

# Data Privacy Risk Assessment Questionnaire for HR Departments

Conducting a **data privacy risk assessment questionnaire** for HR departments is essential to identify potential vulnerabilities in handling employee information. This structured approach helps organizations ensure compliance with data protection regulations and safeguard sensitive personnel data. Regular assessments enable HR teams to implement effective privacy controls and mitigate risks proactively.

## 1. General Information

Department Name:

Contact Person:

Email Address:

Date:

YYYY-MM-DD

## 2. Data Collection Practices

a) What types of employee data does the HR department collect? (E.g., Personal details, Financial, Medical, etc.)

b) How is employee consent for data collection obtained and documented?

c) Are employees informed about the purpose and use of their data?

Select

### 3. Data Storage & Access

a) Where is HR data stored? (Paper files, internal servers, cloud services, etc.)

b) Who has access to sensitive employee data?

c) How is data access controlled and monitored?

### 4. Data Protection Measures

a) What security measures are in place to protect HR data?

b) Are all staff trained regularly on data privacy and security?

Select

### 5. Data Sharing & Third Parties

a) Is employee data shared with external vendors or third parties?

Select

b) If yes, what are the purposes of data sharing and what safeguards are in place?

## 6. Data Retention & Destruction

a) Is there a documented data retention policy?

Select



b) How is obsolete employee data securely destroyed?

## 7. Data Breach Response

a) Is there a data breach incident response plan in place?

Select



b) Have staff been trained on how to report a data breach?

Select



## 8. Improvement & Feedback

a) List areas where your HR Department would like to improve data privacy practices:

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