

GDPR

IN THE EMPLOYMENT CONTEXT

ARE YOU
•
READY?



Hill HR Consultancy Limited

Contact Info

www.hillhr.co.uk

claire.hill@hillhr.co.uk

07483 253984

We are fast approaching the GDPR implementation date of 25th May 2018. GDPR applies to all businesses, of all sizes. No business is exempt.

Your preparations should be well underway. To help you, here is a task list.

- Data Audit** : carry out a data audit. Carefully assess what current HR data you hold and your processing activities. Also consider where you hold the data and the security of the storage, include both manual and electronic data.
- Existing employees** : there is no requirement to issue a new contract of employment, however, if the current contract contains a Data Protection clause, this will need to be amended. This can be done by issuing a Privacy Notice and stating that the notice varies (*the DP clause number or name*) within the contract.
- New employees** : if your current contract of employment contains a Data Protection clause, the clause will need amending for all new employees starting on or after 25th May 2018.
- Privacy Notice for staff** : all staff will require a privacy notice. It is a detailed notice providing your staff with information about how you are processing their personal data. Examples of what it should contain include what data you hold, why you hold it, how you process it and how long you hold it.

- **Privacy Notice for job applicants** : as part of any recruitment process, your business will collect and process personal data relating to job applicants. The privacy notice informs applicants about how you collect and use that data and how you meet your data protection obligations.
- **HR Policies and Procedures** : review all your policies and procedures to ensure they are GDPR compliant.
- **Data Breaches** : develop a protocol on how you will respond if there is a data breach. Remember you only have 72 hours to notify the ICO.
- **GDPR Champion** : you don't need to appoint a Data Protection Officer unless you are a public authority or your core activities are processing data on a large scale or processing a lot of sensitive data; but you may wish to allocate responsibility to someone who will take the lead on GDPR in your business.
- **Communication** : reinforce understanding of GDPR to your staff through communications, training and engagement sessions. Ensure they are aware of what to do in the case of a data breach.
- **Data Protection Policy** : having a Data protection policy will help you comply with the GDPR requirements by setting out clear procedures to be followed both by your business and your staff. A clear data protection policy makes sure everyone in your company understands why data protection is important. It also describes procedures for collecting, working with and storing data.

If you would like to discuss your GDPR preparations or you would like access to any of the tool kit I have covered here, please contact me.

Contact Info

www.hillhr.co.uk

claire.hill@hillhr.co.uk

Tel: 07483 253984