



Blocking and Deletion in SAP ERP HCM Concepts.

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CUSTOMER



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SAP does not provide legal advice. The following presentation is only about technical features which might help a customer to become compliant with data protection regulations.

Agenda

Motivation and Solution Overview

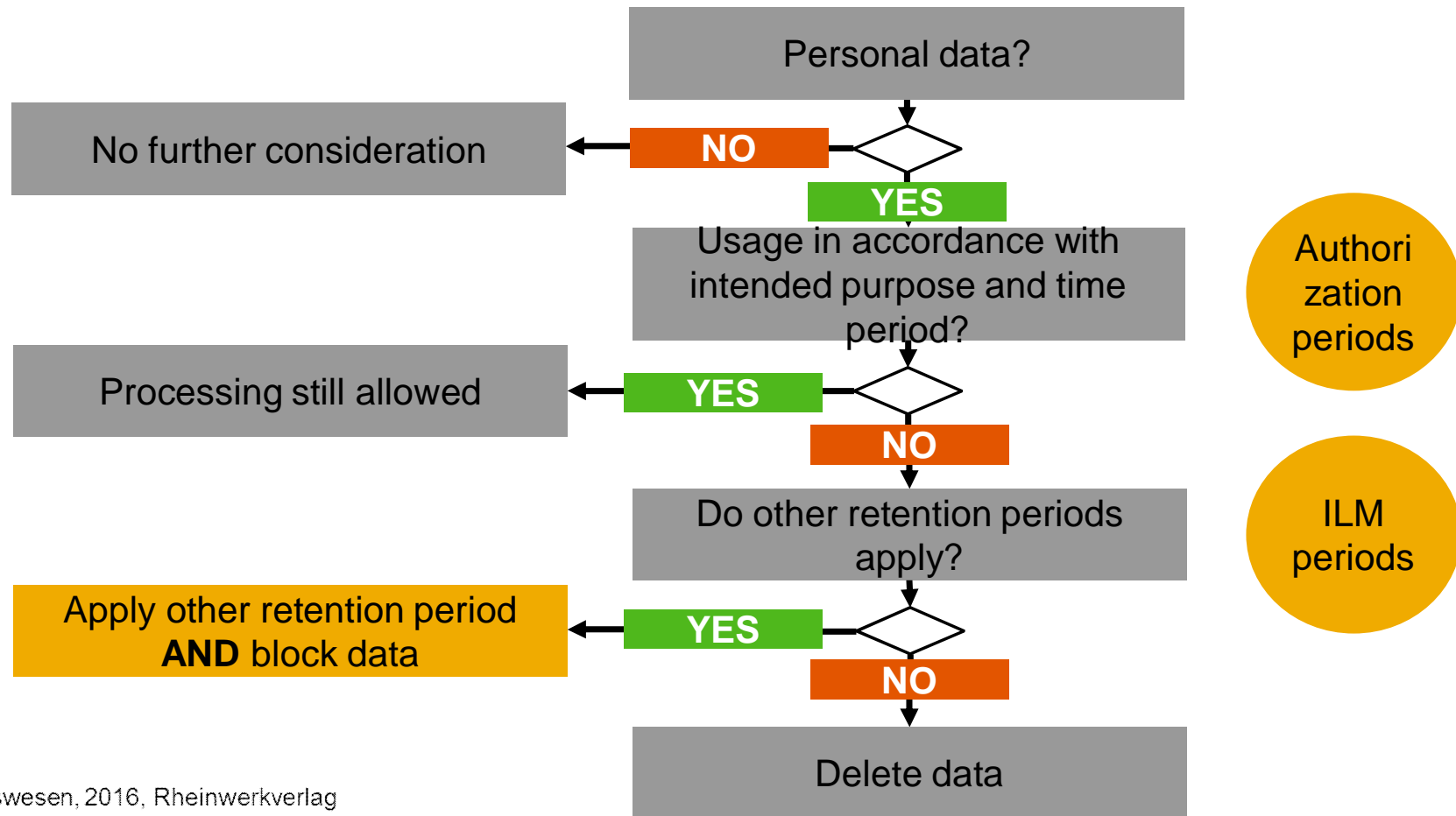
SAP ERP HCM: Data Blocking with Time-Dependent Authorization

SAP ERP HCM: Data Deletion

§ Deletion of Infotype Data Using SAP Information Lifecycle Management

§ Deletion of Data on Object Level

Technical Evaluation: Blocking and Deletion



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Definitions

SAP does not provide any legal advice. The following definitions do not refer to a specific legal basis and should only serve for a better understanding.

Personal Data: any information on an identified or identifiable natural person.

Blocking: Method of preventing access to personal data that is no longer necessary in relation to the purposes for which it was collected.

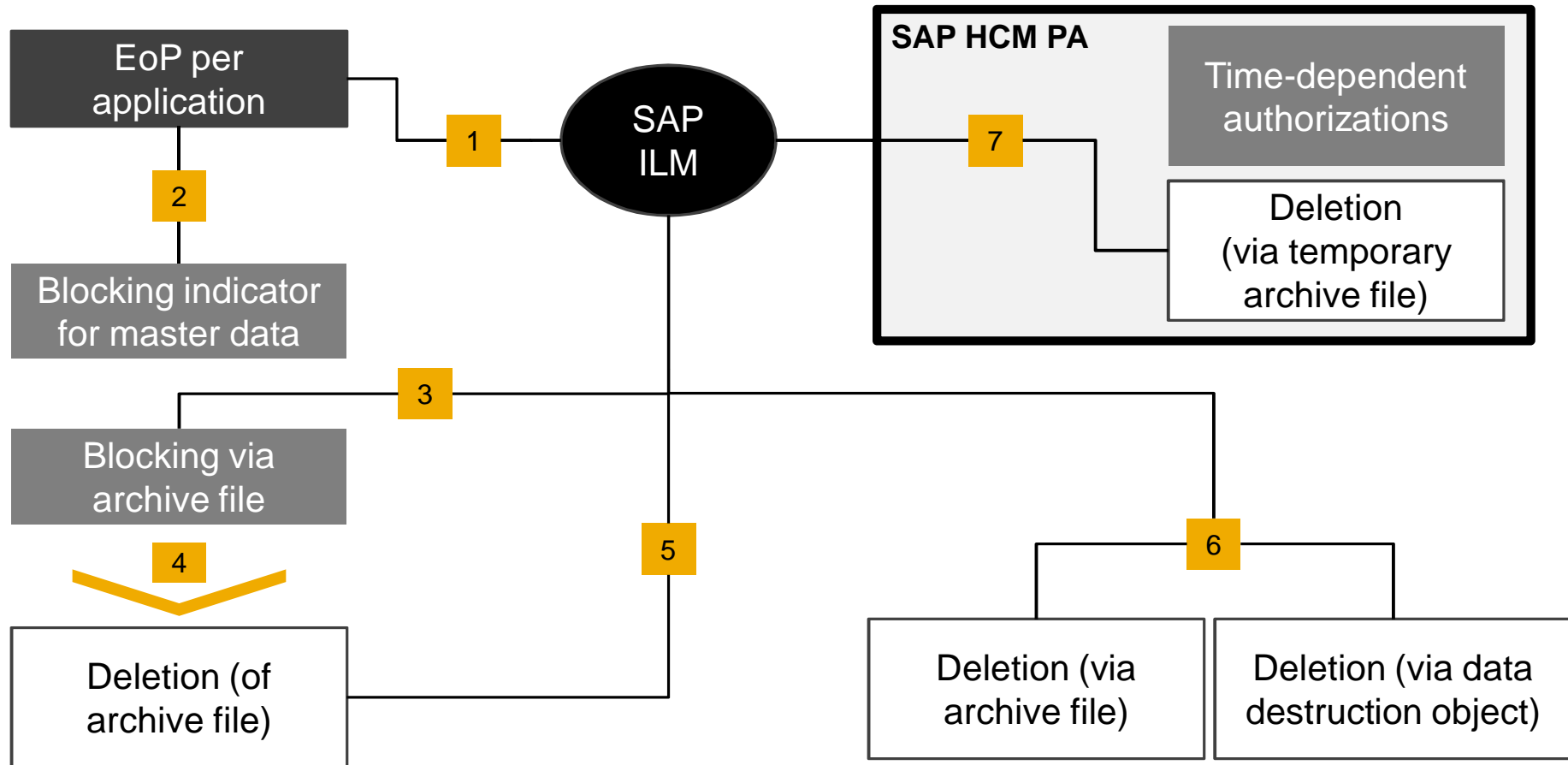
Erasure: Irreversible and adequate deletion of personal data.

Retention period: Period of time, required by law or purpose, during which personal data must be retained.

Purpose: Purpose of data processing defined in advance by organizational measures.

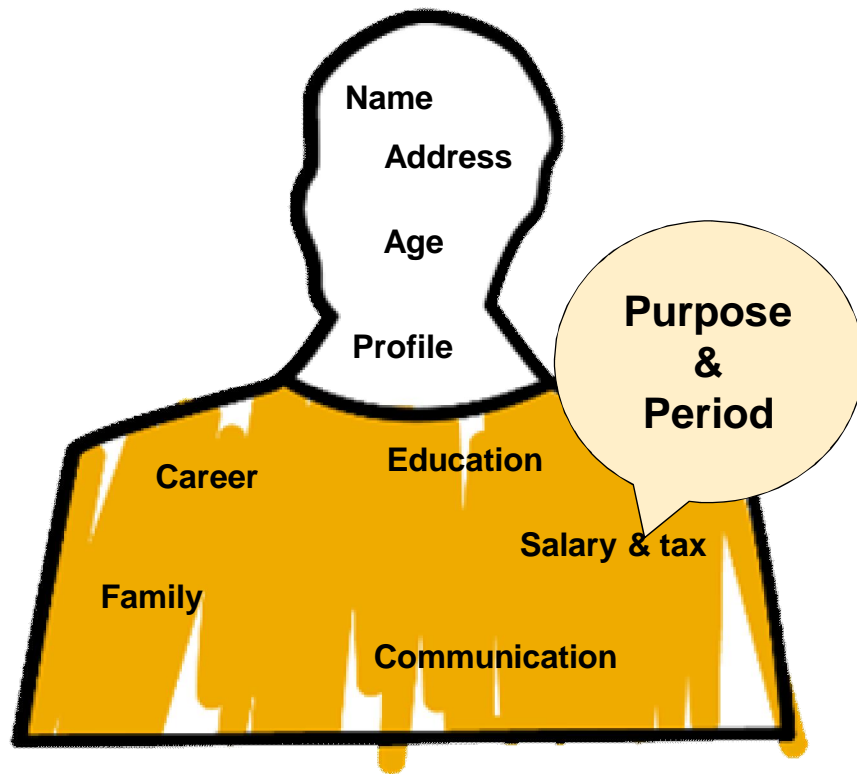
End of Purpose (EoP): Technical method to determine the point in time at which personal data is no longer processed in accordance with its original purpose. Consequently, the data must be **blocked**.

SAP Business Suite: Blocking and Deletion using ILM Features



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Personal Data of an Employee



Name: Edgar Employee

Address: Any Street, Any City

Date of birth: 12/07/1980

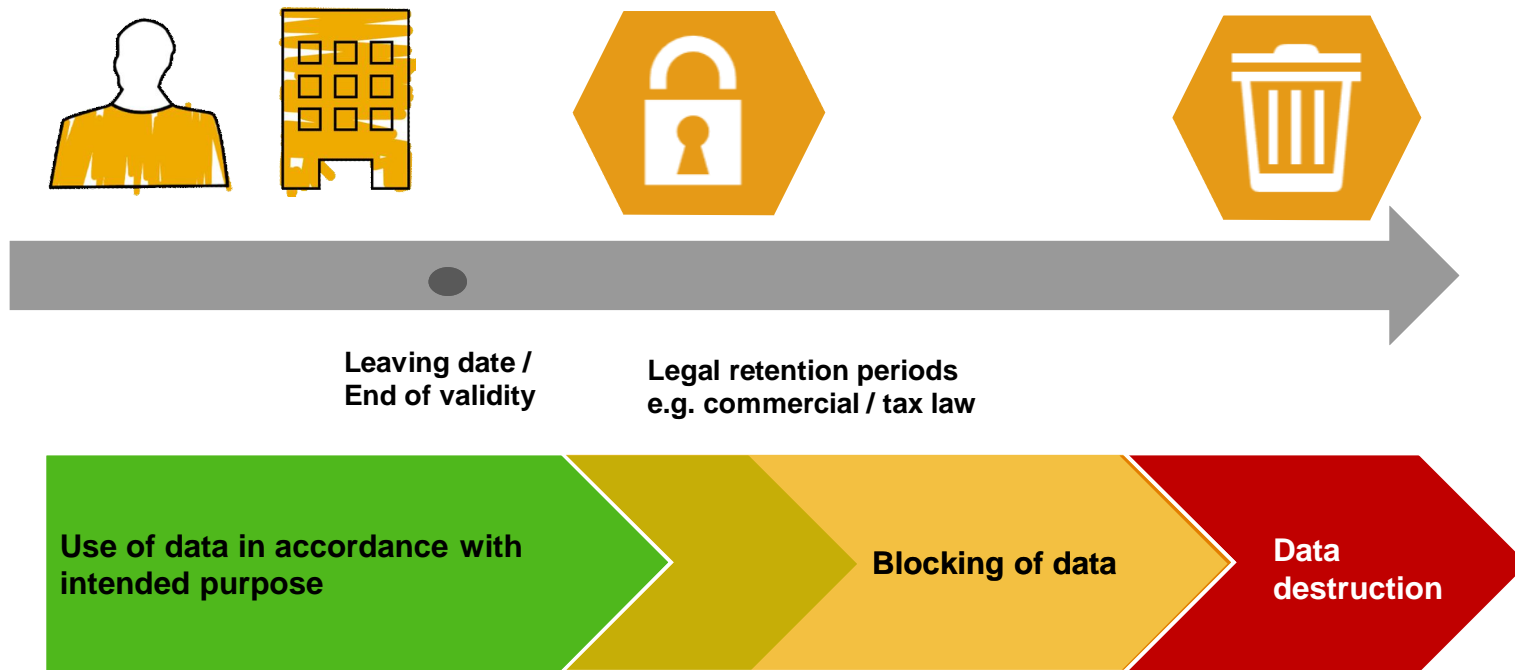
Start of employment: 01/01/2000

Marital status: married, one daughter

Since 2000: collection of data regarding vacation days, sick leave as well as salary and tax information

And much more data....

Schema: Lifecycle of Personal Data



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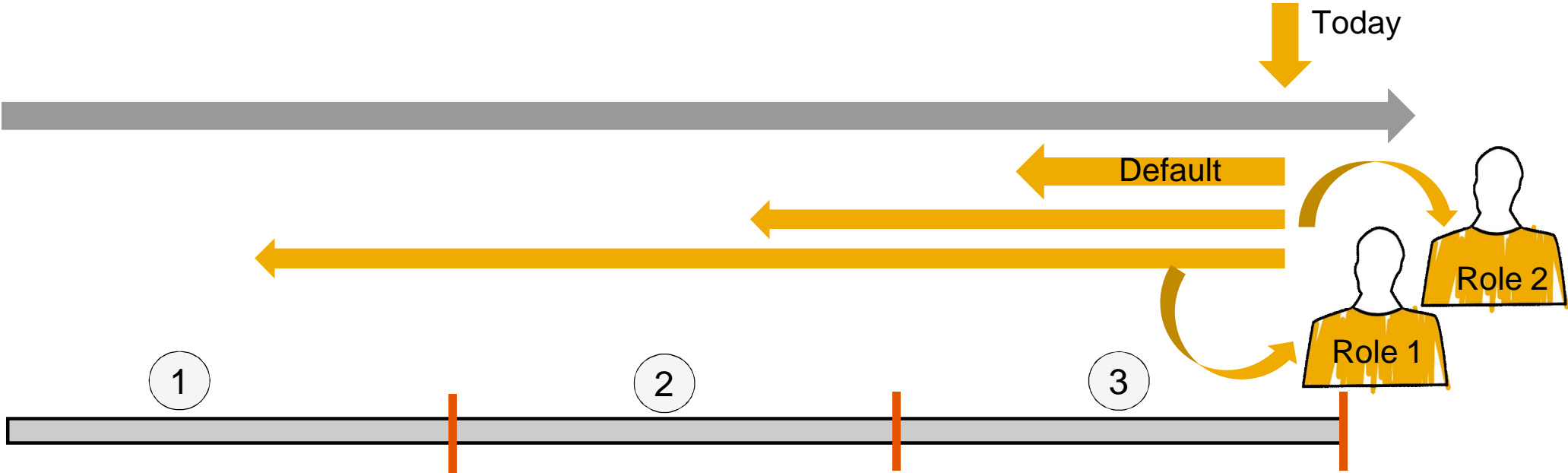
SAP ERP HCM: Data Blocking with Time-Dependent Authorization

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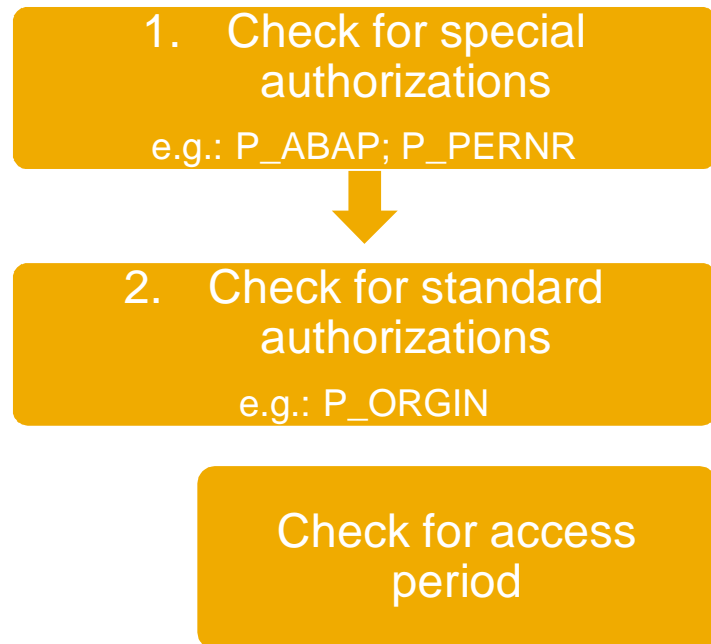
Time-Dependent Authorization (Concept)



e.g: infotype 0006 (address data):

1.1.2000 – 31.12.2005: Walldorf	1.1.2006 – 31.12.2010: Heidelberg	1.1.2011 – 31.12.9999: Wiesloch
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Time-Dependent Authorization (Concept)



- Periods in Customizing
- Implementation for BAdI HRPAD00AUTH_TIME

Available for

- Personell Administration (note: 2123631)
- Payroll Results (note: 2365304)

Time-Dependent Authorization: Sample Scenario

	Standard	Role 1	Role 2	Role 3
Role Description	The standard role allows the HR employee to see data that lies up to 18 months in the past.	Role_01 allows the HR employee to see data that lies up to 36 months in the past.	Role_02 allows the HR employee to see data that lies up to 60 months in the past.	Role_03 has super user functions.
User Description (example)	HR Shared Service	Personnel Officer	Payroll	Global HR Data Privacy Coordinator

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SAP ERP HCM: Data Deletion

§ Deletion of Infotype Data Using SAP Information Lifecycle Management

§ Deletion of Data on Object Level

Deletion of Infotype Data

Using SAP Information Lifecycle Management

Archive &
Deletion with
PU22

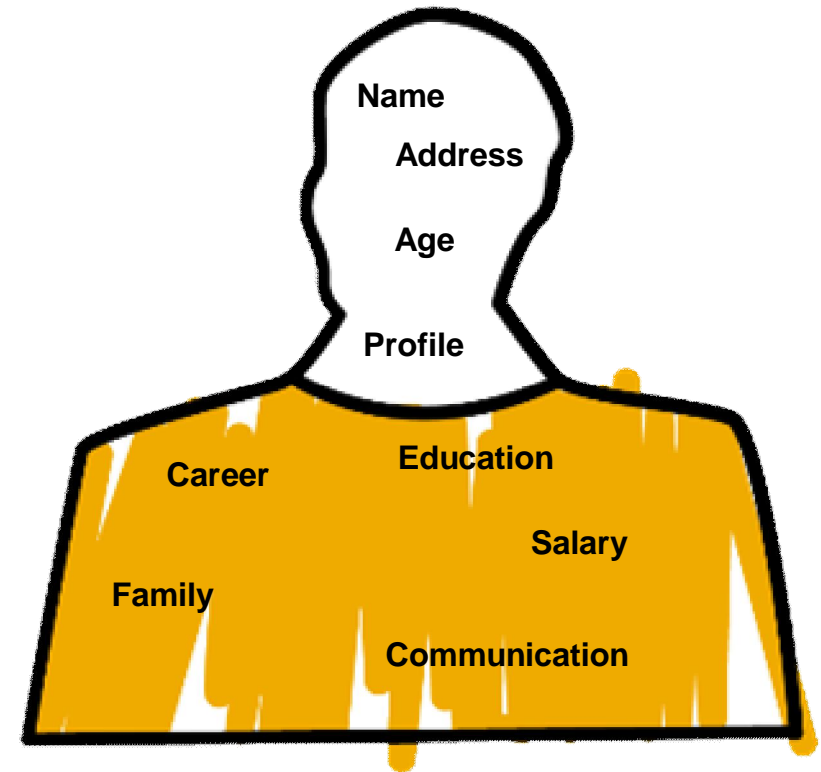
PA_LDOC	- Long Term Documents
PA_CALC	- Payroll Results
PA_TIME	- Time data - Results of analysis

Deletion

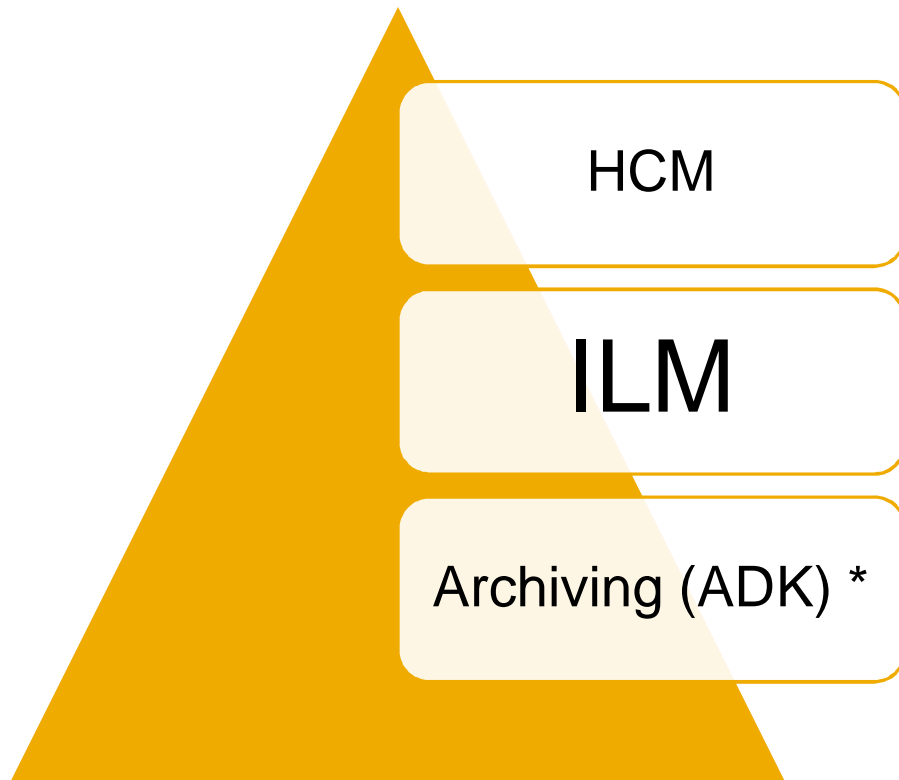
HRPA_CHLLN	- Challenge
HRPA_CTRCT	- Contract Elements
HRPA_LOAN	- Loans
HRPA_PWAT	- Powers of Attorney
HRPA_PYDTL	- Payment Details
HRPA_TASK	- Date Monitoring (IT0019)
HRTIM_ABS	- Absences
HRTIM_ATT	- Attendance
HRTIM_MAT	- Maternity Protection
HRTIM_PWS	- Planned Working Time (IT0007)
HRTIM_QUOT	- Time Quotas

Archive &
Deletion

HRPD_PREL	- Relationships for Person (HRP1001)
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Deletion with ILM Objects: Retention Rules



Retention Rules:

Determine deletion of data at a certain time

Structure of the rules is provided by SAP,
can be extended

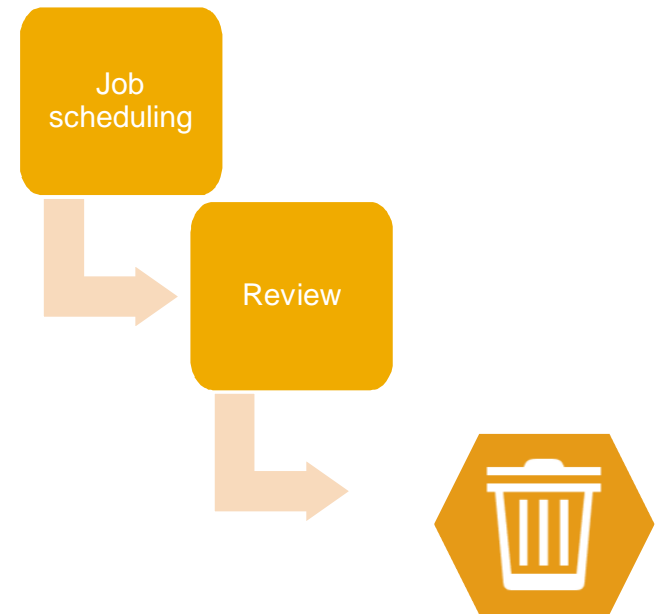
Rule contents are defined by the customer

* Archiving System is not needed for deletion mode

Deletion with ILM Objects: Process Steps

- Pre-process can be scheduled periodically
- Selected data records are checked for fulfillment of rule set
- Consistency check

- Manual review by the responsible department
- After confirmation -> Deletion



Deletion with ILM Objects: Special Features

Deletion Documentary Function, Infotype 283

For complex (e.g. payroll relevant) ILM objects, there is a special document storing the date up to which the data deletion was executed.

The system does not save the information whether data was actually deleted:

The document does not give any information on infotype content!

Infotype 3 is updated with the new retrocalculation date based on data deletion.

Destruction Lock (Legal Hold), Infotype 3246

In individual cases, destruction locks can be created for every ILM object in order to prevent the deletion of personal data for a specific employee, e.g. due to a lawsuit.

Start	01.01.1800	to	31.12.2015	Chng	13.05.2017	[REDACTED]
Archiving/Data Destruction						
Archiving Object	0020	HR: Absences				
Status	Destroyed					
Archiving Subobject	ILLNESS					
PY: Retroactive Accounting Limits Before and After Archiving/Data Destruction						
Before	01.05.2016	After	01.01.2016			
Time Evaluation: RA Limits Before and After Archiving/Data Destruction						
Before		After	01.01.2016			

Pers. No.	4250	Pers.Assgn	99999999 00004250	
Personnel No	4250	Name	Egon Testuser	
EE group	1 Active	Pers.area	DE01 Personnel area DE01	
EE subgroup	OH Germany Only	Chngd		
Legal Hold				
Arch. Object	HRTIM_ABS HR: Absences			
Short Text	EUGH ref xxxx/xxxx			

Deletion of Data on Object Level (PERNR)

Report RPUDELPP

🗑 Tool to individually delete all personal data of an employee

- Case-by-case review (four-eyes-principle)
- Selection of personnel number (PERNR)
- Not configurable with rules (no ILM)
- Authorization object P_DEL_PERN

Thank you.

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