

General Data Protection Regulations – Consent Form for Job Applicants

In May 2018 the law changes about how companies record, store and use individuals' personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

As a company we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

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

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

	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	This will allow us to make a decision on your suitability for employment/engagement It will help us to decide which dept. you may be most suitable in	Data obtained during recruitment will only be kept until your application has been declined and then destroyed after 1 year OR If a job offer is made a comprehensive GDPR policy be issued and further consent required in the employment contract as part of your induction.

Agreement to use my data

I hereby freely give my prospective employer Candlelighters Trust 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.

I understand that if I am unsuccessful with my application my data will be destroyed after 1 year.

I understand that if I have any questions or concerns about data protection I can contact Corinne Dicker (HR Manager) on 0113 887 8333 or email careers@candlelighters.org.uk

I understand that if I am dissatisfied with how my Charity uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name:

Signature:

Date: