

How to Ensure GDPR Compliance in Your Recruitment Process



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Uncovering the impact of GDPR in your recruitment process

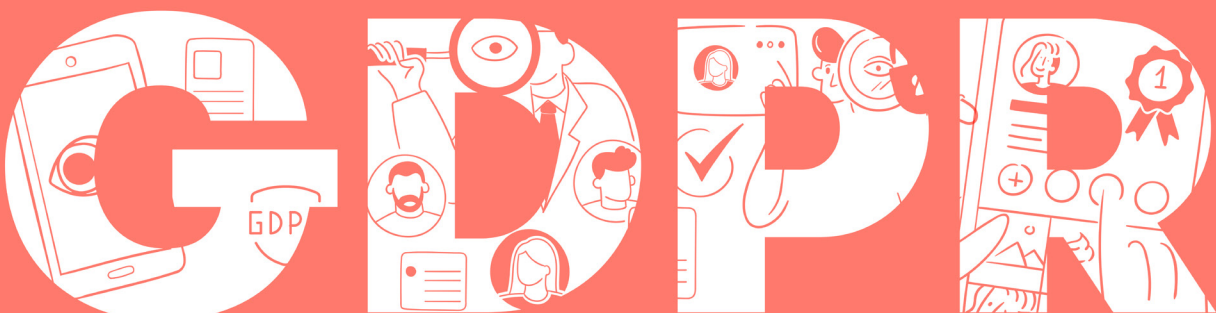
Employers collect personal data in various contexts, such as payroll registers, authorization systems, and competency databases, particularly during the recruitment process. In the European Union, the General Data Protection Regulation (GDPR) regulates the collection, use, and handling of personal data - which in GDPR terms is referred to as processing personal data.

The General Data Protection Regulation (GDPR) is designed to protect individuals' privacy by establishing guidelines for how businesses handle personal data. This includes being transparent about the usage of personal data, as well as having a legal basis for such usage. The legal basis may include the data being necessary to fulfil a contractual obligation with the individual, or the individual providing explicit consent for the data to be used.

As part of the recruitment process, employers must follow the guidelines of the General Data Protection Regulation (GDPR) when managing the personal data of applicants. The GDPR outlines essential principles for employers to abide by, such as being transparent about the

purpose for which the data is collected, demonstrating why the data is necessary for the process, using only relevant data, and not keeping that data for any longer than necessary. For instance, employers should only collect the information necessary to evaluate a candidate's suitability for the role.

It is essential for hiring managers to be informed of what is considered personal data and how it should be managed during and after the recruitment process. This guide presents best practices for aligning the recruitment process with GDPR regulations. For those seeking a straightforward solution, Jobylon's platform is available for assistance in meeting GDPR standards.



Defining personal information in the context of GDPR

According to GDPR, personal data is any information that can be directly and indirectly associated with an individual. Examples of such data include:

- Contact details such as: Name, address, phone number and email.
- A resume that could include all of the above and information about work experience
- A personal identity number and the number of an ID card
- Photos
- Videos
- Audio recordings where a voice can be connected to a person, even if no names are mentioned.
- In some cases electronic identities such as an IP address.
- Health information
- Information on political opinions



It's essential to note that the two aforementioned examples, which includes information regarding health and political opinions, constitute a special category of personal data (or "sensitive personal data") under GDPR, for which there are specific requirements. Other examples that fall within this category include information about a person's ethnic origin, religious or philosophical beliefs, sexual orientation, or membership in a trade union.

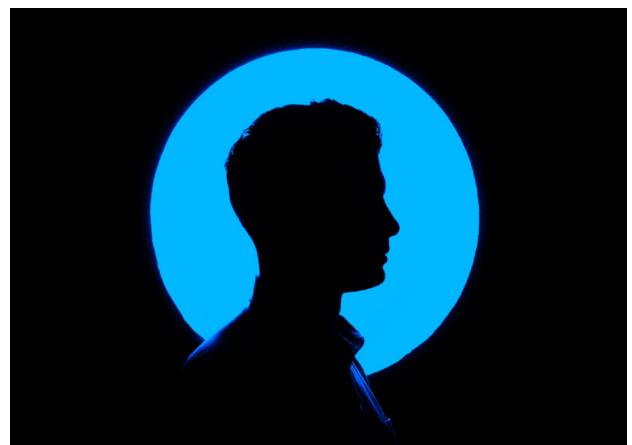


Examining what It means to process personal information

The term “processing” of personal data may seem like a vague concept, but it essentially includes any action that can be performed with the personal data - such as collection, recording, reading, transfer or storage.

In GDPR, the processing of personal data is described as follows:

“Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as 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.”



In the context of recruitment, processing of personal data typically occurs when a candidate applies for a job, receives a recommendation, or is sought out by an employer. This type of data is then collected and stored in a system. Amendments or deletion of personal data is also considered to be part of the processing.

Aligning your recruitment process with GDPR requirements

As an employer, there are several components to be managed when it comes to data collected in the recruitment process. A great way to start is to ensure that these following key elements are monitored.

1.
Ensure that the handling of the candidate's personal data is done correctly.

For each purpose of data collection, a legal basis needs to be established and made known to the data subjects prior to processing. A great way of achieving this is by including a link to a privacy policy in the relevant application forms. Additionally, it is necessary to monitor where the data is stored and ensure appropriate security measures are taken to protect it. It is recommended to utilise an ATS such in order to ensure GDPR compliance with regards to the handling of personal data. Our platform, for example, offers an 'Information and Comments' feature which ensures all data and conversations concerning candidates remain within the system, thus eliminating the risk of sharing sensitive information on less secure channels.

2.
Only collect information that is relevant to the purpose.

Make sure to collect only the information that is needed, for example, to assess whether the candidate is suitable for the specific position. Jobylons' flexible application form allows employers to customise the questions asked for each role and decide which information to collect.

3.
Ensure that confidential personal data is only accessible to authorised people within the organisation for the purpose of completing their work.

The detailed permission levels that can be set in Jobylon enable employers to ensure that sensitive information is only accessible to those who are authorised to access it within the organisation.

4.

Personal data should not be stored longer than necessary for the purpose of which it was collected.

By utilising Jobylon's automated deletion feature, employers can ensure that personal data is only stored for as long as necessary. With the option to choose between deletion and anonymization of the data, employers can be confident that the data is securely managed. Anonymization removes all links between the data and a person, leaving only clean numbers and statistics.

Tip! It is beneficial to seek out a supplier that is knowledgeable in the field and has developed a platform to help facilitate GDPR compliance. This will save time and help ensure appropriate management of candidates' personal data. Manual deletion of applications is possible, however, a platform that automatically performs this action based on instructions is more efficient and secure.

Remember! Communication with the candidate for GDPR purposes does not necessarily have to be dry and boring. When you, as an employer, need to reach out to a candidate to collect consent and/or inform them about the processing that takes place, dare to show a human and caring side, and don't be afraid to be creative - many candidates appreciate that. After all, contact with the candidates is an excellent opportunity to strengthen your employer brand.

An example of how you can phrase it if you process data based on consent:

'We think your profile is interesting and would like to collect your information to suggest relevant future positions. Who knows, maybe the next job is perfect for you? But your privacy is important to us, so to do that, we need your approval first'.

Key takeaway:

Make sure that all communication with candidates about how their personal data is handled in the recruitment process is clear and transparent. But for that matter, don't forget to communicate in a fun, friendly, and human way. When it comes to collecting and storing candidate data after the recruitment process, it's best to adhere to the rule of must have rather than nice to have - only data that is necessary for the purpose should be collected or stored.

Exploring how Jobylon can assist with GDPR compliance

As the digital age continues to revolutionise the way we recruit, GDPR compliance can be a complicated and challenging endeavour. To make the process easier, Jobylon offers a comprehensive and modern recruiting platform that simplifies the process and ensures data security for both employer and candidate. Jobylon contains a variety of features tailored to help our customers manage candidate data in compliance with GDPR in a simple, intuitive way.

Get in touch

To discover more about our GDPR-friendly recruiting platform, don't hesitate to get in touch with us today!



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