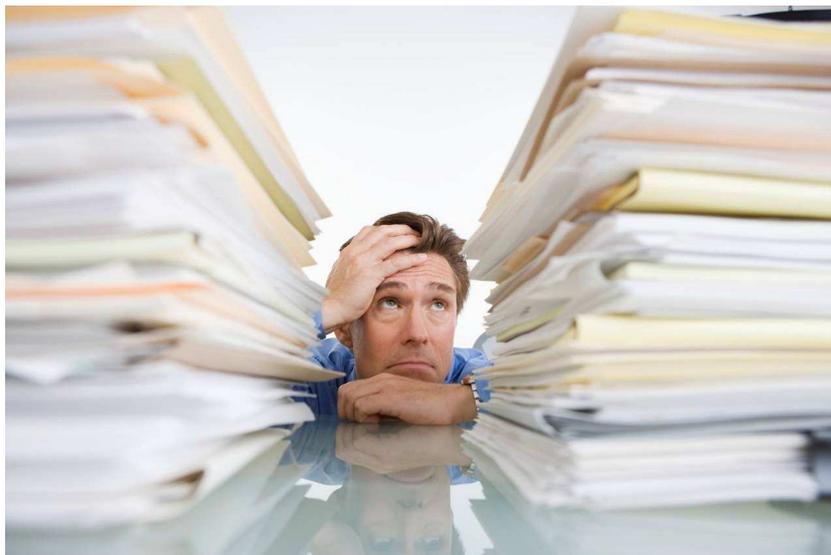


HR LESSON 7

RECORD KEEPING OF PERSONAL DATA

In this lesson you will learn vocabulary related to the topic of record keeping of personal data.



1. REVISION from the lesson 6.
2. PART 1: READING ACTIVITY
3. PART 2: VOCABULARY DEVELOPMENT – exercises

Version without a key.



REVISION FROM THE LAST LESSON:

Revise your presentation skills

Use the slides below to make your presentation.

TOPIC OF THE PRESENTATION: AGEISM

What is ageism?

Ageism is a term that was coined in the 20th Century to refer to discrimination related to age.

Why Is Ageism Bad?

Ageism makes assumptions about individuals, their abilities, their circumstances, their preferences and much more, simply because of one factor - in this case, their ages.

Is Ageism Against the Law?

Yes. The Employment Equality Act (Age) Regulations 2006 protects people aged 50 and over from being discriminated against in the areas of employment and education.

What Are Other Kinds of Ageism?

- ageism in consumer and healthcare venues
- examples:
 - if an individual is denied credit or insurance because of his or her age,
 - if an individual experiences a lower level of service because of his or her age,
 - if an individual experiences a lower level of healthcare because of his or her age (such as not being referred to a consultant) then ageism may be present.

How Is Ageism Being Fought and How Can I Fight Ageism?

- legislation such as the Employment Equality Act (Age) Regulations 2006.
- get to know older (and younger) people in your community,
- cease making jokes or pointed references to age and ability, tell others that such jokes and references are unacceptable
- do all that you can to learn from the talents of each individual, regardless of age.
- Work with groups connected to fighting ageism, such as through fundraising or publicity, can also be worthwhile.

The text below will help you to make the presentation.

"Ageism" is a term that was coined in the 20th Century to refer to discrimination related to age. Usually ageism refers to discrimination against older members of society, though if a young person is discriminated against (s)he may also be to successfully claim that (s)he was denied his or her rights due to ageism. Unlike other forms of discrimination, ageism is often frequently unnoticed in the United Kingdom.

What Is Ageism?

Ageism is the stereotyping of, prejudice against or discrimination against an individual due to his or her age. Usually this refers to older people, those aged 50 years or older, though it can also related to young professionals, teens and even children.

Why Is Ageism Bad?

Like all forms of discrimination, ageism makes assumptions about individuals, their abilities, their circumstances, their preferences and much more, simply because of one factor - in this case, their ages. This is neither fair nor just and a variety of organisations and individuals are working hard towards highlighting and eradicating ageism in the United Kingdom.

Is Ageism Against the Law?

Yes. The Employment Equality Act (Age) Regulations 2006 protects people aged 50 and over from being discriminated against in the areas of employment and education. These Regulations

discuss age equality in the hiring of new workers, how workers are treated in the workplace, and age equality in firing, redundancies and retirement (as well as the educational equivalents). Employment equality for younger workers is dealt with in other legislation, and educational concerns regarding young people are often dealt with on a case by case basis at particular educational institutions.

What Are Other Kinds of Ageism?

Aside from ageism that can be present in employment and education, ageism can also exist in consumer and healthcare venues (among other arenas). For example, if an individual is denied credit or insurance because of his or her age, if an individual experiences a lower level of service because of his or her age, or if an individual experiences a lower level of healthcare because of his or her age (such as not being referred to a consultant) then ageism may be present.

How Is Ageism Being Fought?

In the government ageism is being fought with legislation such as the Employment Equality Act (Age) Regulations 2006. On the organisational level groups such as Age Concern (www.ageconcern.org.uk) agitate for age equality. On a more personal level, every time an individual reconsiders a stereotype of an older (or younger) person and/or speaks out against discrimination based on age then ageism is being fought.

How Can I Fight Ageism?

You needn't attend rallies or petition the government to fight ageism, in fact much more subtler means can get your point across just as well. Get to know older (and younger) people in your community, cease making jokes or pointed references to age and ability, tell others that such jokes and references are unacceptable and do all that you can to learn from the talents of each individual, regardless of age. Working with groups connected to fighting ageism, such as through fundraising or publicity, can also be worthwhile.

LESSON 7

RECORD KEEPING OF PERSONAL DATA



READING ACTIVITY

EXERCISE 1 – reading.

THINK: HOW IMPORTANT IS GOOD KEEPING OF PERSONAL DATA AND WHY?



Read the two first paragraphs of the text below. Answer these questions:

1. What is the link between planning and keeping accurate personnel records?
2. How can good records help managers?

Why personnel records are important?

Paragraph 1

Planning ahead can help all organisations to remain competitive and provide good service to their customers. Planning often depends on having **accurate**, up-to-date information. Personnel records are particularly important when it comes to getting the best out of your employees. Effective recruitment, training and staff development **play a key part** in achieving organizational goals.

Paragraph 2

Good records can help managers:

- make decisions based on fact rather than guesswork,
- know what staff resources are available to meet production / service requirements,

- more accurately assess levels of performance and productivity,
- know what is happening with absence levels, employee turnover, sickness, accidents, lateness, discipline etc, and take **appropriate** and timely action.
- Now read the remaining paragraphs. Make one question to each paragraph.

Paragraph 3

Personnel records are necessary for the formulation and implementation of employment policies and procedures for recruitment, training, promotion, dismissal, etc. Some of these are required by law and others enable personnel to monitor other processes. For instance, personnel records, and the statistics they provide, are important in helping to develop policies free from any **bias on grounds** of sex, sexual orientation, religion or belief, race, age or disability.

Paragraph 4

Accurate records help ensure that workers receive their correct pay, holidays, pension and other **entitlements** and benefits. They can be used to monitor fair and consistent **treatment** of staff, for example in relation to promotion and discipline, and for worker development purposes. Many national published statistics, for instance on earnings, employee turnover, overtime and so on, are gathered from employers via such records. Employers' associations, individual organisations, trade unions and many other bodies use such information to help formulate their own strategies and policies. Good record keeping helps organizations to respond **readily** to requests for this type of information, subject to the **constraints** of the Data Protection Act 1998 and individual anonymity within the statistics.

Paragraph 5

Care must be taken over access to personnel records, as described more fully in the Data Protection Act 1998. The Information Commissioner's Codes of Practice give guidance on how to **comply with** the Act and the Code dealing with employment records is particularly useful in helping employers to **distinguish** between absence and sickness records.

EXERCISE 2 – vocabulary exercise.



BUILD YOUR OWN SENTENCES WITH THE HIGHLIGHTED WORDS.

EXERCISE 3 – vocabulary and reading comprehension exercise.



Order the main areas for record keeping to a proper box. Decide which areas are **statutory** and which organizational ones.

1. Discipline, including dismissals, and grievance.
2. Training and career development for individuals.
3. Tax and national insurance.
4. Pay.
5. Induction.
6. Paid sickness.
7. Individual hours worked.
8. Accidents, injuries, diseases and dangerous occurrences.
9. Recruitment and selection procedures and results.
10. Holidays.
11. Termination of employment.
12. Sick pay/sick absence.
13. Other absence, lateness and employee turnover.
14. Equal opportunities issues (gender, sexual orientation, religion or belief, race, age, disabilities).

<p align="center">STATUTORY RECORDS</p> <p>This section covers the main areas that anyone dealing with personnel matters will need for record keeping because they are required by law.</p>	<p align="center">ORGANISATIONAL RECORDS</p> <p>In addition to these statutory requirements, the organisation will want to keep other records.</p>

EXERCISE 4 – Vocabulary exercise



Complete the sentences with the following words:

paid holiday	employee turnover	equal opportunity	'dangerous occurrence'
employee turnover	Sick Pay	work-related accidents	termination
grievances	lateness		

1. You also may want to approach the human resource manager and mention that _____ is becoming a problem in general.
2. The state system of sickness payments known as Statutory _____ (SSP) requires employers to make sickness payments for up to 28 weeks of sickness.
3. _____ are concerns, problems or complaints that employees raise with their employer.

4. If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a ' _____ ' which must be reported immediately. They may include events such as:
- failure of a load-bearing part of a crane
 - sudden release of materials from a pressurised system or pipework
 - some kinds of fire and explosions
 - collapse of part of a building
5. Most workers have the right to take a minimum amount of _____. This is called statutory holidays.
6. A contract of employment may be ended by mutual agreement or by the employer or employee giving the required notice of _____.
7. Your employer must report serious _____, diseases and dangerous incidents to the Incident Contact Centre of the Health and Safety Executive (HSE).
8. There is no set level of _____ that determines at what point turnover starts to have a negative impact on an organisation's performance.
9. _____ policy is that in the recruitment, selection, education and assessment of students, and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.