

Information Law services

INTRODUCTORY GUIDE FOR EMPLOYMENT AND HR PROFESSIONALS

Capsticks' employment and pensions division includes a specialist group of information law-trained employment lawyers, who work with employers to provide advice and support on various issues concerning information governance in the workplace.

We pride ourselves on a user-friendly, accessible, practical, and solutions-focused service, across all sectors.

WE CAN HELP YOU WITH:

Responses to subject access and freedom of information requests

- We provide flexible services to meet your needs – from general advice on responding to requests, to strategic advice on the impact on any HR processes. We work alongside our dedicated information governance legal team, ensuring you get the best possible advice, tailored to reflect your own workforce issues.

Preparation and review of policies and procedures

- The legal basis for handling information about employees often requires organisations to have an 'appropriate policy document' in place to support the processing. In addition to putting in place dedicated information law policies, organisations need to be mindful of ensuring their HR policies also comply with their information governance obligations – we can assist by reviewing your existing HR policies and, where necessary, supporting in the creation of new ones.

Reviewing overseas working arrangements

- With the increase of remote working within the workforce, we can advise on the information governance and broader implications of any overseas working arrangements your organisation may want to develop. We can support you in implementing measures to reduce or mitigate against risk.

Advising on audio and visual recordings

- There has been a significant increase in the use of covert recordings by both employees and employers in HR processes and in subsequent litigation. We can support you in understanding the legal and practical issues surrounding covert recordings, including when such recordings may be considered as part of an internal process or how to respond when you are made aware of one.

Data protection issues in internal HR process and litigation

- Employers need to be mindful of how they process sensitive employee data and ensure that they comply with their legal obligations. We can help you in determining what data can and cannot be used in both internal HR processes and in employment tribunal litigation. By way of example, we have advised extensively on obtaining and storing vaccination status data.

Novel projects and data sharing about staff

- Many organisations are looking to make best use of staff information, and introduce new technologies or ways of working. We can help with impact assessments and making sure your information governance and broader employee relations issues are connected. We also are seeing more organisations sharing data about staff with other bodies. From working with organisations that are looking to collaborate on shared workforce solutions, to one off transfers of data in support of TUPE or the supply of information to regulators, we can partner with you to ensure that the governance arrangements are robust enough to ensure legal compliance but flexible enough to work in the real world.

Workplace monitoring and artificial intelligence

- With the increase in development and use of technology, employers are more frequently looking to different ways to more efficiently manage their workforce and recruit

new staff. We can assist your organisation in navigating the legal and practical complexities of using such technology, including advising on data protection obligations, employee rights, and risks to the organisation.

Training

- We provide hands-on, practical, training for staff and boards that avoids legal jargon. We can even prepare bespoke video training for your organisation.

30 minute free hotline service

- Whether you need a quick sounding-board on a specific question or general advice on information governance matters in the workplace, our free advice hotline is available for ad hoc queries.

CONTACT:

For more information please contact:

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Information Law



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