

10 QUESTIONS TO BEGIN YOUR **GDPR RISK ASSESSMENT**

WHAT IS GDPR?

The General Data Protection Regulation (GDPR) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).

In May 2018, all European operating businesses are required to comply with the updated legislation.

SO WHAT'S NEW?

From May 2018, candidates will have to give explicit consent, or recruiters will have to demonstrate a legitimate interest, for personal data to be collected and used. Candidates can object to the processing of their data for profiling purposes and they can request their personal data be deleted when it's no longer required at any point. If your business is found not to be adhering to the ICO guidelines or working with GDPR best practices, there will be penalties: you could end up with a bill of €20 million or 4% of global turnover - whichever is higher.

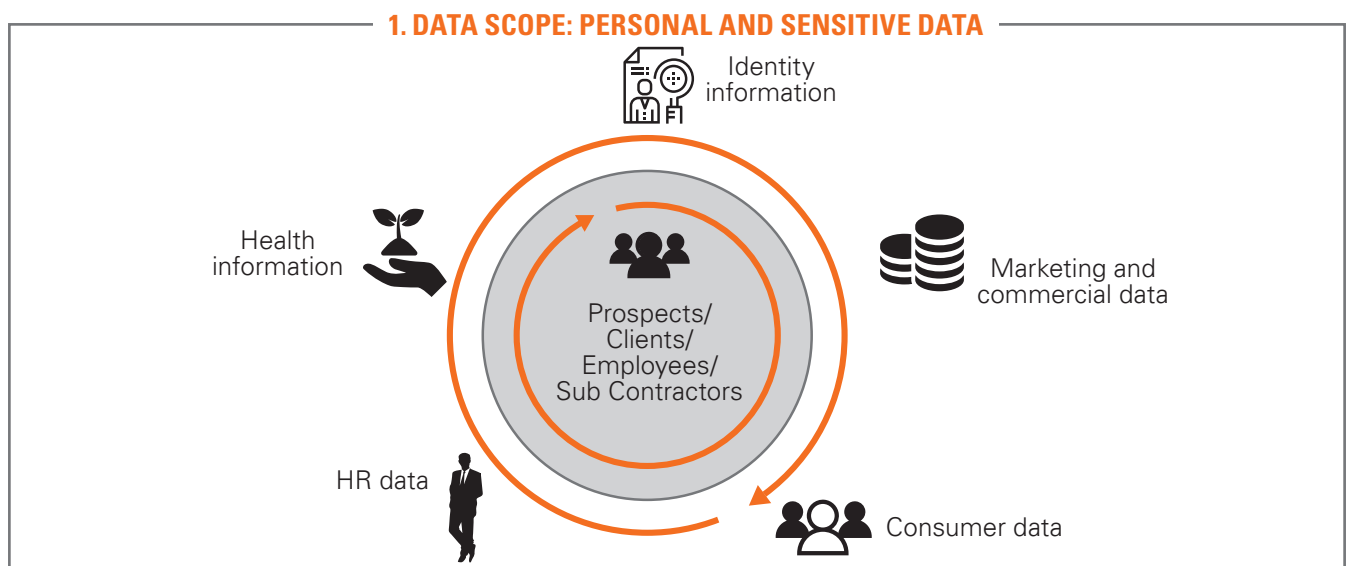
SOUND CONFUSING?

Let us take the strain. We can offer GDPR compliant Recruitment Solutions.

HERE ARE 10 BASIC QUESTIONS TO ASK YOURSELF ABOUT YOUR GDPR COMPLIANCE

1. WHAT DATA TYPES DO YOU PROCESS?

Non-sensitive personal data or sensitive personal data. Keep in mind, even holding your clients contact details is personal data. Personal data is any information relating to an identified or identifiable **physical individual** (name, tracking number, location data, etc.). This individual is called the data subject.



1. OUT OF SCOPE

Any data not relating to an identified or identifiable individual such as:

- Core Business data, transactional data
- SGS KPI data: strategy, finance, controlling
- Organisational and process data

2. NAME/DESCRIPTION OF SERVICE DATA IS OBTAINED FOR?

3. WHOSE DATA IS BEING COLLECTED?

4. WHAT IS THE PROCESSING PURPOSE?

To correctly identify the purposes of Data Processing, you can ask yourself the following questions:

- Why do you collect this Personal Data?
- What do you want to do with it?
- Who is going to use it?

5. WHAT IS THE VOLUME OF DATA?

6. WHERE IS IT HELD?

For example: online, offline, shared folders, paper, cloud

7. WHO CAN ACCESS THE DATA?

Please select who will have access to the data and specify as needed (type of profiles, volume etc)

- Employees from your department
- Employees from other businesses/departments
- External providers
- External consultants working in your office
- Government body
- Clients
- Prospects
- Other (please specify)

8. WHERE IS THE DATA TRANSFERRED TO?

Is this inside the EU?

9. DO YOU ACQUIRE CONSENT FOR THE DATA?

If so, what kind of consent? Is it written? What are the constraints of the consent?

10. HOW DO YOU PROTECT THE DATA?

Is it stored in an encrypted environment?

WHY SGS?

SGS is the world's leading inspection, verification, testing and certification company. We are recognized as the global benchmark for quality and integrity. With more than 90,000 employees, we operate a network of over 2,000 offices and laboratories around the world.

As one of the world's most trusted technical staffing solution providers, we provide the experience, resources, technology and expertise necessary to handle regulatory changes, such as GDPR. That is why we are first choice for clients looking for trustworthy solutions to their transnational projects supplying specialists from across the globe.

Hopefully answering the above questions has helped you to understand more about the necessary changes that will occur when GDPR becomes effective in May 2018.

If you would like any advice or assistance with your GDPR compliance or would like to find out more about our GDPR compliant recruitment solution, send your answers to: gb.recruit@sgs.com

WHEN YOU NEED TO BE SURE

SGS