

# Getting Started: 1Password for HR

## How do you store and share sensitive employee information?

*Onboarding and offboarding docs, employee records, prospects. It all contains sensitive information – and yet they're often stored in typical cloud storage providers, with no particular emphasis on security.*

**Store sensitive files, documents, and login credentials in 1Password to keep them secure, and private.** Easily share items with colleagues for quick collaboration and easy onboarding, and use granular permissions to make sure everyone has just the right level of access.



**Human Resources teams**  
use 1Password to:

- Store and share employee records
- Create a single source of truth for onboarding and offboarding docs
- Share login credentials for company resources
- Share secure notes on prospects to streamline hiring
- Monitor the whole team's access with Advanced Protection

When employees practice strong security at home, they're more likely to continue those practices at work. That's why 1Password Business plans include free 1Password Families accounts for all employees.