

Rubicon Recruitment Group

General Data Protection Regulations 2018 (GDPR)

The EU General Data Protection Regulations (GDPR) will replace the 1995 EU Data Protection Directive with effect from 25th May 2018. The regulation will strengthen and unify data protection for all individuals within the EU and be enforced by the Information Commissioner's Office (ICO).

We are confident that most of our current processes already fall in line with the GDPR expectations, however, as a safeguard we will be reviewing these in advance of the regulations coming into effect. This review includes:

The purpose of our processing activities and selecting the most appropriate lawful basis for each activity

Checking and documenting the relevance of processes demonstrating compliance

Checking that we are informing about both the purpose and the use of lawful data in our privacy notice

Briefing all our staff on GDPR, what their personal responsibilities are and training on any changes implemented

Ensuring that no personal data is transferred outside of the EU.

When processing data we ensure the following:

- The processing is lawful, fair and transparent
- We are transparent about what the data is being used for
- That the necessary data is collected only for specific purposes
- That the data will be accurate and kept up to date
- That the data will only be kept for as long as necessary
- That we keep the data safe and secure
- Individuals can request that we stop processing their data at any time
- Individuals can request for their data to be erased from our records

We are currently auditing our suppliers and third-party providers and requesting their GDPR statements and informing us of any anticipated major changes to their working practices.

These suppliers include organisations such as: job boards, LinkedIn, our CRM, payroll system and other software providers.

We are following advice from the Recruitment & Employment Confederation (REC), our industry representative body.

Our Data Protection Policy is managed by Charlotte Blake-Smith. For further information please email charlotteb@rubiconpeople.co.uk or call 01202 680 311.