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

Here at Border Holdings (UK) Ltd we take your privacy seriously and will only use your personal information to administer your application for employment. This statement explains what personal data we collect from you and how we use 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 encourage you to read the summaries below and if you would like more information on a particular topic please contact our Data Protection Officer by writing to Border Holdings (UK) Ltd, The Grove, Craven Arms, Shropshire SY7 8DA

**Our full Privacy Statement is available on our website [www.britpart.com/privacy-policy/](http://www.britpart.com/privacy-policy/)**

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

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 either;  i. your application has been declined (it will then be destroyed after 6 months)  ii. a job offer is made (it will be held in accordance with Company policy) |
| **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 Border Holdings (UK) Ltd 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 Tony Overs, Finance Director, and I can contact them directly if I have any questions or concerns. Their e-mail address is tony.overs@britpart.co.uk and their telephone number is 01588 672711

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)

**If you consent to us transferring your application to our preferred Agency partners in order to be considered for temporary to permanent roles, please indicate here:** Yes, I consent No, I do not consent

Name: ...………………………………………………………… Signature: …………………………………….

Date: ………………………………………

Please send a copy of your signed GDPR Form personnel@britpart.co.uk or by mail marked “Confidential” to the HR Department, Border Holdings (UK) Ltd, The Grove, Craven Arms, Shropshire SY7 8DA