



Data processing consent form for unsuccessful job applicants

Data controller: Cottage Delight Ltd

The General Data Protection Regulation (GDPR) regulates the way that we manage the data of job applicants. Although you have been unsuccessful in your recent job application, we would like to keep your details (your data) on file so that we can contact you if a further vacancy arises for which you may be suitable.

Under GDPR, we need your consent to do this. With this form, we are asking you to provide your consent for us to keep your data.

Providing consent

The Company is committed to complying with the GDPR with regard to processing your data. If you are to give consent, it must be:

- freely given
- specific
- informed
- unambiguous

You are entirely in control of your decision to give consent to our use of your data as requested in this form. **You do not need to give consent.** There will be no repercussions if you choose to withhold consent and your data will be deleted/destroyed.

Who relies on your consent

The data for which we are requesting your consent will be used by Cottage Delight Limited.

The data we would like to process

If you choose to give your consent, the following data will be kept:

- your personal details e.g. your name, address, date of birth, telephone number, email address
- your education and employment history including qualifications gained
- details on any disability you have requiring reasonable adjustments during the recruitment exercise (if provided)
- details on unspent convictions (if provided)
- notes taken during your interview

This information will be kept for a period of 12 months so that we may measure your suitability for any future vacancies that arise during that period and so that we may contact you regarding these. We will not contact you to advise that your data is being removed nor seek an extension of this time period.

Withdrawing your consent

You have the absolute unrestricted right to withdraw your consent at any time. You should retain the second copy of this consent form and complete it if you wish to withdraw your consent once it has been given and send it to HR, Cottage Delight Ltd, Brooklands Way, Leekbrook, Staffordshire, ST13 7QF or business.support@cottagedelight.co.uk

There will be no repercussions because of your withdrawal and we will stop processing the data for which you have withdrawn your consent.

Change in purposes

If the purpose of using the data for which we have received your consent changes, we will seek new consent, setting out the new purpose.

Employee declaration

- I am giving my consent to the Company to use my data as indicated above
- I understand that I am not required to give consent to the Company’s use of my data in the ways set out in this form. Where I have done so, I have done so of my own free will
- I understand the ways in which the Company wishes to use my data as set out above
- I understand there will be no repercussions if I refuse to give consent in this form
- I know that I can withdraw my consent at any time.

Name:

Signed:

Dated:

Please retain one copy and return the other to HR, Cottage Delight Ltd, Brooklands Way, Leekbrook, Staffordshire, ST13 7QF Email: business.support@cottagedelight.co.uk