

HR Data Privacy Compliance Checklist

 Show only Checklist

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Data Inventory & Mapping

Identify and document all personal data collected, processed, and stored by HR.

Description of Data Collected (e.g., name, address, salary)

Write something...

Data Source (e.g., application form, performance review, payroll system)

- Application Form
- Performance Review
- Payroll System
- Background Check Provider
- Benefits Enrollment Form



Approximate Number of Employees Data Relates To

Enter a number...

Date Data Was Last Updated/Reviewed

Enter date...

Data Storage Location (e.g., HRIS, File Server, Cloud Storage)

- HRIS
- File Server
- Cloud Storage
- Physical Filing Cabinet

Purpose for Collecting this Data

Write something...

Legal Basis & Consent

Ensure a valid legal basis for processing personal data (e.g., consent, legal obligation, legitimate interest).

Primary Legal Basis for Data Processing

- Consent
- Contractual Necessity
- Legal Obligation
- Legitimate Interest
- Public Task

Detailed Explanation of Legitimate Interest Assessment (if applicable)

Write something...

Date of Last Consent Obtained/Updated (if applicable)

Enter date...

Data Subject Rights Information Provided (at initial collection)

- Right to Access
- Right to Rectification
- Right to Erasure
- Right to Restriction of Processing
- Right to Data Portability
- Right to Object

Link to Privacy Notice/Policy

Write something...

Method of Obtaining Consent (if applicable)

- Online Form
- Paper Form
- Verbal Consent (documented)

Data Subject Rights

Establish procedures for responding to data subject requests (access, rectification, erasure, restriction of processing).

Date of Data Subject Request Received

Type of Data Subject Request

- Access Request
- Rectification Request
- Erasure Request
- Restriction of Processing Request
- Data Portability Request
- Objection to Processing Request

Details of Data Subject Request

Number of Data Records Involved (Estimate)

Date Response Sent to Data Subject

Enter date...

Summary of Response Provided to Data Subject

Write something...

Resolution Status

- Resolved
- Pending
- Rejected

Reason for Rejection (if applicable)

Write something...

Data Security Measures

Implement appropriate technical and organizational security measures to protect personal data (encryption, access controls, regular backups).

Encryption Strength (bits)

Enter a number...

Access Control Method

- Role-Based Access Control (RBAC)
- Attribute-Based Access Control (ABAC)
- Least Privilege

Security Software in Use

- Antivirus
- Firewall
- Intrusion Detection System (IDS)
- Data Loss Prevention (DLP)

Last Security Audit Date

Enter date...

Data Backup Frequency

- Daily
- Weekly
- Monthly

Description of Data Encryption Methods

Write something...

Third-Party Vendor Management

Assess and manage the data privacy practices of third-party vendors who process HR data.

Vendor Data Processing Agreement Status

- Agreement in Place
- Agreement Pending
- No Agreement Required

Vendor Name

Write something...

Description of Services Provided

Write something...

Number of Records Processed by Vendor (Estimate)

Enter a number...

Data Categories Processed by Vendor

- Name
- Address
- Social Security Number
- Background Check Data
- Compensation Data
- Benefit Data

Copy of Vendor Data Processing Agreement

 Upload File

Date of Last Vendor Security Assessment

Enter date...

Data Breach Response Plan

Develop and maintain a plan for responding to data breaches, including notification procedures.

Date of Breach Discovery

Enter date...

Time of Breach Discovery

Enter time...

Initial Description of Breach

Write something...

Breach Containment Status

- Contained
- In Progress
- Uncontained

Estimated Number of Records Affected

Enter a number...

Actions Taken to Contain Breach

Write something...

Supporting Documentation (Logs, Screenshots)

 Upload File

Reporting Obligations Triggered?

Yes

No

Notification Deadline (if applicable)

Enter date...

Training and Awareness

Provide regular training to HR staff on data privacy principles and obligations.

Topics Covered in HR Data Privacy Training?

GDPR Basics

CCPA Requirements

Data Subject Rights

Data Breach Response

Security Protocols

Company Data Privacy Policies

Last Training Completion Date

Enter date...

Number of Employees Trained

Enter a number...

Training Delivery Method

- Online Module
- In-Person Workshop
- Hybrid

Brief Summary of Key Training Points (Optional)

Write something...

Which Departments Received Training?

- HR
- IT
- Payroll
- Legal

Policy Review & Updates

Regularly review and update data privacy policies and procedures to reflect legal changes and best practices.

Last Policy Review Date

Enter date...

Summary of Changes Made

Write something...

Legal/Regulatory Updates Considered

- GDPR
- CCPA
- EEOC Guidelines
- State-Specific Privacy Laws
- Other - Specify in Long Text

Details of Other Legal/Regulatory Updates (if applicable)

Write something...

Frequency of Policy Reviews (in months)

Enter a number...

Next Scheduled Policy Review Date

Enter date...

Review Completed By

- HR Manager
- Legal Counsel
- Compliance Officer

International Data Transfers

If transferring data internationally, ensure compliance with relevant regulations (e.g., GDPR, CCPA).

Transfer Mechanism Used

- Standard Contractual Clauses (SCCs)
- Binding Corporate Rules (BCRs)
- Adequacy Decision
- Other (Specify)

Detailed Description of Transfer Mechanism

Write something...

Jurisdiction(s) of Recipient

Risk Assessment Documentation (if applicable)

Write something...

Date of Transfer Agreement Execution

Enter date...

Contact Person at Recipient Organization

Write something...

Transfer Impact Assessment Conducted?

Yes

No

Record Keeping and Documentation

Maintain records of data processing activities, consent forms, and security assessments.

Last Policy Review Date

Summary of Policy Updates

Policy Documentation

 Upload File

Date of Last Data Breach Simulation/Test

Results of Data Breach Simulation/Test

Number of Data Subject Requests Received (Past Year)

Enter a number...

Summary of Data Subject Request Resolutions

Write something...

Method of Consent Recording

- Written Consent Form
- Online Consent Tool
- Implied Consent