



General Data Processing Regulations – NTF Templates

These templates have been prepared to help members meet the requirements of the General Data Protection Regulations (GDPR) which comes into force on 25th May 2018 and have been based on the guidance available at the time of drafting.

You must customise the text in the template document to ensure that all the information matches what actually happens in your own organisation – we have sought to provide a framework for you but there is no one size fits all. Any audit you have carried out in order to prepare for GDPR should help you customise the documents to reflect your business practices. You need to review and consider all parts of the templates to tailor to your business needs but note that some wording is in square brackets and indicates that you need to make a specific choice about what to include.

Members can, of course, use their own form of policies and may already have policies in place for data security and electronic communications.

Detailed information is available on the ICO website (www.ico.org.uk).

What you need to do with these documents

Before using any of the template documents, you must read the relevant guidance notes and then tailor the template documents to accurately reflect how your business processes personal data.

When you tailor one document, you need to ensure those customisations are carried through to the other documentation, as they are intended to work together.

What do these documents cover?

These documents cover HR aspects of data protection although the Data Protection Policy is wider and does explain how the employer will comply with its obligations in relation to personal data more generally.

The Data Protection Policy explains the obligations the business and your employees have when they handle any personal data in the course of their job.

Do you need a Data Protection Officer?

As explained in earlier guidance, you need someone in your business who is aware of and responsible for data protection – throughout the documentation this person is called the Data Protection Lead.

Unless a company's business is processing personal data, it does not need to appoint a Data Protection Officer as defined in the data protection legislation and we do not advise you calling the person in your business responsible for data protection the Data Protection Officer – this is because that title brings with it additional obligations and responsibilities.

Training

It is important that you give all employees a basic level of training on the key aspects of data protection and the importance of data security and that those within the business who have particularly responsibility for personal data, so those handling employee records, job applications, pay roll etc., are more fully trained on their obligations to handle personal data in line with the requirements of the GDPR.

If you consider that external training may be appropriate for key members of staff responsible for data protection, ACAS (www.acas.org.uk) offer training courses as will other HR training providers.

Introducing these policies into the workplace

As with all policies you should consult with and explain to your employees why you are introducing these policies and address any concerns they may have. You must ensure that your employees have suitable equipment and training to enable them to comply with any requirements in the policies, e.g. encryption of data.

Overview of the documents

Data Protection Policy (and separate guidelines on the policy)

This is the document that shows “the world” how you protect data within your business. It also explains to your employees what you expect them to do.

This particular document is wider than just “HR” and explains how you will comply with obligations in relation to personal data more generally.

Your document when customised needs to be given to all your employees on or before 25th May 2018.

Employee Privacy Notice (and separate guidelines on the policy)

This document explains to your employees how you protect their personal data. Your document when customised needs to be given to all your employees on or before 25th May 2018. After that date, the current consent provisions you rely upon from your employees to process their personal data is not valid.

Job Applicant Privacy Notice (and separate guidelines on the policy)

This explains to job applicants how you will protect their personal data and when you need to issue this Privacy Notice to job applicants.

Employee Personal Data Processing Record (and separate guidelines on the Record)

This is a document by which you show how in practice you process the personal data of employees. The new Regulations require transparency and that you can demonstrate how you securely process data.

Data Breach Policy

You need to have procedures in place to show how you would deal with a data breach and this policy is a simple document outlining basic steps to take.

Electronic Communications Policy

To comply with the new regulations, you need to ensure that only those who need to have access to personal data can access it and an Electronic Communications Policy is one way of setting out the safeguards you require your employees to put in place such as the use of passwords and not leaving their screen displaying personal data where others could see it. This is simple template policy you may wish to adapt for use in your business.

Information Security Policy

As part of the new regulations you need to have in place and be able to demonstrate the technical and organisational security measures you have in place to protect personal data. This Information Security Policy is a fairly simple policy which you may wish to adapt for use in your business. Alternatively you can just specify where required in the other policies the details of measures you take to secure data.

Other Policies

Other policies such as a Data Protection Impact Assessment policy will be available in due course.

Ongoing responsibilities

Data protection is an ongoing obligation and you should regularly review and check your documentation to ensure it is kept up to date and amend as necessary.