

GDPR

Guide for recruiters

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with you all the way

Introduction

GDPR is the big talking point for lots of businesses at the moment. But what is it? How will it affect you as a recruiter? And how can you prepare for it to come into play? We're answering all this and more in our guide.

What is GDPR?

The **General Data Protection Regulation** (GDPR) will come into play from the 25th May 2018. It was created by the EU to ensure that personal data protection legislation is unified and strengthened in relation to the newer ways that personal data is used. The UK will still be bound by the regulation despite Brexit.

Once GDPR is released, it will supersede the current Data Protection Act 1998. Any organisation which ignores the new regulations could be **fined up to 4%** of their annual global turnover or **€20m** – whichever is higher. Certainly reason to take note of GDPR and ensure that your organisation is compliant!

Who does GDPR apply to?

GDPR applies to both the data controller (the organisation that collects personal data, the recruitment agency, in this instance) and the data processor (the company that processes personal data on behalf of the controller, e.g. an IT cloud service provider).

What is the purpose of GDPR?

The main purpose of GDPR is to **allow data subjects to regain control over their own personal data**. It aims to ensure that personal data is lawfully processed and where consent is relied on, that the data subjects give their explicit consent for their personal data to be collected and used.

Personal data

According to the European Commission, 'personal data' applies to any information relating to an individual. Personal data can include:



How to prepare for GDPR as a recruiter:

- ① Ensure everyone in your company who needs to know about GDPR is aware.
- ② Set up a robust preferred supplier list.
- ③ Clarify the risk involved if you were to be found not to be compliant.
- ④ Understand how you process candidate data.
- ⑤ Ensure you get opt in approval or have another lawful reason to use data from candidates up front.

For more information on GDPR

Whatever position data plays within your business, GDPR is important to bear in mind. For further information on the upcoming regulations, the Information Commissioner's Office (ICO) have created a useful PDF guide at www.ico.org.uk.

We pride ourselves on being fully GDPR compliant and are happy to help if you have any questions you need answering, simply call **0800 458 0818**

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