



GDPR - KEY FACTS IN A NUTSHELL

With effect from May 25th 2018.....

- Every candidate **must be informed** with explicit details of how their data will be stored and processed, and **within one month** of their registration **and before their data is shared, they must expressly give consent** to our use of their data, which includes sharing it with a client.
- Existing candidates will be written to/emailed with an explanation of their rights under GDPR with their option logged on BOND. Any existing candidate who does not give their written consent, will be unable to work on a temporary basis as their personal data is vital to enable us to process their pay accordingly.
- We must capture the candidate's consent at the very start of any relationship and the clients acknowledgment by a record being created on BOND.
- Clients will be made aware of our Data Protection Policy and their GDPR responsibilities with regards to data that we share with them.
- Any candidate can withdraw their consent and/or request for their data to be forgotten, removed, or deleted – we must have a workflow for how a candidate can request this and who will manage it. If there is a legal exception (i.e. payroll records) for not deleting their records, then we must share that.
- Email and SMS marketing must be opted into by the candidate and/or client and we must be transparent about how and when they did this. It cannot be assumed, a 'click to consent' button will be used.