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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