



# Essential HR tools to meet the GDPR deadline

## The GDPR HR Toolkit

The European Union General Data Protection Regulation (GDPR) will come into force throughout Europe on May 25th 2018.

The Regulation is designed to harmonize data privacy laws across Europe, to better protect and empower all EU citizens and to reshape the way organizations across the region approach data privacy.

GDPR not only applies to organizations located within the EU but it will also apply to organizations located outside of the EU.

It applies to all companies processing and holding the personal data of data subjects residing in the European Union, regardless of the company's location.

## Big penalties for non-compliance

The penalties for non-compliance from the introduction in May 2018 will be harsh. Under GDPR, organizations in breach of the regulation can be fined up to 4% of their annual global turnover, or €20 million (whichever is greater).

If you only operate in the UK the law will still be applicable here post-Brexit, so action is still required.

## Can I wait?

No. Unlike a EU directive, GDPR does not require any in-country enabling legislation. This means it is in force from May 25th 2018.



## A starting point for GDPR compliance

The Toolkit is a suite of standard templates that every employer dealing with EU citizens' personal data must have in place.

Part of the intention of GDPR is to have a more standardized law with fewer opportunities for each country to derogate from the rules.

The Toolkit is your starting point for GDPR compliance across Europe\*.

## Inside the GDPR Toolkit are the essential templates for:

- Data Protection Policy
- Employee Privacy Notice
- Job Applicant Privacy Notice
- Data Breach Notification Policy
- Data Subject Rights Policy
- Monitoring Policy
- Data Transfer Security Policy
- Data Protection Impact Assessment
- HR Data Record
- Subject Access Request Policy
- Data Security Questionnaire

## Need more help?

Customized policies and personalized consultancy specific to the European countries you work in are also available on request.

\*Please note the Toolkit is a starting point towards GDPR compliance but is not in itself a guarantee of compliance.



Get your HR policies organized today and meet the GDPR deadline of May 25th 2018.



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