

HR Brief

Human Resources tips brought to you by
Crendon Insurance Brokers Ltd

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Pragmatic Steps HR Can Take Now to Prepare for GDPR

On 25 May 2018, the General Data Protection Regulation (GDPR) will come into force, and UK organisations and their staff are understandably concerned. In fact, nearly half of all UK office workers are unsure whether their companies are taking action to comply with the GDPR, according to a recent survey from office products specialist, Fellowes. What's more, 7 per cent of respondents believe that their organisation is not even aware of the GDPR or its requirements.

To minimise your employees' concerns and to start preparing your HR team for GDPR compliance, review the following steps:

- Conduct a data audit to assess your current HR data and related processing activities to identify any gaps.
- Decide whether or not your organisation needs to appoint a data protection officer (DPO). If you do appoint a DPO, you will need to decide how you will train him or her.

- Review your organisation's current privacy notices and update them to comply with the GDPR.
- Develop a data breach response programme, which should include how to recognise a data breach and who should be contacted if one were to occur.
- Provide your employees with cybersecurity training on how to identify and respond to common cyber-threats.
- Assess the legal grounds for processing employees' personal data.
- Put transparent internal data protection and security policies into practice.

Preparing for the GDPR is a time-consuming but necessary process. That is why it is essential for your organisation to begin taking steps now in order to be ready for the May 2018 deadline. To help you prepare for the GDPR, review the [official guidance](#) released by the Information Commissioner's Office. For more information about how your organisation can stay compliant, contact **Crendon Insurance Brokers Ltd** today.

DID YOU KNOW?

The NHS is preparing for what it anticipates to be the worst flu season in its history. You can do your part by getting a flu jab and scheduling flu jabs for your workplace, which can reduce the risk of getting sick by 40 to 60 per cent. While it is preferable that you get vaccinated before the end of October, the flu season can last several months, extending from December all the way through March, so there is still time to get vaccinated.

Top Tips for Wearable Tech at Work

More than 13 million people use fitness trackers and other wearable tech in the United Kingdom, and that number is only expected to grow. What's more, wearable tech has been found to boost productivity in the workplace by 8.5 per cent, according to the University of London.

If you are interested in providing your staff with wearable tech to boost productivity as part of your wellness programme, here is what you need to know:

- Explain exactly what information you'll collect, how it'll be collected, how it'll be stored and what it'll be used for.
- Verify that this portion of your wellness programme is [GDPR compliant](#).
- Obtain explicit consent from each participating employee if you plan to process sensitive personal data, such as information about physical health.
- Set limits and guidelines for employees that handle the collected wearable tech data, and explain that misuse of it is a disciplinary offence.
- Update your existing IT systems, equipment and communication policies.
- Ask your IT department if your cyber-protection extends to wearable tech.



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