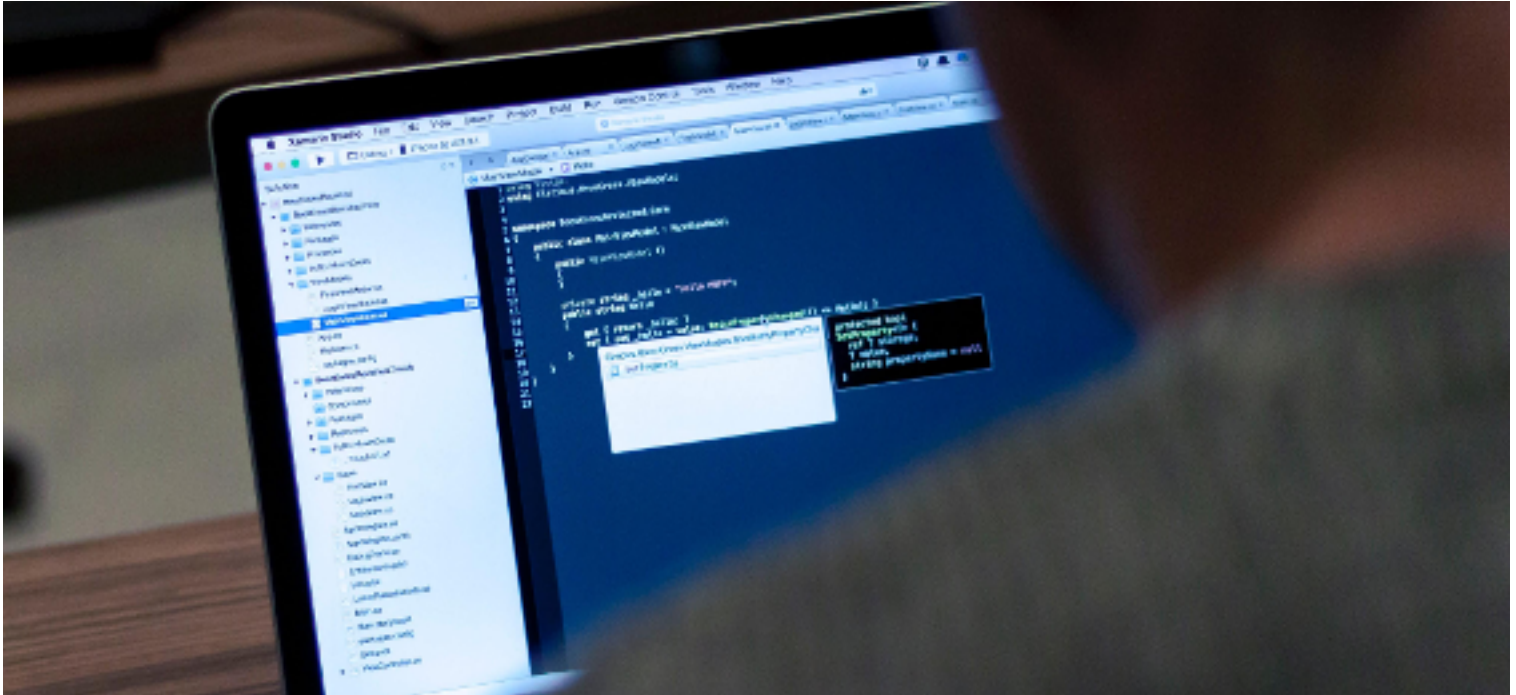




## Basic tips on handling information relating to employees in keeping with data protection laws

By Geoffrey E. Odongo



- Keep employment records secure under lock and key or use password protection for computerised ones. Make sure that only staff with proper authorisation and the necessary training have access to employment records.
- Ensure that those who have access to employment records are aware that data protection rules apply and that personal information must be handled with respect.
- Be careful when disclosing information in a worker's employment record as sometimes those asking for information about workers may not actually be who they claim to be.
- Do not provide a confidential reference or similar information about a worker unless you are sure that the worker would agree to this. If in doubt, ask the worker concerned.
- Where possible, keep sickness records containing details of a worker's illness or medical condition separate from other less sensitive information. Only allow managers access to health information where they genuinely need it to carry out their job.
- If you collect special/sensitive information to help monitor equal opportunities, for example about workers' disabilities, race or sexuality, only use the information for that purpose.
- When you no longer have a business need or legal requirement to keep a worker's employment record, make sure it is securely disposed of. Delete information that you have no genuine business need for or legal duty to keep.

At AIP Advocates, we have lawyers who will guide you on legal matters arising from data protection law and employment law while ensuring your interests are protected.

Do reach out to us on the contacts below for assistance:

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