



Hireserve ATS GDPR functionality

At Hireserve, we are committed to meeting our obligations as a responsible data processor.

As part of this, we are delivering new product functionality to ensure Hireserve ATS enables you, our customers, to meet your data controller responsibilities. The below functionality will be delivered in advance of 25th May 2018, and will enable you to manage your data retention periods, action candidate requests and establish your legal basis for processing - securely, efficiently and effectively.

Bring your database into line

With Hireserve ATS, you will be able to remove candidates who are outside of your data retention threshold, and re-engage those whom you wish to retain. You will have the ability to contact these candidates and establish your legal basis for processing in order to continue storing their personal data.

Establish your legal basis for processing

Under the GDPR, you need to choose one of six legal bases to justify processing candidates' personal data for recruitment purposes. We understand that the most appropriate legal basis for our customers is likely to be either 'Legitimate Interests' or 'Consent'.

You will need to document this chosen legal basis in your privacy notice and ensure candidates can access this when they submit their data - such as through an application form or job alert registration.

- ✓ Hireserve ATS will provide a consent mechanism and configurable privacy statement, in order to support consent or legitimate interests as your chosen legal basis.
- ✓ You will have the ability to request consent or establish legitimate interests on an ad-hoc basis if candidates enter the system without applying for a role through the candidate portal, such as through an employee referral, agency submission or manual candidate entry by back-office users.

If you receive candidates' personal data indirectly (such as through an employee referral or agency submission), you will need to contact candidates to inform them that you are now the Data Controller. Under the GDPR, you will have **one month** within which to inform them of this. In this communication, you must include a link to your privacy statement and/or consent mechanism (dependent on your legal basis).

- ✓ To help you manage this, there will be a new grid view to manage candidates who have been entered into the system by means other than through job portals, such as employee referrals, agency submissions or manual candidate entry by back-office users.

Manage your data retention

The GDPR does not set out specific data retention periods. This is something you will need to assess in your organisation, and document why your chosen retention period is necessary for your recruitment processes. You will be able to set your data retention threshold in Hireserve ATS, and the following functionality will help you to manage your processes simply and quickly.

- ✓ Hireserve ATS will provide an automated renewal process when candidates are close to their 'data protection expiry date'.
- ✓ Automated removal of candidates who have passed their expiry date.
- ✓ There will be a new grid view showing all candidates whose data has passed the agreed expiry date but have not been deleted because they are considered 'active'.
- ✓ Automated deletion of certain document types after a defined period of time.

Action candidate requests

Under the GDPR, candidates have widened rights with regards to accessing, amending and erasing their data, and you must respond to these requests 'without undue delay'.

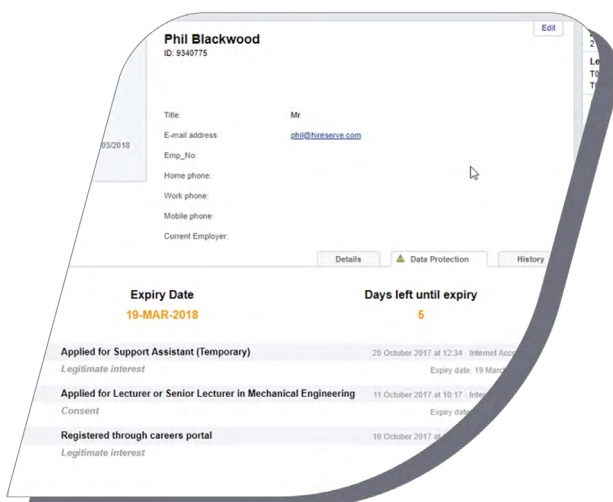
- ✓ Ability to respond quickly and easily to candidate requests with a 'one-click' output of all data held in the system for a given candidate.

Further reading

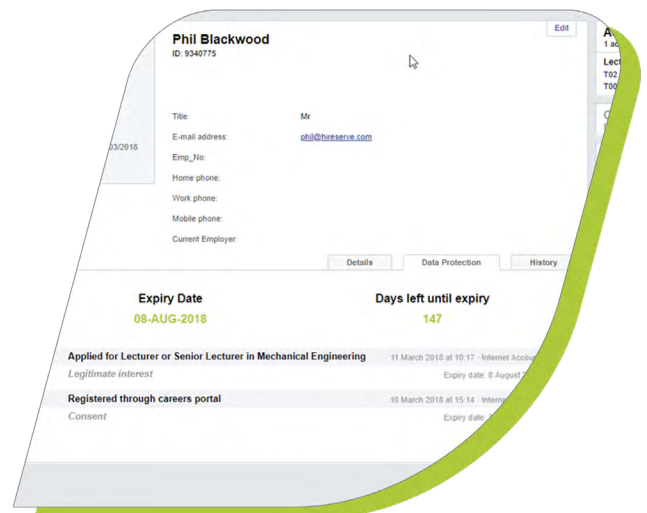
We highly recommend the ICO (Information Commissioner's Office) website for further guidance and information. Helpful resources include a [privacy statement checklist](#) (which includes reference to the one month rule mentioned on previous page) and an overview of [legal bases under the GDPR](#).

Interface

- ✓ There will be a new 'Data Protection' tab on the Candidate Details page in the back-office, giving an overview of each candidate's data protection history and retention period expiry date. See below for an example.



The system will flag when a candidate is nearing their data protection retention expiry date.



This candidate still has several months left until they reach their data protection retention expiry date.

Please note, these screenshots are for illustrative purposes only. Final appearance may change.