



## **General Data Protection Regulation (GDPR)**

BSS Recruitment UK Limited confirm this is a living document and our Company is working to expand it in key areas. The GDPR will apply in the UK from 25 May 2018 and the government has confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR.

The ICO's role (Information Commissioners Office) have always worked closely with regulators in other countries and this will continue to be the case. Having clear laws with safeguards in place is more important than ever, given the growing digital economy, and the GDPR is expected to work alongside the government to protect the long term future of UK data protection laws as well as providing advice and counsel where appropriate.

Currently this statement provides an overview highlighting the key themes of the General Data Protection Regulation (GDPR) to help our business understand the new legal framework in the EU. There are similarities with the existing UK Data Protection Act 1998 (DPA), as well as some new and different requirements.

The learning is GDPR itself and how it is linked with existing ICO guidance which has been produced by the EU's Article 29 Working Party. The Working Party includes representatives of the data protection authorities from each EU member state and the ICO is the UK's representative.

BSS Recruitment UK Limited have a duty to prepare to meet the requirements of the GDPR ahead of May 2018 and beyond. BSS UK acknowledge that there will still be questions about how the GDPR will apply in the UK on leaving the EU but understand this must not distract from the important task of compliance with the GDPR.

BSS Recruitment UK Limited believe Data Protection Laws and Rights are crucial both to businesses, organisations and to individuals and it is the following key areas that make up our Company's Statement.

### Awareness:

It is important that awareness is communicated throughout the Company to its workforce that the Data Protection Law is changing and that its content is understood by senior members of staff as well as the onward communication to colleagues and other members of staff.

### Information the Company holds

To understand what personal data we hold as a company, to ensure permission is gained before sharing personal data, or client data with any other individual, company or client including solicitors, accountants or persons acting on behalf of the company.

### Individuals' rights

The company will ensure that we understand peoples rights including how we store or delete personal data. If data is provided electronically the individual must agree to the process. Data Base's must also be confirmed as secure, safe and pass worded.

### Communicating Privacy Information

Privacy notices will be shown on all electronic communications, any information to be shared must also be agreed in writing by that same electronic process. This ruling must include written, hard copy, posted, or collected information. BSS UK will review privacy notices and processes on a regular basis and included in our annual ISO 9001-2015 inspection audit or BS equivalent type certification.



Subject access requests

Processes as written in the above paragraphs will be followed by BSS UK. All telephone calls in are logged showing the privacy notice as explained. Complaints Procedures, Incident Procedures will be followed according to expected standards and upheld.

Lawful basis for processing personal data

All communication will be agreed and processed as already outlined in this document which will allow our business to identify the lawful basis for communication.

Consent

BSS UK will gain consent to proceed, share, or process any personal or private data. Consent information will either be shown on an Application Form or Contract.

Breaches in Data

Random checks will be carried out to ensure correct procedures are in place and being followed and an investigation will be carried out if such a breach is found. The subsequent investigation will be included in the Company's existing Incident Register.

Children

BSS UK does not employ or have involvement in any persons under the age of 18 years within their business activity. Should any employees enter the premises of such an establishment as part of any requirement the Company's Safeguarding Policy will apply.

Data Protection by Design and Data and Data Protection Impact Assessments

The processes as already written will apply. However if there is a requirement the latest guidance from Article 29 Working Party will be abided by and or if applicable the CDM Regulations.

Data Protection Responsibility

Will be the responsibility of the department manager or team leader to ensure compliance.

International

All processes as per this document will be followed and additional information or checking of guidelines will be confirmed by referring to Article 29 of the Working Party as updated.

Conclusion

BSS UK understands The GDPR places a greater emphasis on the documentation we hold, that data is safe and actions of the Company are accountable.

Signed: Director of Business

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Date

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