

# Are you ready for the General Data Protection Regulation (GDPR)?

The GDPR comes into force on **25 May 2018**.

These changes will impact recruiters' day-to-day work so it's **important you take steps to prepare**.

It will enhance existing data protection law by **introducing new rules for organisations and new rights for individuals**.

Breaking the rules could lead to fines of up to **€20 million** or **4% of global turnover** (whichever is higher) or reputational damage.

The GDPR will be implemented through a **new data protection bill** in preparation for Brexit.

## INDIVIDUALS WILL HAVE THE RIGHT TO:

-  give explicit consent for the processing of their personal data
-  withdraw consent for further processing
-  be notified of a data breach
-  know how their data will be used
-  transfer their data to another organisation
-  ask for incorrect data to be amended
-  ask an organisation to erase all their personal details.

## STEPS RECRUITERS CAN TAKE NOW:

- 1** Carry out an **information audit** to assess how you manage candidate, client and other personal data.
- 2** **Review your data processes** and develop a procedure to record data processing activities.
- 3** **Review your data security procedures** to ensure you are taking sufficient steps to keep personal data secure.
- 4** **Assess how you handle subject access requests** to ensure you will be able to process these for free and within one month.
- 5** Discuss the **implications of the GDPR** with companies in your supply chain.
- 6** Train your consultants and staff to **handle personal data correctly**.
- 7** Consider appointing a **data protection officer**.

## How the REC can help recruiters

 **Talk to your REC account manager** to find out about how the REC can help you prepare.

 Visit the [REC's Legal guide](#)

 Look out for the REC's upcoming series of GDPR member events.