

## Road to PIPA Week 18:

### HR Privacy Policy & Procedure Checklist

(incl. if/when policy & procedure violation results in disciplinary action)

<b>HR Privacy Policy Type</b>	<b>Type of Information (SPI? Y/N)</b>	<b>Roles with Access</b>	<b>Procedures</b>	<b>Disciplinary Action Required Y/N (if Y, when?)</b>
<b>Recruitment</b>  (e.g. Applicant information, Employee background checks)				
<b>Onboarding</b>  (e.g. Bank account, Health information, Pension information)				
<b>Employee health programmes</b>  (e.g. Medical data)				
<b>Access Control</b>  (e.g. Access to employee data)				

<b>Leavers</b>  (e.g. Termination of access)				
<b>Performance Management</b>  (e.g. Performance appraisals, Disciplinary action)				
<b>Performance Development</b>  (e.g. Staff training plans)				
<b>Bring your own device (BYOD)</b>				
<b>Health &amp; Safety</b>  (e.g. Accident reports)				
<b>Social media</b>				
<b>Employee/workplace monitoring</b>  (e.g. Monitoring of internet/email usage, CCTV)				

Tip: Work with HR to identify when violations of policy or procedures will result in disciplinary action.