Training Course on Data Protection in Human Resources

Professional Development Training Course Outline

Category	Data Security	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s digital and data-driven workplace, safeguarding employee information is more than a compliance requirement—it's a cornerstone of ethical and secure HR management. Training Course on Data Protection in Human Resources is designed to empower HR professionals with the tools, techniques, and legal knowledge necessary to ensure GDPR compliance, uphold employee privacy rights, and implement cybersecurity protocols. With the increasing reliance on digital HR systems, understanding data privacy legislation and best practices is vital for every organization.

This course blends practical insights with real-world case studies, focusing on sensitive employee data handling, risk mitigation, data security audits, and incident response strategies. Learners will explore regulatory compliance frameworks, HR data lifecycle, and effective policy development to create a culture of data privacy within the organization. The curriculum is tailored to reflect current HR technology trends, AI-driven recruitment platforms, and the ethical implications of employee surveillance.

Programme Curriculum

Training Course on Data Protection in Human Resources

Introduction

In today’s digital and data-driven workplace, safeguarding employee information is more than a compliance requirement—it's a cornerstone of ethical and secure HR management. Training Course on Data Protection in Human Resources is designed to empower HR professionals with the tools, techniques, and legal knowledge necessary to ensure GDPR compliance, uphold employee privacy rights, and implement cybersecurity protocols. With the increasing reliance on digital HR systems, understanding data privacy legislation and best practices is vital for every organization.

This course blends practical insights with real-world case studies, focusing on sensitive employee data handling, risk mitigation, data security audits, and incident response strategies. Learners will explore regulatory compliance frameworks, HR data lifecycle, and effective policy development to create a culture of data privacy within the organization. The curriculum is tailored to reflect current HR technology trends, AI-driven recruitment platforms, and the ethical implications of employee surveillance.

Course Objectives

1. Understand core principles of GDPR and data protection laws in HR.
2. Identify types of sensitive personal data processed in HR functions.
3. Analyze the data lifecycle in human resources management.
4. Implement HR data security protocols and access control.
5. Evaluate AI-driven HR systems for privacy risks.
6. Develop a compliant employee data retention policy.
7. Apply ethical HR data practices in hiring and performance evaluations.
8. Monitor and report HR data breaches effectively.
9. Conduct internal audits for HR data compliance.
10. Train HR teams on cyber hygiene and privacy awareness.
11. Navigate cross-border data transfers in global HR operations.
12. Customize privacy notices and employee consent forms.
13. Integrate privacy-by-design principles into HR processes.

Target Audience

1. Human Resources Managers
2. HR Compliance Officers
3. HR Generalists
4. Payroll and Benefits Specialists
5. Talent Acquisition Specialists
6. Learning & Development Managers
7. Employee Relations Advisors
8. Organizational Development Consultants

Course Duration: 5 days

Course Modules

Module 1: Understanding HR Data Protection Laws

- Overview of GDPR, HIPAA, and local labor laws
- Legal definitions of personal and sensitive employee data
- Rights of employees under data protection laws
- Employer obligations and penalties for non-compliance
- Interactive compliance checklist activity
- **Case Study**: GDPR Violation in a Recruitment Process

Module 2: Mapping the HR Data Lifecycle

- Stages of data collection, processing, and storage in HR
- Identifying data sources (resumes, performance reviews, etc.)
- Data minimization techniques for HR professionals
- Designing compliant employee data flows
- Tools for data mapping in HRIS systems
- **Case Study**: Data Flow Assessment in Onboarding Procedures

Module 3: HR Systems & Cybersecurity Measures

- Securing HRIS and digital payroll systems
- Role-based access control in HR data
- Using encryption and two-factor authentication
- Cyber hygiene training for HR staff
- Detecting and responding to cybersecurity threats
- **Case Study**: Phishing Attack Targeting Employee Records

Module 4: Consent, Transparency & Employee Communication

- Crafting lawful and clear employee consent forms
- Explaining privacy policies during onboarding
- Best practices for transparency in employee monitoring
- Handling withdrawal of consent ethically
- Recording and managing employee consent logs
- **Case Study**: Consent Management for Biometric Attendance Systems

Module 5: Employee Surveillance & Ethical Boundaries

- Legal limitations of monitoring employee activities
- Impact of AI surveillance tools on employee morale
- Ethics in tracking productivity and performance
- Transparency vs. overreach in remote work monitoring
- Creating an ethical surveillance policy
- **Case Study**: Ethical Dilemma in Remote Work Monitoring

Module 6: Breach Management & Incident Response

- Steps in managing a data breach in HR
- Reporting breaches to authorities and affected employees
- Breach documentation and investigation processes
- Mitigation strategies to reduce impact
- Crisis communication plans for HR leaders
- **Case Study**: Insider Threat Leads to Payroll Data Leak

Module 7: HR Data Retention & Deletion Policies

- Determining appropriate retention periods
- Secure destruction of outdated employee data
- Creating a retention schedule for different data types
- Compliance with archival regulations
- Integrating auto-deletion tools into HR systems
- **Case Study**: Audit Findings from Improper Retention Practices

Module 8: HR Compliance Audits & Risk Assessments

- Conducting privacy impact assessments (PIAs)
- Self-audit tools for HR data compliance
- Identifying and mitigating high-risk HR data processes
- Documentation and reporting of audit outcomes
- Action planning based on audit findings
- **Case Study**: Annual HR Data Protection Audit in a Global Firm

Training Methodology

- Interactive instructor-led sessions (in-person or virtual)

- Real-life case study discussions for hands-on learning
- Group activities and scenario-based simulations
- Practical exercises with policy drafting and data mapping
- Access to downloadable resources and privacy toolkits
- Post-training quiz and certification of completion

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com