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Guidance
for
Organisations



What data protection means for HR

Rights & time



Employees have rights. You must comply with subject access requests within 4 weeks.

Transparency



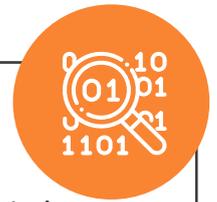
Employers must provide detailed information on how & why they process staff information. Policies & procedures must be in place.

Right of erasure



Employees can ask for certain information to be deleted in some circumstances. This may include when they leave.

Accountability



Employers must show how their personal information processing activities comply with the law.

Legal basis



Review your employee consent to ensure it complies with Data Protection (Jersey) Law.

Integrity



Employers must make sure staff files are secure. Most will contain sensitive (special category) information.



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