

TRAINING SOLUTIONS NORTH WEST

SPECIALIST TRAINING PROVIDER

Telephone: 0151 431 0058
Mobiles: 0795 117 6237 or 0789 468 2862

email: wendy@trainingsolutionsnorthwest.co.uk
kevin@trainingsolutionsnorthwest.co.uk



Data Protection Awareness

COURSE OVERVIEW

The work of Human Resources Officers is significantly affected by data protection law. This course is specifically designed to give the practical knowledge that they need. This one-day session gives delegates essential practical understanding of all data protection compliance issues involved with employing staff.

COURSE CONTENT

- ✓ Practical advice on the obtaining, usage and storage of staff data
- ✓ Complying with subject access requests from employees, ex-employees and job applicants
- ✓ Monitoring of staff activities and communications
- ✓ The use of agents to process employee data e.g. payroll and pension brokers
- ✓ The necessary content of employment application forms and all staff detail forms
- ✓ Complying with the requirements of using sensitive persona data guidance that should be passed to line managers about retaining information
- ✓ “References” – the data protection implications of both giving and receiving them

CERTIFICATION

Attendance Certificate

TRAINING SOLUTIONS NORTH WEST

Specialist Training Provider

Telephone: 0151- 431-0058 | Mobile: 0795 117 6237 or 0789 468 2862

web: <http://www.trainingsolutionsnorthwest.co.uk>

Company Registration No. 06254466