

# CONNEX COMMUNITY SUPPORT

## General Data Protection Regulations – Consent Form for Job Applicants

As an organisation 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 | <b>Recruitment data</b><br>Previous employers<br>Types of job held at other companies<br>Previous salaries<br>Skills and qualifications obtained  | This will allow us to make a decision on your suitability for employment/engagement<br><br>It will help us to decide which dept. you may be most suitable in                                 | If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.<br><br>If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign. We may also ask if you would like your details to be retained in our <u>talent pool</u> for a further period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise. |
| 2 | <b>Ethnic monitoring data</b><br>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, Connex Community Support, consent to use and process my personal data relating to my job application (examples of which are listed above).

I hereby freely give my prospective employer, Connex Community Support, consent to retain my information within their talent pool for up to 12 months if my application is unsuccessful, and to be contacted by them should any further suitable opportunities arise:

Yes/No (Please delete as appropriate)

### 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, unless I give express permission for it to be retained in our talent pool.

I understand the Data Controller for the organisation is the Chief Executive and I can contact her directly if I have any questions or concerns. The e-mail address is [datacontroller@connex.org.uk](mailto:datacontroller@connex.org.uk), and the telephone number is 01298 23970.

I understand that if I am dissatisfied with how my 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](http://www.ICO.org.uk))

Name: .....

Signature:.....

Date: .....