

Ethical People Analytics and Employee Data Privacy

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Course Overview:

The Ethical People Analytics and Employee Data Privacy Training Course helps HR professionals use workforce data responsibly, fairly, and securely. It covers Ethical People Analytics, Employee Data Privacy, HR Data Governance, Employee Data Protection, People Analytics Governance, and Employee Privacy Compliance.

Participants will examine lawful data collection, data minimization, transparency, retention, access controls, employee monitoring, pseudonymisation, and privacy impact assessments. The course also addresses AI Ethics in Human Resources, Bias in People Analytics, Responsible AI in HR, explainability, and human oversight.

A practical focus is placed on evaluating the objective, data, and programming behind AI-enabled HR systems used in recruitment, compensation, scheduling, and performance management. Participants will also apply recognized approaches to privacy risk, legitimate interests, workplace monitoring, and responsible AI governance. The course uses international frameworks while recognizing that legal obligations vary by jurisdiction.

Target Audience:

- HR Managers and HR Professionals
- People Analytics Managers and Analysts
- HR Business Partners
- Talent Acquisition Professionals
- Workforce Planning Specialists
- HRIS Professionals
- Employee Relations Professionals
- Data Privacy and Compliance Professionals
- Internal Auditors and Risk Professionals

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Targeted Organizational Departments:

- Human Resources
- People Analytics and Workforce Planning
- Talent Acquisition
- HR Information Systems
- Employee Relations
- Data Privacy and Compliance
- Risk Management
- Internal Audit
- Information Security
- Digital Transformation

Targeted Industries:

- Banking and Financial Services
- Healthcare and Pharmaceuticals
- Government and Public Services
- Technology and Telecommunications
- Energy and Utilities
- Manufacturing
- Retail and E-commerce
- Education
- Professional Services
- Transport and Logistics

Course Offerings:

By the end of this course, participants will be able to:

- Explain Ethical People Analytics and Employee Data Privacy principles.
- Identify privacy, fairness, security, and discrimination risks.
- Apply data minimization and purpose limitation.
- Classify personal, sensitive, anonymous, and pseudonymised data.
- Review employee privacy notices and monitoring practices.
- Assess Bias in People Analytics and AI-enabled HR decisions.
- Apply explainability and human oversight principles.
- Conduct privacy and ethical impact assessments.
- Strengthen HR Data Governance and vendor controls.
- Develop an ethical people analytics action plan.

Training Methodology:

The course combines short presentations, case studies, group discussions, practical exercises, and daily reflection sessions.

Participants will examine realistic HR scenarios involving recruitment analytics, employee surveys, performance data, attrition models, workplace monitoring, and AI-supported decisions. Group activities will focus on identifying risks, affected employees, appropriate safeguards, and governance responsibilities.

Participants will also apply the three-step legitimate interest approach: defining the interest, testing necessity, and balancing it against employee rights. Responsible AI exercises will use the NIST functions of Govern, Map, Measure, and Manage.

The course provides examples and insights into relevant templates, frameworks, checklists, and assessment methods. Proprietary software, licensed systems, and commercial tools are not provided.

Course Toolbox:

Participants will receive examples and insights related to:

- Employee Data Inventory
- HR Data Lifecycle Map
- Ethical People Analytics Checklist
- Employee Data Classification Guide
- Data Minimization Checklist
- Legitimate Interest Assessment
- Employee Privacy Notice Guide
- Monitoring Impact Assessment
- Privacy Impact Assessment
- AI Use-Case Evaluation Framework
- Bias and Fairness Checklist

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Course Agenda:

Day 1: Foundations of Ethical People Analytics

- **Topic 1:** Understanding People Analytics and Employee Data
- **Topic 2:** Ethical Principles for Workforce Data Use
- **Topic 3:** Employee Privacy, Dignity, and Fairness
- **Topic 4:** Ethical Risks Across the Analytics Lifecycle
- **Topic 5:** Balancing Business Value with Employee Rights
- **Topic 6:** Accountability for Ethical HR Analytics
- **Reflection & Review:** Identifying Ethical Risks in Current HR Practices

Day 2: Employee Data Privacy and Lawful Processing

- **Topic 1:** Classifying Personal and Sensitive Employee Data
- **Topic 2:** Lawfulness, Fairness, and Transparency in HR Data
- **Topic 3:** Purpose Limitation and Data Minimization
- **Topic 4:** Consent and Power Imbalances in Employment
- **Topic 5:** Legitimate Interests and Employee Expectations
- **Topic 6:** Privacy Notices and Employee Data Rights
- **Reflection & Review:** Reviewing an Employee Data Collection Process

Day 3: Employee Data Protection and Secure Management

- **Topic 1:** Mapping the Employee Data Lifecycle
- **Topic 2:** Data Quality, Accuracy, and Integrity
- **Topic 3:** Access Controls and Confidentiality Responsibilities
- **Topic 4:** Retention, Archiving, and Secure Disposal
- **Topic 5:** Anonymisation and Pseudonymisation for HR Analytics
- **Topic 6:** Employee Data Breaches and Incident Response
- **Reflection & Review:** Designing a Privacy-Conscious HR Data Process

Day 4: AI Ethics, Bias, and Automated HR Decisions

- **Topic 1:** AI Applications Across Human Resource Management
- **Topic 2:** Bias in HR Data and Analytics Models
- **Topic 3:** Fairness in Recruitment and Talent Decisions
- **Topic 4:** Explainability, Transparency, and Employee Impact
- **Topic 5:** Human Oversight of Automated Decisions
- **Topic 6:** Responsible AI Risk Management in HR
- **Reflection & Review:** Evaluating an AI-Enabled Employment Decision

Day 5: Governance, Monitoring, and Ethical Practice

- **Topic 1:** Building a People Analytics Governance Framework
- **Topic 2:** Privacy and Ethical Impact Assessments
- **Topic 3:** Employee Monitoring, Surveillance, and Proportionality
- **Topic 4:** Managing Third-Party HR and Analytics Vendors
- **Topic 5:** Ethical Reporting and Communication of Insights
- **Topic 6:** Developing an Ethical People Analytics Action Plan
- **Reflection & Review:** Creating a Privacy-Ready HR Analytics Framework

FAQ:

What specific qualifications or prerequisites are needed for participants before enrolling in the course?

No formal qualifications are required. Basic experience in HR, workforce reporting, people analytics, compliance, or employee records is helpful but not essential.

How long is each day's session, and is there a total number of hours required for the entire course?

Each day's session is generally structured to last around 4–5 hours, with breaks and interactive activities included. The total course duration spans one week, approximately 20–25 hours of instruction.

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How This Course is Different from Other Ethical People Analytics Courses:

This course combines People Analytics Ethics, HR Data Privacy, Employee Data Protection, Responsible AI in HR, and workplace monitoring within one practical programme. Rather than focusing only on legal theory, it follows the full employee data lifecycle—from collection and analysis to reporting, retention, and disposal. Participants learn how to assess whether data is necessary, proportionate, secure, and suitable for the intended HR decision.

The course also examines AI systems through their objectives, data quality, programming, transparency, fairness, and human oversight. It addresses practical HR uses such as recruitment, compensation, scheduling, performance management, and employee monitoring.

Participants gain examples of governance controls, impact assessments, vendor reviews, privacy notices, bias checks, and ethical reporting practices. This makes the course directly applicable to HR teams responsible for workforce analytics and employee data governance.

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