****

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

In May 2018 the law changed about how companies record, store and use individuals’ personal data. Currently the Data Protection Act 1998 covers how this is managed, but this new GDPR law means 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. 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**MHA would like your consent to hold personal and special data about you in order that we can process your employment application. You are under no statutory or contractual obligation to provide this data but we may not be able to process your application properly or at all without it. We do not use automated applications / CV scanning software to search for key essential job criteria (e.g. relevant qualifications). 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** |
| **Recruitment Data**  Previous employees,  Types of job held at other companies,  Previous salaries,  Skills and qualifications obtained,  CV / application form  Reference info  Right to work documentation | This data will allow us to make a decision on your suitability for the employment/engagement  It will help us to decide if your experience, skills and qualifications are suitable for the post advertised. | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months.  If a job offer is made it will be in line with our privacy notice for employees |
| **Equality 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 make-up of our workforce and job applicants and it allows us to report this information to our Board (on an annual basis) and inform recruitment processes if we believe our workforce does not reflect our customer base and we do not have the correct diversity. | This data will be kept for the duration of this round of applicants and will be anonymised, stored and destroyed after 6 months |

**Agreement to use my data**I hereby freely give MHA consent to use and process my personal data relating to my job application (examples of which are listed above)

I give my consent in line with GDPR and I understand that if I am unsuccessful with my application my data will be destroyed after 6 months unless a request is made sooner.

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

Date: ……………………………………………………………………..  
 **Any queries with this please contact Jo Phillips, HR & Training Business Partner on 01274 771144  
If you wish to read a more detailed privacy statement please see MHA website and advert documentation**