A BRIEF GUIDE TO THE GENERAL DATA PROTECTION REGULATION (GDPR)

March 2018

About this guide

INTRODUCTION

The General Data Protection Regulation (GDPR) is a new legal framework that replaces the EU Data Protection Directive and is enforceable beginning on 25 May 2018. The purpose of the GDPR is to further protect the privacy rights of EU individuals by governing how organisations manage and protect personal data pertaining to EU persons, regardless of where the personal data is collected, transferred, stored, or processed.

The GDPR has numerous changes from the existing law that affects how EU personal data should be handled and may impact every department across many businesses worldwide. It is expected to affect any organisation that processes EU personal data for itself or on behalf of others, as well as suppliers and other third parties that may process EU personal data for organisations.

Talenytics is well aware of its role in providing the right tools and processes to support its users and customers meet their GDPR mandates.
TALENYTICS’ COMMITMENT

At Talenotics, we have always honoured our users’ right to data privacy and protection. We have never relied on advertising as a revenue stream. We have never served ads to our users, and never will. This means that we have no necessity to collect and process users’ personal information beyond what is required for the functioning of our products.

Talenotics is further committed to assisting our customers in complying with the various requirements applicable to their business—including the GDPR. Thus, Talenotics continues to monitor changing laws and best practices to help enhance our products, contracts, and documentation to help support our customers’ compliance with legal obligations—including the GDPR.

Talenotics will continue to ensure all third party partners are GDPR compliant and will not engage with any supplier who does not meet the GDPR standards.

All Talenotics employees must complete data privacy and security training. Talenotics will supplement existing training modules with GDPR-specific content. In addition to these training requirements, Talenotics conducts ongoing awareness initiatives on a variety of topics, including data protection, security and privacy.

CONTACT US
info@talenotics.com
+44 (0)141 779 8299
+1 646 968 0552
UNDERSTANDING THE BASICS

What is the GDPR?
The General Data Protection Regulation (GDPR) is a new European Union (EU) regulation that is enforceable beginning on 25 May 2018 and establishes personal data protection as a basic human right for EU persons.

Will the GDPR impact organisations outside the EU?
The impact of the GDPR extends beyond the EU borders. It will potentially affect any organisation regardless of location if the organisation collects, receives, processes or stores EU personal data. This regulation may have implications for any organisation located outside the EU that collects or receives EU personal data.

What are the key principles of the GDPR?
The intent of the GDPR is to strengthen existing individual rights, introduce new rights, and give EU persons more control over their personal data. The basic principles of the GDPR are to:

- Require transparency on the handling and use of personal data
- Limit personal data processing to specified, legitimate purposes
- Limit personal data collection and storage to intended purposes
- Enable individuals to request in certain situations: access, correction, deletion (right to be forgotten), transfer of their personal data to a third party, restriction or objection to the processing of their personal data
- Ensure personal data is protected using appropriate security measures
- Limit the storage of personal data for only as long as necessary for its intended purpose

What do the GDPR principles mean to my business?
Individuals in the EU may have the right to know, among other things, if and how their personal data is being processed, used, shared and stored. Individuals also may have various other individual rights, such as being provided access to their personal data. When responding to such requests, the information must be provided to the individual in a way that is clear and understandable.

Individuals may also have the right to have personal data corrected or deleted. If a person no longer wants his or her data processed— and an organisation does not have another lawful basis for keeping it—the data must be erased.

The GDPR also provides individuals in the EU with the right to know when personal data has been breached. The GDPR requires organisations to inform individuals of high risk data breaches, in addition to notifying the relevant data protection authorities.

GDPR Definitions
The GDPR uses several terms that may not be familiar or particularly clear. We have tried to simplify them.

Personal Data:
Personal Data is at the heart of the GDPR, and the definition of personal data is broad.

Examples of personal data include name, email address, phone number, physical address, device identifiers like IP addresses, geolocation information, health information, financial information, age, date of birth, etc.

Despite the fact that data—such as an individual’s name or email address—might be available through public searches or other public records, it may be considered personal data that must be protected under the GDPR. Organisations that have doubt about whether data associated with a person or a person’s device is or is not personal data commonly assume that it is.

Controller
A controller is an organisation that determines how and for what purposes personal data is collected, used, processed, disclosed, and maintained. For example, when a company collects personal data directly from an individual, or receives personal data from a third party that collected it on behalf of the company, the company is commonly the controller.

Processing
Processing is an action performed on personal data—whether or not by automated means. This includes the collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure, or destruction of personal data. Nearly anything that is done with personal data may be considered processing.

Processor
A processor is an organisation which processes (e.g. collects, stores, uses, or discloses) personal data solely on behalf of a controller and in accordance with the instructions of a controller.
ABOUT TALENYTICS

Talenytics was created by one recruiter who had a strong desire to make the recruitment process not only more measured, but more defined and transparent to all parties involved.

We have created a collaborative Hiring Quality Platform which allows recruiters, whether in-house or external, and hiring managers to work together in the most effective way to select and hire the very best talent. The platform gives managers and recruiters the ability to collaborate throughout the whole recruitment process and measure the process along the way.

It has been proven to improve the quality of candidates hired, recruiter performance and hiring manager engagement.

Our platform provides a clear, real-time, powerful measurement of hiring quality that HR and talent acquisition leaders can use to transform their performance, stakeholder engagement and measure true ROI.

By using our analytics, you will be able to see your real-time Hiring Quality via our Dashboard. Would you like to see how your Recruiters compare to each other? Or who is the best manager in terms of hiring? And how the candidates placed in your business are performing? That is what our platform is for.

Get in touch today and find out how your recruitment process measures up and how we can help improve it for future hires.

#QualityOfHire

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