



## The Guide to Vital Privacy Knowledge for Human Resources Professionals and Teams

Privacy Training Helps Protect Employees and Business Performance

The growing number of new and pending data privacy laws include much harsher financial penalties than previous waves of employee data confidentiality regulations.

They have elevated employee data privacy from a peripheral issue for HR professionals to an existential threat to their organizations.

“New laws, regulations, and uses of employee data are changing the dialog around privacy in the workforce,” states Barbara Cosgrove, chief privacy officer at Workday.

### IS YOUR HR TEAM AS SMART AS THEY THINK?

The knowledge map included here, assembled with guidance and expertise from key HR professionals, details the broad spectrum of human resources roles and shows the degree to which privacy knowledge is vital for each.

Use it to help plan privacy training and fill in the knowledge gaps for both individuals and teams in your HR operation with appropriate certification-level training.

### PRIVACY KNOWLEDGE PROMOTES FASTER, SMARTER BUSINESS DECISIONS

HR departments need to establish a baseline of knowledge for all employees, then train “champions” more intensively so they can make sound on-the-spot decisions based on deep privacy knowledge. With the right privacy training, HR is an enabler of business.

**“COMPANIES CAN’T RELY ON JUST ONE PERSON IN TECH OR LEGAL TO KNOW THE WHOLE LANDSCAPE OF PRIVACY LAWS. IT NEEDS TO BE A BIGGER FUNCTION OF LEARNING FOR HR PROFESSIONALS.”**

**Liz Petersen,**  
Quality Manager,  
Society of Human Resource Management’s  
Human Resources Knowledge Center

### ABOUT THE IAPP

The International Association of Privacy Professionals is a not-for-profit organization providing the only globally recognized credentialing programs in information privacy. A vast network of 60,000+ members includes experts and influencers in the field of data protection and offers practitioners a forum to share best practices, track trends, discuss and debate issues, and receive education and guidance on opportunities in the field.

# HUMAN RESOURCES PROS: BUILD YOUR PRIVACY MUSCLE

Use this grid to assess individual and team privacy skill sets and develop a road map for professional development.



	NEED TO KNOW					SHOULD KNOW					GOOD TO KNOW					NON-ESSENTIAL				
	GENERAL DATA PROTECTION REGULATION Bring your own device, whistleblowing, storing sensitive data, data subject access requests, rights of erasure, rectification and data portability.					HIPAA Understanding the Health Insurance Portability and Accountability Act					DATA COLLECTION LAWS Data collection laws and regulations specific to countries and states.					PRIVACY AND THE EMPLOYMENT LIFE CYCLE Requirements, methods, transition management and record retention.				
	EMPLOYEE MONITORING Investigation and termination due to employee misconduct.					GOVERNMENT AND COURT ACCESS TO INFO Law enforcement, and privacy, access to financial data and communications.					MANAGING VENDORS Privacy and information security policies, where is personal info held, who has access, deleting data from vendor systems.					DATA SUBJECT RIGHTS Oversight, governance and responses to inquiries/view.				
	PRIVACY PROGRAM FRAMEWORK Defining, planning and handling.					INCIDENT RESPONSE Map and document data inventories, data flows and classifications; data use analysis.					DATA MAPPING AND ASSESSMENT Automated decision making, tracking and surveillance, ubiquitous computing, anthropomorphism, mobile social computing.					TECHNOLOGY CHALLENGES FOR PRIVACY Collection, protection, destruction, access, deletion and retention policies.				
	PRIVACY BY DESIGN Integrating privacy throughout product and system life cycles, establishing privacy framework.					DATA LIFE CYCLE Monitoring and auditing from creation to deletion.					DATA MINIMIZATION Limiting collection and use of data to only what is necessary.					PRIVACY THREATS AND VIOLATIONS During data collection, use and dissemination.				
	BRING YOUR OWN DEVICE Concerns with identity and access management.																			
	CIPP					CIPM					CIPT									
Chief HR Officer/VP/Director	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
HR Manager	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Staffing Manager	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Employee/Labor Relations Manager	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
HR Compliance Manager	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Benefits Administrator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
HRIS Administrator/Specialist/Analyst	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
HR Analyst	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
HR Specialist	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Training Specialist	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Risk Management Specialist	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Benefits Analyst/Specialist	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Recruiter	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
HR Generalist/HR Business Partner	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
HR Assistant	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Payroll Administrator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

