



## GET READY FOR GDPR EMPLOYEE DATA

All organisations that process personal data must comply with the General Data Protection Regulations (GDPR) from 25 May 2018. GDPR will make sweeping changes to existing rules concerning data privacy, most notably the duty to account to the Information Commissioner for your own compliance and the enhanced rights of the people whose personal data you collect – and this includes your employees and job applicants. Knowing what workforce data you collect and what you do with it is an essential first step to compliance.

If you employ or engage anyone in your business you will be collecting personal data, such as names and addresses, bank details, CV details, performance history and sickness absence.

**This will mean that you will have to comply with GDPR.**

The maximum penalty for failing to comply is the greater of

**€20 million**

or

**4% of global annual turnover**

### What do you need to do now?



#### Map your data

You will need to establish what workforce personal data you collect, what you do with it, who you transfer it to and what precautions you take to ensure the security of that data.



#### Conduct gap analysis

Following your mapping exercise you will need to compare your current data protection systems and processes to the requirements of the GDPR to see where your gaps in compliance are. This exercise will include reviewing privacy notices for employees and applicants, data protection policies, contracts of employment and the use of privacy impact assessments.



#### Set up a GDPR compliance strategy to remediate your gaps

Once you have established where your gaps are, you will need to set out an agreed GDPR action plan with your team to ensure compliance from 25 May 2018. This will include deciding whether to appoint a Data Protection Officer as well as implementing training for staff who handle personal data. They will need to understand the importance of data privacy and be able to recognise data breaches and how to react to them and know what to do with a data subject access request.

## How can RSM help?

RSM is in a unique position to help you plan and implement your GDPR workforce compliance strategy through a combination of HR consultancy, legal and technology risk expertise. Our team of data privacy specialists help all types of organisations from SMEs to large multinationals process their data in the UK and across multiple jurisdictions in compliance with GDPR.

We have a range of options to help you get GDPR workforce compliant:

- Review and update of data protection policies, contracts of employment and privacy notices.
- Reviewing your proposed GDPR compliance strategy.
- Preparing a bespoke GDPR strategy and implementation plan for you.



For further information about our GDPR services, please contact:

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