Course : Managing sensitive HR data: RGPD, security, compliance

Practical course - 2d - 14h00 - Ref. GDS
Price : 1590 CHF E.T.

★★★★½ **4,3 / 5**

Managing sensitive data in HR is crucial to protecting employee privacy and complying with regulations. This training course will teach you how to protect your employees' personal, medical and financial data, and apply good security practices. Particular attention will be paid to how to collect, govern and dispose of HR data.

🎯 Teaching objectives

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

- ✔ Understand the main concepts related to the RGPD
- ✔ Understand the issues related to the application of the RGPD in the context of HR management.
- ✔ Identify the main types of sensitive HR data
- ✔ Define best practices for collecting, processing, securing and disposing of sensitive employee data
- ✔ Responding effectively to sensitive HR data breaches
- ✔ Define roles and responsibilities for all HR processes

Intended audience
HRM, HRD, information systems security managers, data protection managers, all employees who handle personal data.

Prerequisites
Aucune connaissance particulière.

Course schedule

PARTICIPANTS
HRM, HRD, information systems security managers, data protection managers, all employees who handle personal data.

PREREQUISITES
Aucune connaissance particulière.

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.

1   The General Data Protection Regulation (GDPR)

- Legal fundamentals.
- History of the French Data Protection Act up to the General Data Protection Regulation (RGPD).
- Presentation of the General Data Protection Regulation (GDPR).

Group discussion
Reflection on the application of the RGPD in participants' companies. Sharing experiences on the challenges and solutions related to this compliance.

2   Sensitive HR data: challenges and legal framework

- Defining sensitive HR data.
- Understand the challenges of personal data protection for companies and employees.
- Understand the regulatory and legal framework.

Hands-on work
Case study on the consequences of a breach of sensitive HR data. Participants discuss the potential impact on the company and propose preventive measures.

3   Managing and protecting sensitive human resources data

- Apply best practices to the collection of employees' personal data.
- Collect medical and financial data in compliance with regulations.
- Manage employees' personal data in complete confidentiality.
- Protect the confidentiality of employee medical and financial data in accordance with the law.
- Manage other sensitive data: ethnic origin, religious beliefs, etc.

Role-playing
Simulation scenario in which participants identify sensitive data in different HR scenarios and propose appropriate protection measures.

4   Best practices for managing sensitive human resources data

- Collect, securely store, process and dispose of sensitive data.
- Securing information systems.
- Manage authorizations and data access.
- Raising awareness and training employees in data protection.
- Define roles and responsibilities for all HR processes.

Exercise
Group exercise to develop a plan for raising awareness of sensitive data protection in HR, including communication and training strategies. Define roles and responsibilities in HR processes, present findings.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.

• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.

• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

5 **Managing sensitive data breaches in human resources**

- Detect and report sensitive data breaches.
- Develop an action plan to effectively manage security incidents.
- Communicate with internal and external stakeholders.
- Implement corrective and preventive measures.

Role-playing
Crisis management simulation in which participants are faced with a breach of sensitive data and have to draw up an immediate and long-term action plan.

Dates and locations

REMOTE CLASS
2026 : 28 May, 12 Oct.