

BREAST CANCER CARE: DIGITISATION OF HR RECORDS



BREAST CANCER CARE, A LEADING CANCER RESEARCH CHARITY, DIGITISED THEIR PERSONNEL RECORDS FOR A SMOOTHER RUNNING OF THEIR HR DEPARTMENT



“Dajon Data Management has provided an exceptional customer experience. We were very impressed how quickly and efficiently they digitalised our personnel records at a very crucial time for our organisation”

Amandeep Manget, Senior Human Resources Manager - Recruitment and Transactions

The client

Breast Cancer Care is a UK-wide charity, which provides support, care and information to anyone affected by breast cancer. In 2017-2018, the charity responded to more than 5.8 million breast cancer support requests through their Helpline calls, website enquiries, BECCA app interactions, Face to Face meetings and other types of interactions with people affected by breast cancer. In April 2019, Breast Cancer Care merged with the research charity, Breast Cancer Now, to create the UK's most comprehensive breast cancer charity. United, the new charity can carry out even more world-class research, provide even more life-changing support and campaign even more effectively for better services and care.

The problem

After merging with Breast Cancer Now, Breast Cancer Care's HR department had to digitise its personnel files (stored in a paper format) to allow a smooth transition and collaboration of operational activities between the two charities. Moreover, Breast Cancer Care had to relocate its London offices and the file digitalisation process had to be completed within a week. Also, as the stored files contained personal information, it was important for Breast Cancer Care to adhere to strict internal and external GDPR and compliance policies.

The solution

After the initial conversation with Breast Cancer Care and better understanding of their personnel files digitalisation requirements, Dajon Data Management proposed a solution to help the charity to move paper HR files into a digital format for better compliance, easier file management

and faster access to the records, whenever it was needed. Dajon had provided Breast Cancer Care with a full cycle HR records digitalisation solution as the files had to be collected from client's premises, barcoded, indexed and scanned. Moreover, Dajon Data Management has also segregated and sorted personnel files into different sections, such as medical records, contracts, leave and others, for easier postscanning records management.

Now, the charity can access its personnel files instantly without a need to go through paper records and look for the required information. This allowed Breast Cancer Care to achieve not only a smooth merge with another charity, but also concentrate on achieving its main goal without using extra valuable resources for operational tasks, such as looking for personnel's information.