On 25th May 2018 the law changes regarding how companies record, store and use individuals’ personal data. Currently the Data Protection act covers how this is managed, but the new General Data Protection Regulations (GDPR) mean 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. GDPR 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 to 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  Roles held at other companies  Previous salaries  Skills and qualifications obtained | This will allow us to make a decision on your suitability for employment/engagement | Data obtained during recruitment will only be kept for 6 months if your application has been unsuccessful, or if an offer is made, for the term of your employment |
| **2** | **Equality monitoring data**  Data relating to protected characteristics under the Equality Act 2010 | We use this data to understand the ethnic make- up of our workforce and it allows us to rebalance our workforce if we believe we do not have the correct diversity. | This data will be kept for the duration of your employment and for 9 months afterwards. |

**Agreement to use my data**

I hereby freely give Seafish consent to request, use, process and transfer my personal data relating to my employment/engagement.

**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, to be removed from my file and destroyed.

I understand that this consent for is not part of my contract of employment/engagement and is a separate and standalone document.

I understand that this consent can be withdrawn by me at any time and my employer will explain to me the consequences of them not having this data before I make any final decision.

I understand I can contact the Data Controller for Seafish directly if I have any questions or concerns. Their e-mail address is DPO@seafish.co.uk

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)

Name: ………………………………………………………………

Signature: …………………………………………………………

Date: ………………………………………………………………..

***Please return this form to the HR Department***