Course : Respecting privacy in the workplace

Labour law and digital law: crossroads - optional DiGiTT® distance learning certification

Practical course - 2d - 14h - Ref. EVP

The use of digital tools and social networks in the workplace is blurring the boundary between the professional and private spheres. This training course gives you the keys to understanding the rights and obligations of employers and employees in terms of privacy.

Teaching objectives

At the end of the training, the participant will be able to:

- Take account of the legal environment and the latest developments in regulations and case law
- Understand the obligations induced by the RGPD concerning respect for employee privacy.
- Identify specific points on the use of digital tools in teleworking
- Understand the contractual aspects of using digital tools and personal data
- Capitalize on best practices in internal organization to protect privacy
- Carry out a self-diagnosis of your practices

Intended audience

Company directors, HR staff, managers and employees wishing to better understand their rights and obligations when it comes to using digital tools and respecting privacy.

Prerequisites

No special knowledge required.

PARTICIPANTS

Company directors, HR staff, managers and employees wishing to better understand their rights and obligations when it comes to using digital tools and respecting privacy.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

Practical details

Hands-on work
Share experiences, reflect collectively and self-diagnose organizational practices. returnchariot

Teaching methods
Theoretical and practical input, case studies, role-playing, experience sharing and collective reflection based on professional cases encountered by participants.

Course schedule

1 Understanding the legal environment

- Understand the legal evolution of privacy throughout history.
- Distinguish between professional life, personal life, private life, public sphere...
- Find your bearings in international, European and national legislation.
- Refer to the main articles on privacy in the French Labor Code.
- Understand the European General Data Protection Regulation (GDPR).

Group discussion
Discussions on delicate situations encountered in the workplace.

2 Defining the limits of employer power in the private sphere

- Take into account individual and private characteristics within the company.
- Understand the employer's power to unilaterally modify working conditions.
- Understand the limits of the employer's supervisory power.
- Principle of non-use by the employer of facts drawn from private life.
- Sanctioning conduct external to the company: objective disorder.

Case study
Situation analysis in sub-groups, followed by a plenary presentation.

3 Define rules for the use of technology within the company

- Respect the framework and limits of employee surveillance: geolocation, video surveillance and biometrics.
- Supervising the use of social networks within the company.
- Identify risks and define restrictions and uses related to cybersecurity (Shadow IT, BYOD, COPE, CYOD).
- Limit access and use of a corporate intranet.
- Demarcate the boundary between private and professional life when using professional tools.
- Balancing individual freedom of expression and corporate e-reputation.
- Using digital evidence in an employer-employee relationship.

Case study
Analysis of recent case law and contextualization in situations encountered by participants.

(4) **The use of data in the employer/employee relationship**

- Understand the new logic of empowering players.
- Identify the personal information concerned.
- Integrate the notion of impact into data protection.
- Use "privacy by design" tools within the company.
- Inform the persons concerned in accordance with the regulations.
- Apply rules for storing and processing employee data.
- Enable access to and rectification of employees' personal data.
- Handling special cases: subcontracting, extra-European data transfers, etc.

Exercise

Trace, on a timeline representing the employment relationship, the various obligations and points of vigilance of the company in terms of respect for the employee's private life.

Options

Certification : 190 € HT

DiGiTT® certification is optional when you register for this training course, and consists of 3 stages: taking a Diag® before the course, access to a digithèque to learn the concepts and notions for each digital skill, and then taking the certification exam. This consists of a 90-minute test available in English and French. The result certifies your skill level out of 1000 points (beginner, intermediate, advanced, expert). Taking this course alone is not enough to guarantee a maximum score on the exam. You can schedule and take the exam online within 4 weeks of the start of your session.returnchariot