

# Data protection in HR matters - Do's and Don'ts

## OBJECTIVES

The training aims to clarify the legal framework for personal data processing in HR and offer practical tips to ensure employee data security and confidentiality.

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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

An expert in **Litigation & Risk Management** will share her experience and answer your questions during this 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 version available upon request, training materials in English



### DURATION

2 hours



### PARTICIPATION CERTIFICATE