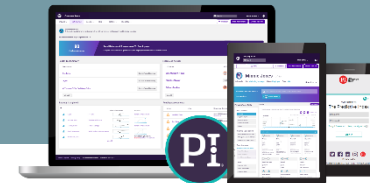# THE ROLE AND RESPONSIBILITIES OF THE PI SOFTWARE SUPER USER

Every organization using PI should appoint at least one Super User who has the responsibility for user management and making sure that the system is GDPR compliant. Here are the areas the Super User needs to monitor:

User Management

Create new users, making sure they have the right user status and folder access. Disable all users who no longer work in the company or for some other reason should no longer use the system. If you have a shared login – which we do not recommend – change the password every time someone using this login leaves.

Folder Management

Monitor that no data is stored in the root folder as this may be viewed by all users; hence you will violate data privacy if more than the relevant people have access to certain PI results. Make sure that no user has the root folder as their default folder, as their results will always end up there unless they actively choose another folder.

Anonymisation Process

It is important that you set up an anonymisation process in the system so you ensure that you do not store data longer than you are allowed to (there is no specified limit for how long you can store candidate data – the rule is 'as long as it is relevant', and most companies choose 180 or 365 days). Make sure that all users are aware of what rules you have set up in the system. These rules apply to all users, regardless of where they are located.

Assessment taker communication

You are obligated to inform assessment takers how long you store the data and how you use it. If you do not do that in a separate communication, use the company setting to insert a message that will always be part of the assessment invitation.

Please reach out to us if you need more information about user management and or anonymisation!

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