

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

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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.

Solutions Driven is well aware of its role in providing the right tools and processes to support its users and customers meet their GDPR mandates.



SOLUTIONS DRIVEN'S COMMITMENT

At Solutions Driven, we have always honoured our clients' right to data privacy and protection. We have never relied on advertising as a revenue stream. We have never served ads to our clients, 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 services.

Solutions Driven is further committed to assisting our customers in complying with the various requirements applicable to their business— including the GDPR. Thus, Solutions Driven 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.

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

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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 SOLUTIONS DRIVEN

Solutions Driven was launched back in 1998. Our founder had spent much of his career working as a senior operations executive with a number of hi-tech US multinational manufacturing firms. In his management roles, he became frustrated by the transactional service levels on offer from the recruitment sector.

He recognised that there was a need for a recruitment business which offered the very highest service levels. By working exclusively on assignments and taking the time needed to carry out detailed consultation and research of the market, Solutions Driven can could successfully fill challenging roles across the globe.

Today, Solutions Driven is a thriving business and is the world leader in Recruitment Process Intelligence. We've helped our clients solve recruitment problems in 53 countries worldwide and work as a key recruitment partner across the US and EMEA for a wide range of clients across diverse industries, from multi-billion dollar corporations to rapid-growth SMEs.

Our SD recruitment method utilises the latest digital search techniques and allows us to search for the best passive talent globally from our HQ in Glasgow, UK.

Originally specialising in the Manufacturing, Engineering and Technology sectors, our expertise has grown in the last 20 years and we now serve multiple industries who have a demand for top talent.

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