

For Comments Only

BUREAU OF INDIAN STANDARDS

Draft Indian Standard

**Human Resource Management —
Workforce Data Quality**

ICS 03.100.30

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**Last Date for receipt of Comments is
June 2024**

NATIONAL FOREWORD

(Formal clauses to be added later on)

The text of the International Standard has been approved as suitable for publication as an Indian Standard without deviations. Certain conventions are, however, not identical to those used in Indian Standards. Attention is particularly drawn to the following:

- a) Wherever the words 'International Standard' appear referring to this standard, they should be read as 'Indian Standard'.

In the adopted standard, normative reference appears to an International Standard for which Indian Standard also exists. The corresponding Indian Standard, which is to be substituted in its places, is listed below along with their degree of equivalence for the edition indicated:

Annex A is informative only.

Note: The technical content of the document is not available on website. For details, please refer the corresponding ISO 30435 : 2023 or kindly contact:

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Scope

This document provides the basis for organizational improvement underpinned by quality workforce data that supports analysis and evidenced-based decision-making.

Workforce data quality, for the purpose of this document, is the process of:

- a) workforce data determination;
- b) data capture;
- c) data maintenance;
- d) data review processes.

The focus of this document is on the quality of data itself rather than on other critical aspects relating to the overall management of data, such as privacy and security of personal data, the analysis and reporting of data and the use of technology.

This document does not cover the analysis of data and reporting structure or the definition of any metric other than quality of workforce data. Technology platforms in the form of human resource information systems, databases, spreadsheets, and the like, can improve the process of the capture and management of data. The focus of this document is the data itself.

While data security and data privacy are also critical to the overall management of data, they are not dealt with in this document.

This document is applicable to all types and sizes of organization across all industry sectors and regions.

Introduction

Workforce data quality is concerned with policies, processes and practices for:

- identifying and determining relevant workforce data;
- data capture;
- data maintenance;
- data review.

This document establishes the importance of data quality and the validity and consistency of comparative data across functions, size, specific segmentation, industry sector, industry and region. This document also provides a basis for continual improvement in the quality of workforce data that are available for analysis and to support evidence-based decision-making.

The application of this document's guidelines assists organizations to make informed decisions based on high-quality workforce data. The economic and social benefits derived from improved decision-making are substantial and, along with the impacts of poor workforce data quality, are discussed in [Annex A](#).