


# HR Data Privacy Compliance 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