

Data Protection Training- HR & Administration

2-Hour Sessions for Cross-Jurisdictional African Operations

Session 3: HR & Administration (6 Participants)

Theme: Employee Data Protection & HR-Specific Compliance

Duration: 2 hours

Topics Covered

1. Employee Data Categories
 - Recruitment, onboarding, performance, disciplinary, exit data.
2. Lawful Basis for HR Processing
 - Contract, legal obligation, legitimate interest, consent pitfalls.
3. Recruitment Privacy Requirements
 - CV screening, background checks, candidate communication.
4. Personnel Records Management
 - Storage, access, retention, and secure handling.
5. Employee Monitoring
 - CCTV, system logs, productivity tools, transparency obligations.
6. HR Data Retention Requirements
 - Statutory retention periods across African jurisdictions.
7. Case Study
 - Internal misconduct investigation scenario.