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COURSE BROCHURE

# Talent Management Compliance and People Data Training Course

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Registered in the United Kingdom and Saudi Arabia

# Talent Management Compliance and People Data Training Course

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Talent Management Compliance and People Data is a 1-week training course for HR and talent managers who run hiring, appraisal and succession processes, built around a talent process compliance checklist that each participant completes. As candidate screening, people analytics and remote hiring multiply the records held on every applicant and employee, fair and lawful handling of those records has become a test of employer credibility. Jupiter Prime Training delivers this course.

## Why Talent Management Compliance Matters Now

Three pressures shape talent management compliance today. Data-protection regulation now reaches every applicant tracking system, interview note and appraisal file. Candidates and employees increasingly ask why they were rejected or passed over. Automated screening and assessment tools introduce selection criteria that few HR teams have examined line by line. An organisation that handles these well earns trust from applicants, works councils and auditors; one that handles them badly faces complaints, disputed decisions and reputational harm. The course rests on recognised principles of lawful processing, data minimisation, purpose limitation and equal treatment, described in general terms.

## Who Gains Most from Talent Management Compliance

- Recruitment leads responsible for job adverts, shortlisting criteria and interview records
- Talent and succession managers who maintain high-potential pools and promotion files
- Performance managers who own appraisal ratings, calibration notes and improvement plans
- HR operations managers who hold personnel files, retention schedules and access rights
- People analytics leads who combine workforce records into dashboards and models

An HR function gains most when its recruitment, performance and HR operations managers attend together.

## Talent Management Compliance Capabilities

Participants learn to trace each talent decision to a lawful basis, a fair criterion and a defensible record.

- Map the personal records created at each stage of the talent lifecycle — data owners and HR directors
- Assess selection criteria and assessment tools for indirect bias — hiring managers and panels
- Design consent wording and privacy notices for candidates and employees — legal and HR policy owners
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Specify retention periods and deletion triggers for talent records — records officers and auditors
- Build defensible appraisal and calibration records — line managers and appeals panels
- Apply a talent process compliance review to an existing process — HR leadership

## Key Talent Management Compliance Terms

- Lawful basis — the recognised reason, such as consent or contract, that allows an organisation to collect and use a person's records.
- Data minimisation — collecting only the candidate or employee details actually needed for the stated talent purpose.
- Adverse impact — a selection outcome that disadvantages one group disproportionately, even when the criterion appears neutral.
- Retention schedule — a documented list stating how long each type of talent record is kept and when it is destroyed.
- Subject access request — a person's request to see the records an organisation holds about them and how they were used.
- Calibration record — the written trail showing how appraisal ratings were compared, adjusted and justified across a group.

## Talent Management Compliance Day by Day

## Day 1: The Lawful Talent Lifecycle

- Talent Lifecycle Record Map — Where Personal Records Are Created
- Lawful Basis Selection — Consent, Contract or Legitimate Interest
- Purpose Limitation Tests — Reusing Applicant Files for New Roles
- Equal Treatment Principles — Protected Characteristics in Talent Decisions
- Roles and Accountabilities Matrix — Who Owns Each People Record

## Day 2: Fair Attraction and Selection

- Job Advert Language Screening — Wording That Narrows the Applicant Pool
- Structured Interview Scoring Guides — Consistent and Defensible Shortlisting
- Psychometric and Online Assessment Checks — Validity Before Adoption
- Adverse Impact Monitoring — Comparing Pass Rates Across Applicant Groups
- Automated Screening Oversight — Human Review of Algorithmic Rejections

## Day 3: Candidate and Employee Data Handling

- Privacy Notice Drafting — What Applicants Are Told and When
- Consent Capture and Withdrawal Logs — Evidence for Talent Pools
- Background and Reference Check Limits — Proportionate Pre-Employment Vetting
- Access Rights and Role-Based Permissions — Who Opens Personnel Files
- Subject Access Request Handling — Responding Within the Required Period

## Day 4: Performance, Succession and Retention Records

- Appraisal Evidence Standards — Ratings Backed by Observable Examples
- Calibration Session Minutes — Justifying Rating Adjustments Across Teams
- High-Potential Pool Criteria — Transparent Nomination and Exit Rules
- Retention Schedules and Deletion Triggers — When Talent Records Expire
- Exit Interview and Leaver Files — Secure Archiving After Departure

## Day 5: Practising the Talent Process Compliance Checklist

- Record Map Walkthrough of a Live Vacancy — Applying Lifecycle Mapping
- Selection Fairness Audit of a Recent Shortlist — Testing Day Two Criteria
- Privacy Notice and Consent Gap Review — Correcting Candidate Communications
- Appraisal File Sampling Exercise — Checking Evidence and Retention Dates
- Talent Process Compliance Checklist Sign-Off — Completing the Work Product

## Applying Talent Management Compliance After the Course

- Lead a record map review of one open vacancy, closing gaps in lawful basis.
- Run an adverse impact check on the last two hiring rounds and revise scoring guides.

## Talent Management Compliance Questions FAQ

### What is talent management compliance and why does it matter now?

Talent management compliance means running hiring, appraisal and succession lawfully and fairly. It matters now because screening tools, people analytics and rising candidate expectations put every talent record and decision under closer scrutiny from applicants, employees and auditors.

### Which roles gain most from talent management compliance training?

Recruitment leads, performance managers, succession managers and HR operations managers gain most. Each holds part of the employee record, and a gap in one stage weakens the others.

### How does talent management compliance differ from a general talent strategy course?

Talent management compliance focuses on the lawfulness and fairness of talent processes rather than on growing capability. A talent strategy course plans pipelines; this one tests whether the records behind them withstand complaints and audits.

### What do you bring back from talent management compliance training?

You bring back a completed talent process compliance checklist tested on a real vacancy and appraisal sample. It lists lawful basis, fairness checks, consent evidence and retention dates per stage.

## Talent Management Compliance: The Way Forward

The talent process compliance checklist first informs which current hiring or appraisal step needs correction before the next recruitment cycle. HR directors, recruitment leads and records officers use it to assign owners and deadlines. After its first use, the perspective worth revisiting is automated screening: as new assessment tools are adopted, their criteria and records should be tested against the same checklist.