

CHECKLIST

The Road to GDPR Compliance

GDPR was a hot topic when it was introduced in 2018. Many companies are still struggling. Old processes have not been updated or renewed, but there is still time to teach an old dog new tricks!

Are you interested to learn more about how you can start digitalizing and facilitating your HR work while ensuring a GDPR compliant process? We have listed 7 steps for you to follow.

1

List all internal HR processes

Write down all HR processes you have within the company and how you perform them. This includes everything from recruitment to onboarding, performance reviews, time reporting, and payroll management. In short, all the internal processes.

List places where you store personal data

You need to know where your employee data is stored, whether it is a physical or a digital place. Examples of this can be tools for recruitment, e-signing, or employee surveys. Some data might even be stored on laptop hard drives or on an intranet.

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Identify potential breaches

Are any processes particularly vulnerable? For example, new-hires sending their personal information (for employment contract) unencrypted via email or managers saving notes from employee reviews on their laptop. These areas are prone to data leaks.

Get an understanding of who has access to what

Make sure that the stored employee information only can be accessed by authorized personnel. Should a manager be allowed to see information about other managers' subordinates? Set up a clear authority structure, which states who is allowed to see what.

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Investigate if your systems are GDPR compliant

How is personal data stored in the ATS? Is it possible to de-identify personal data? How is the system managing backups? Is the data stored within EU/EES? There are plenty of questions to ask yourself, and your vendors, in order to ensure GDPR compliance.

Only store the information you really need

Do you have a process in place for how you handle personal data of a former employee? As a rule of thumb, make sure to only store the information that is absolutely necessary.

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Save all personal data in one system

If possible, gather all HR processes and personal data in one place. Not only does it facilitate HR administration, it enables secure processing of personal data. The reduced number of systems also makes it easier to engage managers and employees in HR self-service.