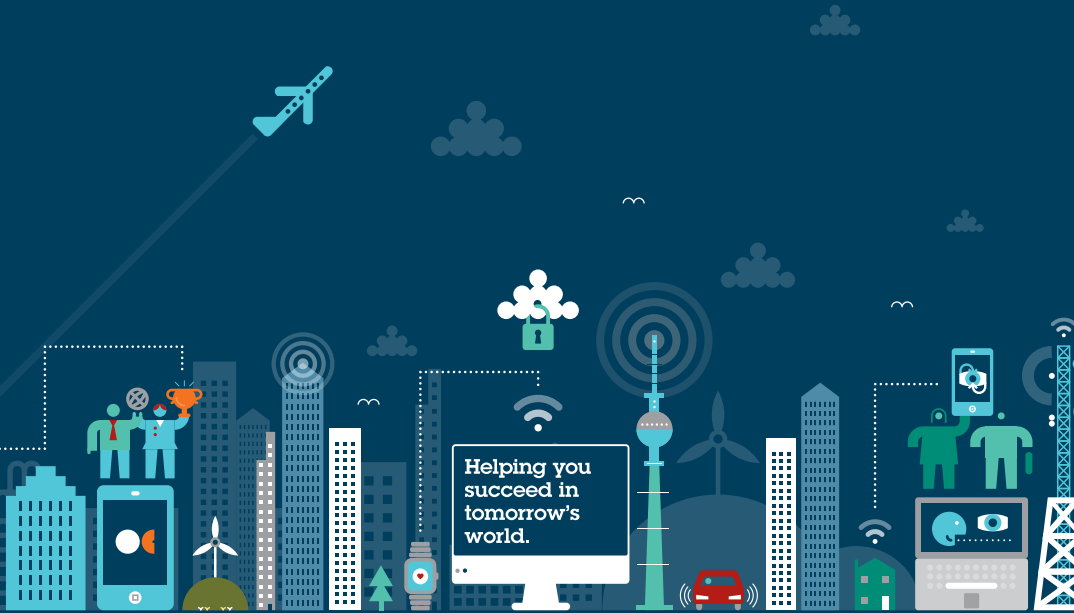


## How we can help you



The clock is ticking ..... on 25 May 2018, the General Data Protection Regulation (GDPR) comes into effect in the UK. Under GDPR, any company that collects, stores or transmits employee-related data must do so with enhanced security measures and awareness of the new 'super-charged' rights of employees and job applicants in respect of their personal data.

The new rules implement changes that will impact directly on the everyday work of HR and will present specific HR challenges not faced in other areas of the business because:

- HR is a data rich function which deals with volumes of data from multiple sources, including data generated from employees, job applicants, managers and third parties;
- Personal data is often stored across multiple sites, including HR drives, laptops and e-mail;
- HR frequently transmits data to third party providers (eg payroll);
- HR often deals with high quantities of legacy data; and
- HR manages often highly confidential and sensitive personal data.

These factors all result in the GDPR compliance regime being critical and top of the agenda for HR. In addition, you run the risk of large fines and reputational damage if you fail to comply with GDPR.

That said, these changes are more than an additional compliance burden. They are also an opportunity for you to review and strengthen your approach to data protection and privacy to ensure you have robust HR systems and processes in place.

We have developed a GDPR for HR product to help you to:

- Conduct a UK HR audit to assess the amount, location and quality of the personal data you hold in respect of employees and job applicants;
- To evaluate your compliance in respect of HR data with GDPR and identify gaps and weaknesses;
- Formulate an action plan to ensure you are HR ready for GDPR;
- Assist with implementing new contractual and policy provisions; and
- Design GDPR compliant privacy notice wording for employees and job applicants.

## Our GDPR for HR product has three levels of assistance (in respect of UK GDPR compliance):

### Bronze

- HR data questionnaire for you to complete on your current HR data processing systems;
- A report setting out our analysis of your HR data questionnaire as against GDPR requirements and a series of actions for you to implement based on our analysis;
- Assistance in identifying your GDPR legitimate interest(s) for processing different types of HR data; and
- E-mail alerts on 'GDPR for HR' developments so you are ahead of the game in the run up to May 2018 and beyond.

### Silver

- As for bronze and in addition (bespoke based on your HR data questionnaire):
- GDPR compliant privacy notice wording for employees and job applicants;
  - GDPR compliant wording for contracts of employment;
  - GDPR compliant consent notices for processing of special categories of personal HR data; and
  - Review and comment on your data protection policy to reflect the requirements of GDPR for HR data processing.

### Gold

- As for bronze and silver, in addition:
- Review and amendment of up to three other HR policies and procedures to reflect the requirements of GDPR; and
  - Bespoke 2 hours training session to your HR team about GDPR for HR, your HR data questionnaire and next steps for your organisation in relation to GDPR HR compliance.

In order to assess your requirements and determine a fixed price for your business for each level, we offer a free initial one hour consultation. Each package will be bespoke for your HR team and its requirements. Any steps taken above will need to align with your organisation's broader GDPR compliance activities and we can discuss this with you.

## Key contacts



**Mark Taylor**  
**Partner, Data Protection**

T +44 20 7105 7640

[mark.taylor@osborneclarke.com](mailto:mark.taylor@osborneclarke.com)



**Olivia Sinfield**  
**Senior Associate, Employment**

T +44 20 7105 7480

[olivia.sinfield@osborneclarke.com](mailto:olivia.sinfield@osborneclarke.com)



**Emma Ladley**  
**Senior Associate, Employment**

T +1 650 462 4024

[emma.ladley@osborneclarke.com](mailto:emma.ladley@osborneclarke.com)



**Rachael Oakley**  
**Associate, Employment**

T +44 20 7105 7678

[rachael.oakley@osborneclarke.com](mailto:rachael.oakley@osborneclarke.com)

## Our locations around the world

### Europe

Belgium: Brussels

France: Paris

Germany: Berlin, Cologne, Hamburg, Munich

Italy: Brescia, Busto Arsizio, Milan, Padua, Rome

The Netherlands: Amsterdam

Spain: Barcelona, Madrid, Zaragoza

Sweden: Stockholm

UK: Bristol, London, Reading

### USA

New York, San Francisco, Silicon Valley

### Asia

China: Shanghai

Hong Kong

India: Mumbai\*

Singapore

Osborne Clarke is the business name for an international legal practice and its associated businesses. Full details here: [osborneclarke.com/verein/](http://osborneclarke.com/verein/)

\* Relationship firm

**[osborneclarke.com](http://osborneclarke.com)**