

Subject Training

Executive, Organization, Prospects	User	Document-Administrator	Authorization-Administrator	Process-Administrator
Data protection in human resources	User Training Digital Personnel File	Basic Training Template-Design	<i>aconso</i> Assistant Training	Basic Training Process-Design
			<i>aconso</i> Cloud Assistant Training (remote) <i>Note: only for our cloud customers</i>	

Data protection in human resources

Cooperation Training (audatis Consulting GmbH)

You learn the most important data protection requirements that are demanded by data-protection supervisor, candidates and employees and learn to deal properly with requests by these persons. Get to know important technical measures as known when using a Digital Personnel File and use it to your personnel advantage. Since this is personal data, the Federal Data Protection Act (BDSG) as well as the **new EU Data Protection Code (EU-DSGVO)** apply.

Who?	Staff HR HR Development
When?	09.11.2021 (online)
Duration:	Webinar: 4 hours
Where?	Online
Requirements:	none
Costs:	249,00 € p. P.

Content:

- Important basics of data protection
- Data protection in applicant management
- Use of social media in human resources
- Organising trainings compliant with data protection regulations
- Implementation of reintegration measures
- Comply with data protection when handling the (Digital) Personnel File
- Evaluate and plan technical- and organisational measures in human resources
- Payroll accounting as well as interfaces to external systems from the point of view of data protection
- Handling of evaluations and employee surveys