



## GDPR:

# Is your business employment-ready?

**It's not too late to become compliant with support from our expert employment team here at Jordans.**

Whether your business would benefit from one of our competitively-priced services, or there are specific documents that you need advice on, we're here to help.

The General Data Protection Regulations (GDPR) came into force on 25 May. The maximum fines for non-compliance are much higher than under the old Data Protection legislation and stand at an astronomic 20 million euros (or up to 4% of annual worldwide turnover, whichever is higher).

## Our GDPR Employment Services



### Privacy Notice for Employees Privacy Notice for Job Applicants

Key documents to provide required data information to your workforce in a transparent and easy to understand way. Tailored to your workforce.



### Employment Contract Compliance toolkit

**Includes:**

- Review and make amendments to current contract of employment
- Internal guidance note setting out process to change employees' terms and conditions of employment.
- Letter to employees informing them of change to contract of employment



### Data Protection Policy for Workforce

Sets out your organisation's policy on the protection of information relating to your workforce in line with GDPR. Tailored to your specific management processes.



### Subject Access Request toolkit

**Includes:**

- Initial response letter to employee
- Detailed response letter to employee
- Internal procedure for dealing with Subject Access Requests



### Documentation Health Check

If you already have employment documentation, we can review it to check that it is compliant.



If you need assistance with GDPR from a commercial perspective, we can also put you in touch with our commercial team and ensure that all of your contracts and privacy statements are compliant.

“ The good news is that it is not too late for employers to start taking practical steps now to meet the GDPR compliance requirements. The Information Commissioner's Office is likely to be more stringent on those businesses who have taken no steps at all to comply with the GDPR than those who can demonstrate that they have taken steps towards compliance, even if these are not developed until after the GDPR comes into force. ”

**Victoria McMeel**, Head of Employment Law

## Get in touch

For more information or to discuss your GDPR needs, please do not hesitate to contact:

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