Data Privacy for HR Training Course

Professional Development Training Course Outline

Category	Human Resource Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In the era of digital transformation, data privacy has emerged as a critical concern for Human Resources (HR) professionals. The growing reliance on cloud-based HR systems, employee self-service portals, and digital recruitment platforms has increased the volume of sensitive employee information managed by HR departments. Ensuring compliance with global data protection regulations, safeguarding personal identifiable information (PII), and preventing data breaches are essential skills for HR practitioners. This training equips participants with practical strategies, tools, and knowledge to manage HR data securely while maintaining employee trust and organizational integrity.

Data Privacy for HR Training Course provides a comprehensive understanding of data protection laws, privacy frameworks, and HR-specific data handling best practices. Participants will explore real-world case studies, develop risk mitigation strategies, and gain insights into GDPR, CCPA, and other regional compliance requirements. By combining interactive learning, hands-on exercises, and scenario-based discussions, this program ensures HR professionals are confident in protecting sensitive data and aligning with industry-leading privacy standards.

Programme Curriculum

Data Privacy for HR Training Course

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Course Duration

5 days

Course Objectives

1. Understand key data privacy regulations affecting HR globally.
2. Identify employee personal data and classify sensitive information.
3. Implement GDPR and CCPA compliance strategies in HR processes.
4. Develop data retention and deletion policies for HR records.
5. Conduct privacy risk assessments for HR systems and workflows.
6. Integrate data protection principles into recruitment and onboarding.
7. Ensure secure employee data storage in cloud and on-premise systems.
8. Mitigate data breach risks with proactive HR policies.
9. Apply consent management techniques for employee data collection.
10. Navigate cross-border data transfer compliance for multinational organizations.
11. Enhance employee awareness about data privacy responsibilities.
12. Implement audit and monitoring practices for HR data security.
13. Leverage privacy-enhancing technologies (PETs) in HR operations.

Target Audience

1. HR Managers and Directors
2. HR Business Partners
3. Talent Acquisition Specialists
4. Employee Relations Professionals
5. HR Data Analysts
6. Compliance Officers supporting HR
7. HRIS (Human Resource Information Systems) Administrators
8. Legal and Privacy Professionals working with HR teams

Course Modules

Module 1: Introduction to Data Privacy in HR

- Overview of global data protection regulations
- Importance of employee trust and confidentiality
- Understanding PII, sensitive data, and special categories
- HR-specific data privacy risks and breaches
- Case Study: Data breach in a multinational HR system

Module 2: Legal and Regulatory Compliance

- GDPR compliance for HR processes
- CCPA and other regional regulations
- HR legal obligations in data processing and retention
- Handling employee rights requests
- Case Study: HR non-compliance penalties and lessons learned

Module 3: Data Classification and Risk Assessment

- Classifying employee data by sensitivity level
- Conducting privacy impact assessments (PIA)
- Identifying high-risk HR workflows
- Risk mitigation strategies for HR operations
- Case Study: Risk assessment in recruitment software

Module 4: HR Data Security and Storage

- Secure storage solutions
- Access controls and role-based permissions
- Encryption and anonymization techniques
- Backups and disaster recovery strategies
- Case Study: Unauthorized access to HR payroll data

Module 5: Employee Consent and Rights Management

- Obtaining valid employee consent
- Handling data access, correction, and deletion requests
- Communicating privacy policies effectively
- Managing opt-ins and opt-outs in HR systems
- Case Study: Consent mismanagement in onboarding

Module 6: Recruitment, Onboarding, and Offboarding Privacy

- Data collection during recruitment
- Onboarding compliance checks
- Data handling during employee transitions and exits
- Privacy considerations for background checks
- Case Study: Recruitment platform data leak

Module 7: Monitoring, Audits, and Reporting

- Designing audit trails for HR systems
- Conducting internal privacy audits
- Reporting data breaches and incidents
- KPIs for HR data protection compliance
- Case Study: Audit failure in HRIS implementation

Module 8: Privacy-Enhancing Technologies in HR

- Implementing encryption, tokenization, and anonymization
- Using data loss prevention (DLP) tools
- Automation and AI-based HR privacy tools
- Future trends: blockchain and secure HR platforms

- Case Study: AI recruitment tool and employee data privacy

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price

23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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