

## UK GDPR Applicant Consent Form

Rapport Housing and Care (the organisation) is required by law to tell you about your rights and our obligations about the way we collect and process your personal information.

We comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). There are seven key principles set out by the UK GDPR which we abide by and these are:

- ◆ Lawfulness, fairness and transparency
- ◆ Purpose limitation
- ◆ Data minimisation
- ◆ Accuracy
- ◆ Storage limitation
- ◆ Integrity and confidentiality (security)
- ◆ Accountability.

These principles form the core approach to the processing of personal data.

### Collecting your Data

When you apply for a job with the organisation you are giving us a lot of personal information all of which we need to make an informed choice as to whether we employ you. Some of the information you give us allowing us to process your job application falls under the heading of 'special categories'.

### Special Categories of Data

This type of data is the most sensitive kind and includes ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

By its very nature, special categories have the highest levels of security and care of data handling processing.

### Storing your Data

All personal information obtained to meet our regulatory obligations will always be treated in the strictest of confidence and in line with the organisations Data Protection and Compliance with the UKGDPR Policy.

### Data Sharing

We will not disclose or share your information with any third parties unless there is a need to due to a legal obligation.

### **The Right to be Forgotten**

In some instances your application may not meet the criteria we are looking for the role you have applied for. Our retention period for unsuccessful applicants is six months. If a role becomes available we review previous applicants to see if there is a match. After six months, all held applications are destroyed. You may not want us to keep your information so you have the right to be 'forgotten'.

### **Data Security and Protection Lead**

The organisation has appointed a Data Security and Protection Lead who oversees the processes we follow, this person is the organisations Compliance and Health & Safety Officer.

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### **Your Agreement**

Having read the statement I give my permission for you to process my personal data relating to my job application.

Should I not be successful for this role, I am happy for Rapport Housing and Care to keep my personal data on file for the agreed six months after which it will be destroyed

Should I be unsuccessful for this role I wish Rapport Housing and Care to destroy my personal data

Name

Signed

Date