

Our Ref: GDPR  
Please contact: Human Resources Department  
Telephone: 01332 292776

Dear Applicant

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

As a company we need to collect and hold data about you to enable us to process your job application. The GDPR laws 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 UK.

**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:

	<b>Type of data</b>	<b>Why we wish to hold it</b>	<b>How long it will be kept for</b>
<b>1</b>	<b>Recruitment data</b> <ul style="list-style-type: none"><li>• Previous employers</li><li>• Types of job held at other companies</li><li>• Previous salaries</li><li>• Skills and qualifications obtained</li></ul>	This will allow us to make a decision on your suitability for employment / engagement. It will help us to decide which department you may be most suitable in.	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months. You may exercise your right to be forgotten following an unsuccessful application. If a job offer is made a more comprehensive GDPR consent form will be issued.
<b>2</b>	<b>Ethnic monitoring data</b> 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. It allows us to inform our recruitment process if we believe we do not have enough 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 Derventio Housing Trust 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, or deleted upon my request.

I understand the Data Controller for the Company is Laurèn Hernandez and I can contact them directly if I have any questions or concerns. The e-mail address is [hr@derventiohousing.com](mailto:hr@derventiohousing.com).

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](http://www.ICO.org.uk)).

**Signature**

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**Print name**

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**Date**

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Yours sincerely

Human Resources Department  
On behalf of **Derventio Housing Trust**