



Swann Recruitment

Summary of GDPR Compliance Policy

On May 25th 2018 General Data Protection Regulations (GDPR) will take effect in the European Union (EU). The GDPR expands the privacy rights of EU individuals and places new obligations on all organisations that market, track, or handle EU personal data. As this is a UK Government initiated regulation, it is unlikely to change when the UK leaves the EU unless it is strengthened further.

- Swann Recruitment's systems are cloud based and therefore have robust embedded security features backed up by Microsoft, our CRM and DTMS providers, all of whom have issued notices confirming compliance.
- Since we use an electronic registration system, the bulk of data processing is done by the candidates and clients themselves. We are however training all our staff in the requirements of GDPR to ensure that they act appropriately in their capacity as Data Controllers.
- All data held by Swann will be used only for the purpose stated when it is received, ie submitting candidates for jobs.
- Should we receive a request to remove an individual's details from our database, this will be done within two working days.
- Should we receive an information request from an individual for whom we hold records, this will be completed within two working days of receipt of appropriate identification documents.
- We are aware that this regulation relates to EU citizens wherever they are based in the world and will apply the same criteria to any requests for information/references from any location.

We are confident that we are currently fully compliant, however our GDPR Compliance Policy is currently being drafted and will be available two weeks before the Regulation comes into force.

For further information please speak to any member of the Swann team.