

GDPR WHAT DOES IT MEAN FOR RECRUITERS?

The Regulation

On 25 th May 2018 new data protection rules will be imposed on organisations giving more rights to an individual on how their Personal Data is used. These rules are set out in General Data Protection Regulation (GDPR) which aims to give better control to individuals over how their data is collected, processed and shared.

Key points of GDPR

- **Data collection and Processing** – review how you receive, source and collect candidate’s information. Then look at how it is saved and accessed.
- **Consent** – an individual must give clear and distinguishable consent for their details to be held and shared. It can no longer be presumed or inferred (such as a pre-ticked box), it must be actively given.
- **Data Sharing** – the individual should be informed and give their consent for their personal data to be shared with a third party.
- **Individuals rights** - individuals can request that personal data is deleted when it’s no longer required an agency (i.e. they find a job), or if they withdraw consent or if it is process it unlawfully.

Changes for Recruiters

- A Recruitment Agency already operating a compliant service following the existing Data Protection Act should find it easy to adapt to the changes.
- In preparation, a review of current procedures should be carried out following guidelines set out in the new regulation. Any changes necessary should be implemented prior to May 2018.
- Decide whether you need to appoint a DPO (Data Protection Officer). This can be a new position of an existing member of staff who reviews and oversees the companies data protection policies and ensures the regulation is adhered to.
- Work with Compliant payroll providers. Always ensure that the people you work with follow the same rules as you and work within the guidelines of a regulation. Your Umbrella company should be knowledgeable and be able to offer you advice and help on navigating this and any other legislation. Throughout the many legislation changes over the years effecting the recruiting industry. Azebra have always operated a compliant payroll service and provided its clients with step by step guides of how to navigate the changes. One of our advisors will be happy to talk you through the GDPR and how it will affect your business operations and the changes you may need to implement prior to 25 th May 2018.

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Telephone: 0845 838 0604
Email: sales@azebra.co.uk
www.azebra.co.uk