

HR-related

Last updated by: QA Elin Lindblom
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How valuable is the information to Awake, and what level of protection is needed?

Explanation of classifications:									
A=serious	B=considerable	C=moderate	D=none or negligible						
Source	Information /type	Media /Format /Availability	Classification	Owner	Archive, how long	Measure	Checked, by who and when	Thinning, when	Ev of cc /C ini
Awave AB Personnel, employment contracts	<ul style="list-style-type: none"> • Employment contract • Supplementary agreements • Confidentiality agreement (applicable even after expiry) 	Original documents in binders in Stockholm/Riga office (in safe). All original documents digitized (Microsoft Teams).	A	HR	Until further notice	Control and thinning according to annual schedule	N/A	N/A	<p>SWE pens acco empl contr retain bene retire acco Swec 131, Latvi pens</p> <p>LVA: contr manz regar base react age.</p>
Awave AB Personnel, end of employment	<ul style="list-style-type: none"> • End of employment agreement • Certificate of service • References 	Original documents in binders in Stockholm office (in safe). All original documents digitized (Microsoft Teams).	B	HR	4 years	Control and thinning according to annual schedule	To be done in 2022	To be done in 2022	<p>SWE who l dismi lack i prefe re-en (acco criter law, l</p>
Awave AB Personnel, employer certificate	Employer certificate	Digitally (www.arbetsgivarintyg.nu)	C	HR	N/A	N/A	N/A	N/A	<p>SWE unerr insur comg Swec on th mont empl there skipp 5 yec Howe docu not s Awav the s abets</p>
Awave AB Personnel, vacation	Information about employee's vacation	Information stored digitally (Visma)	C	HR	8 years	Control and thinning according to laws and regulations	N/A (done by Value Accounting AB)	N/A (done by Value Accounting AB)	<p>SWE vaca after the e vaca disp. I.e., i abou vaca saver caler the c vaca least they for up acco Swec 480),</p>

Awave AB Personnel, in case of illness, etc	<ul style="list-style-type: none"> • Documentation regarding rehabilitation, medical certificate etc • Plans for rehabilitation 	Original documents in binders in Stockholm office (in safe). All original documents digitized (Microsoft Teams).	A	HR	10 years	Control and thinning according to annual schedule	To be done in 2022	To be done in 2022	SWE Docu regar that r medi and/c negli subje over henc archi
Awave AB Personnel, other agreements	<ul style="list-style-type: none"> • Agreement internship /work experience • Liability agreement (security information directive) • Receipts for keys/tags • Information about next of kin 	Original documents in binders in Stockholm/Riga office (in safe). All original documents digitized (Microsoft Teams).	B	HR	Contract period	Control and thinning according to annual schedule	To be done in 2022	To be done in 2022	SWE paid interr interr regar empl Swec is no
Awave AB Personnel, salaries	Employee remuneration	Digitally (Microsoft Teams, privileged users)	A	CEO/HR	Contract period + 2 years	Control and thinning according to annual schedule	To be done in 2023	To be done in 2023	SWE of Av requi infor year
Microsoft Teams	Educational documentation	Digitally (Microsoft Teams, privileged users)	C	HR	Until further notice	Control and thinning according to annual schedule	HR (AB), 2023-01-04	To be done in january 2024	SWE Thinr of en (offbc proce delet syste
Winningtemp	Personal data of employees	Digitally (Winningtemp)	B	HR	Until further notice	Control and thinning according to annual schedule	Checked continuously by HR	Thinning continuously by HR	SWE Thinr of en (offbc proce delet syste