

General Data Protection Regulations – Consent Form for Job Applicants

We are required to collect and hold data about all applicants to enable the company to process all job applications. GDPR places a further (and new) obligation on employers to inform all applicants, in more detail why we collect data, what we do with it, and how long we expect to retain it.

In order to process your application, we must obtain your informed consent about the data that we may hold about you.

We are not planning to transfer your data outside the EEA.

We are required to hold personal and special data (ethnic monitoring data) about you in order to process your employment application. The types of data, reason for holding the data and duration that the data is stored can be found below.

	Type of data	Why we wish to hold it	How long it will be kept for
1	Recruitment data Previous employers Types of job held at other companies Previous salaries Skills and qualifications obtained Criminal record (delete as applicable)	This will allow us to make a decision on your suitability for employment/engagement	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months if an offer of employment is made a more comprehensive GDPR data processing form will be issued
2	Ethnic monitoring data Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010	We use this data to understand the ethnic make- up of our workforce and job applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity	This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards.

Agreement to use my data

I hereby freely give my prospective employer consent to use and process my personal data relating to my job application (examples of which are listed above).

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed. In this instance I understand that I must provide details as to why I believe that the data being held is incorrect or being held unlawfully.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

Applicant Name (Print):

Signature:

Date: