

Data Protection Act 2018 –
Consent Form for Job Applicants

In May 2018 the law changed about how companies record, store and use individuals’ personal data. The Data Protection Act 2018 covers how this is managed, but the new regulations 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 regulations places a further 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 <ul style="list-style-type: none"> • Previous employers • Types of job held at other companies • Previous salaries • Skills and qualifications obtained • Your name, address and contact details, including email address and telephone number • Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process • Information about your entitlement to work in the UK 	This will allow us to make a decision on your suitability for employment	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months if a job offer is made a more comprehensive GDPR consent form will be issued
2	Ethnic monitoring data <ul style="list-style-type: none"> • 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.

You do not have to give consent for us to hold this data but it may affect the way we are able to process your application form.

Agreement to use my data

I hereby freely give my prospective employer **YOUR PAYROLL** 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 6 months.

I understand the Data Controller for the Company is JOYCE GREAVES, CEO, and I can contact them directly if I have any questions or concerns. Their e-mail address is joyce.greaves@kdc.org.uk / their telephone number is 0151 480 4090.

I understand that if I am dissatisfied with how the company 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:

Yours sincerely



Joyce Greaves
CEO