



THE EDGE by GEROUDIS

DATA PROTECTION IN THE WORKPLACE

A NEW EXECUTIVE TRAINING CONCEPT !

11 Monthly Bite Size Sessions (3 Hours)
MQA Approved



GEROUDIS

DATA PROTECTION SERVICES

2019 - 2020

An overview

You may have carried out data protection compliance in your business. This is different.

We offer the only employee / employer relationship practical training on how to deal with personal data in the workplace to be compliant with the law.

Try to answer these questions to know if this training is for you:

Our practical training is geared towards assisting you to answer questions like :

- When can an employee object to use of CCTV in his disciplinary committee?
- Does the employer have the right to have a no internet, email or social media for personal use policy at the place of work?
- What personal data to keep when an employee is terminated?
- Can you impose on a third-party employment agency to disclose the name of a potential employer to you when they send your CV?
- Is it true to say that Biometric attendance systems are now illegal even with employee consent?

This seminar series, one of its kind, is a practical awareness and training on workplace impact of data protection in the employer / employee relationship. It is addressed to those in management and HR who need to deal with the day to day load of practical matters!

We are part of those Avant-garde bunch who consider that standard training models have become a little outdated for our times. So, we propose a modern and innovative system based on US coaching models, and more adapted to the professional lifestyle.

There are 11 monthly sessions of 2.5 hrs each. The standard format of training is:

13:00 to 14:30 – Presentation and handouts

14:30 to 15:30 – Specific Case scenario and teamwork (attendees' team up and work on a model case scenario where they also learn from each other and the coach)

15:30 to 16:00 – One to One for 10 mins for each attendee on a booking system such that over 12 months, each attendee has had 3 'one to one' sessions.

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You can therefore implement best practices during course time after the training and come back if you have teething problems!

Your advantages

- It's bite size! – enough of those long winding conferences where you forget half of what you have learnt by the time you leave...!
- It has a personalized 'one to one' session inbuilt for your specific concerns;
- Pay as you go instead of in advance, unless you prefer to benefit from the early Eagle discount!
- It's cutting edge. No other executive training offers this course content at present!
- It's practical – Have time to think it over, implement in your business and come back for the next step!
- You end up with the equivalent of 5 days of training!!
- AND – we have a series of Videos, complimentary when you are registered and have settled dues, for those who are new to and require a short introduction to data protection so that every attendee has the basics sorted, before the first session.
- LIMITED to 20 Participants per session – so you have proximity and can discuss and share properly.

What this course is NOT:

A legal adventure into data protection compliance for your company. This is a practical workplace seminar focussing mainly on the employee and employer relationship and their rights in the workplace under Data Protection Principles.

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PROGRAM

SEMINAR PROGRAM

Seminar Month 1: Recruitment and Selection (17th October 2019)

- Introduction to series
- DPA in the workplace – an overview
- Other laws affecting HR
- The recruitment process

Seminar Month 2 – Employment records – Part 1 (7th November 2019)

- The Employment lifecycle
- Types of records
- General v special records

Seminar Month 3 – Employee Records – Part 2 (5th December 2019)

- Disclosure requests (non DSAR)
- Publication requirements
- Retention policies
- Trainees, apprentices and others

Seminar Month 4 – Employee Monitoring – the DPIA (January 2020)

- A Comprehensive overview of the Data Protection Impact Assessment Exercise
- Types of DPIA and steps in a DPIA
- Case scenarios and live examples.
- Creating and completing a DPIA.

Seminar Month 5 – Specific Issues with the right to monitor (February 2020)

- Right to monitor employees
- What can be monitored
- Covert v overt monitoring
- Policies and privacy notices
- Cases and examples

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PROGRAM

SEMINAR PROGRAM

Seminar Month 6 – Consent and other grounds of processing in the workplace (March 2020)

- Ascertaining your position as Joint controller;
- Dealing with processors
- Templates and contract reviews
- Controller / processor agreement template review
- Supplier assessment

Seminar Month 7 – Data Subject Access Request (April 2020)

- Making a DSAR
- Answering a DSAR
- Issues to look out for
- How to go about this

Seminar month 8 – Outsourcing and transfers of employee data (including sensitive data) (May 2020)

- Short background on what your obligations are
- What are the options
- Your responsibilities and liabilities as controller
- Specific special data issues

Seminar month 9 – Social Media in the Workplace! (June 2020)

- The basics
- Right to use of social media and internet
- Wrong use of social media and internet
- Social media and internet as evidence
- Case examples and decision making

Seminar month 10 – Dealing with incidents – Staff complaints, reporting, breaches, internal investigations (July 2020)

- Staff complaints
- Reporting
- Breaches and dealing with the Data Protection commissioner
- Fact finding in employment

Seminar 11 – Disciplinary committees and litigation using Data Protection! (August 2020)

- Impact on disciplinary committees of use of personal data
- Powers of the employee to ask for his data in those situations
- An employee lawsuit using purely data protection tools
- Mixing HR and DP for Court and criminal action.
- Overview of achievements and final comments

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For more information

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Venue

Business Mauritius, BM-MCCI Building, Rue du Savoir, Ebène

How to register?

Please register by filling in the respective registration form available on Business Mauritius' Website:

<http://www.businessmauritius.org/training/>

You may also send us the attached registration form on v.jeewooth@businessmauritius.org

Fees

Fee per participant : Rs 12,000 / Month

Special fee

Member of Business Mauritius : Rs 10,000 / Month

The trainer

All Geroudis trainers are MQA registered. Geroudis works with the best resources in the legal Field whether as In-House or Of counsel and partners with proven non-law project and business expertise to provide a unique mix of talents to find tailor made solutions for your personal and business problems.

Sanjeev Ghurburrun

Barrister

Sanjeev Ghurburrun has an LLB from the University of Birmingham and was called to the Bar in Mauritius since 1995. He has advised a wide portfolio of international clients, including FORBES 100 Corporations in his areas of expertise namely, Competition Law, Intellectual Property, Data Protection and Asset Recovery.

Sanjeev is a member of the ICCFraudnet Network of Lawyers and a Director of Geroudis Law Firm.



Contact Points

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