our privacy notice: https://www.people-doc.com/legal/privacy-notice
Access to data	Article 15	Data hosted in UKG People Assist may be available for reporting. Customers can define their own policies to extract data. We will cooperate with customers in answering access requests received by customers and received directly by UKG
Rectification and erasure	Articles 16 & 17	Customers' users with appropriate permissions can change an individual's personal data, delete documents and/or establish pre-defined data retention rules
Restriction of processing	Article 18	Role-based permissions allow customers to define which users or roles can display, edit, or delete data. It is also possible to restrict access to historical data to specific roles
Data portability	Article 20	Customers may choose to use the Reversibility procedure and/or delete data at the end of the service provision
Privacy by design and by default	Article 25	UKG's Services aim to be designed to support all technical data protection requirements; however, customers are still responsible for configuring and using them accordingly
Sub-Processing	Article 28, §4	All information regarding sub-processors can be found on: https://www.people-doc.com/legal/sub-processors
Data Security	Article 32	ISO/IEC 27001:2013 and SOC 2 Type 2 Report
Data breach notification	Article 33	In the event we become aware of any Personal Data breach, notification will be provided to customers according to the contract provisions and customer's legal obligations
Data protection impact assessment	Article 35	Customers can request assistance when completing their own PIAs
Data Protection Officer	Article 37	Contact us at: privacy@people-doc.com
Cross-border transfer	Articles 45 to 50	Customers can choose to host data in either the US or the EU platform. We ensure complete independence between the two hosting areas, more information on the locations of processing for each geographic location available here: https://www.people-doc.com/legal/sub-processors