



# POLIMAK PROCESS TECHNOLOGY

## General Data Protection Regulations Consent Form

In May 2018, the law changed about how employers record, store and use individuals' personal data. Previously the Data Protection Act covered how this was managed but the new GDPR law means we have to change some of our working practices.

As Polimak's new employee, there are many different ways in which we use your personal data. We need to collect and keep your personal data to enable us to process the necessary documents. The General Data Protection Regulation officially allows us to use your personal data only for certain reasons. Your full consent for collecting and keeping your personal data is needed.

### Applicant's contact information

<b>Name* :</b>	
<b>Surname* :</b>	
<b>Identity number* : (or Passport number)</b>	
<b>E-mail address* :</b>	
<b>Mobile number* :</b>	
<b>Residential address* :</b>	

### Consent request

Our company conforms to GDPR with regards to processing your personal data. In order for us to collect and keep your data, we need your consent. This simply implies that you are comfortable with us using your personal data for performing the necessary documentations such as; employment contract processing. You are entirely in control of your decision to give consent to our use of your personal data as requested in the form. There will be no repercussions if you choose to withhold consent, however without some of your personal data we may be unable to make a decision on your suitability for employment or comply with the law and therefore we may be unable to make an employment offer.

The personal data we wish to obtain and process is as follows:

<b>Data type</b>	<b>Reason for obtaining and using data</b>	<b>Duration for keeping data</b>	<b>Yes/ No</b>	<b>Consent withdrawal date</b>
Personal details, CV, previous employment details, identification card/passport, photo(s).	This allows us to make a decision on your suitability for employment and, and how to offer support at work.	Kept for the duration of your employment with us and destroyed after 6 months of not being our employee.		
Your bank details and financial details with our payroll and pension providers.	This allows us to calculate what I need to pay you and set up a pension scheme to support you during your employment.	Kept for the duration of your employment with us and destroyed after 6 months of not being our employee.		
Next of kin and contact details.	This allows easy contact in case of an emergency	Kept for the duration of your employment with us and destroyed after 6 months of not being our employee.		
Health / disability details.	This allows us to be aware of any medical issues you may have, can make provision for these in your work and know who to contact if you have a medical episode.	Kept for the duration of your employment with us and destroyed after 6 months of not being our employee.		

### **Agreement to use my data**

I hereby freely give my employer \_\_\_\_\_ (*name*) consent to use and process my personal data relating to my employment (examples of which are listed above).

### **Consent withdrawal**

You have the absolute unrestricted right to withdraw your consent at any moment. When the consent is withdrawn, this form will be provided to you where you can indicate the withdrawal date in the fifth columns above. There will be no consequences because of your consent withdraw and we will stop processing the data for which you have withdrawn your consent.

## **Employee declaration**

I give 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 personal 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 there will be no consequences in the case were I refuse to give consent in this form.

I understand that I can withdraw my consent at any time.

I understand the ways in which the company wishes to use my personal data as set out above.

**Name :**

**Signature :**

**Date :**