

# Data protection in HR matters

## - Do's and Don't's

### OBJECTIVES

The objective of this training is to provide participants with a clear picture of the legal framework for personal data processing in a Human Resources context, while providing practical tips on the implementation of the needed measures to ensure security and confidentiality of employee personal data.

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### AUDIENCE

This training is directed at anyone dealing with HR matters and interested in effectively processing personal data in their day-to-day activities.

### SPEAKERS

Expert in **Litigation** and **Risk Management** will share its experience and answer your questions during the training session.

This training has been developed and will be delivered by Emilia Fronczak, Senior Associate.

### AGENDA

- Legal framework at national and European level
- Key notions and principles
- Guidelines on the concepts of controller and processor
- Legal basis for data processing
- Appropriate documentation
- Processing candidate personal data
  - Focus on background checks
- Processing employee personal data
  - Focus on surveillance
  - Focus on consent
- Employees' rights



#### LANGUAGES

English/French  
French version available upon request, training materials in English



#### DURATION

2 hours



#### PARTICIPATION CERTIFICATE