



The HR GDPR Checklist

– actionable advice to help HR comply with the EU data protection regulation.

This document is designed to help HR track down your existing systems where you are currently storing data and to determine whether your organisation's policies for storing that data are aligned with the EU regulation. It also contains helpful questions to ascertain whether your partners are complying with the regulation.

For more information on GDPR (General Data Protection Regulation), please visit www.sympa.com/gdpr



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INVENTORISE YOUR HR DATA SOURCES

Start by charting all the systems where you store data in the table below. All the files, folders and systems that contain information that can be traced to an individual should be listed as a full inventory is required.

	Where do you process your data?	What is reason for storing this data?	Who can access the data?	What details are in the data?	How and when is data removed?	Who is responsible for the registry?
Employee HRM						
Employee HCM						
Applicants						
Freelancers						
Partners						
Others						
.....						
.....						
.....						

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IDENTIFY YOUR PARTNERS AND ENSURE THEIR COMPLIANCE

According to GDPR, the controller (typically HR) is responsible for choosing compliant processors (such as HR software vendors). It is therefore vital to assess the situation, set up GDPR compliant agreements and even change vendors if necessary.

	Is your written agreement up-to-date?	Is vendor's ISMS* certified?	Is the data encrypted in motion and at rest?	Who is the Data Protection Officer?	Who is responsible for the registry?
Recruitment partners					
Payroll vendor					
HR System vendors					
ICT systems					
Phonebooks/ Directories					
Others					
.....					
.....					

* Information Security Management System

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AFFIRM YOUR KEY HR DATA PROTECTION PROCESSES

After identifying data sources and partners, it's time to build your new data protection policies. When redefining your data protection processes and policies, make sure that the principles below are always abided by.

RELEVANCY

- I'm only handling relevant personal data.
- I'm immediately and permanently removing all irrelevant data without delay.

TRANSPARENCY

- I'm always informing people why I'm collecting and storing their personal data.
- I'm providing everyone access to all their personal data in an easily readable format.

SECURITY

- All data is stored and transferred in encrypted format.
- Access to the data is limited to only those with a relevant reason to access it.
- I know what to do if a data breach occurs.



Sympa HR - A Comprehensive HR Solution That's Fully Compliant with GDPR

Sympa HR stores all your HR data throughout the entire employee life cycle in a single system that's certified to meet the requirements of GDPR and beyond. If you would like us to get in contact and tell you more about Sympa HR, please visit sympa.com/gdpr to schedule a call or visit.

The Sympa logo, featuring the word "Sympa" in a red, cursive script font.