

<b>Company Name:</b>	Highpoint Recruitment ('the Company')
<b>Policy Number</b>	19 (DP6)
<b>Topic:</b>	Consent Declaration
<b>Date:</b>	22 <sup>nd</sup> May 2018
<b>Version:</b>	Version 1.00

I, \_\_\_\_\_, hereby give my consent to the Company to process the following information:

Personal data

- Name
- Date of birth
- Contact details including Telephone Numbers, Email Address and Postal Address
- Experience, training and qualifications
- CV
- National insurance number
- Means of identification such as passport, photographic driving licence, birth certificate, marriage certificate, national identity card, decree absolute
- Bank account details
- Marital status
- Next of kin and contact telephone number

Sensitive personal data

- Disability/health condition relevant to the role

I consent to the Company processing the above personal data for the following purposes:

- For the Company to provide me with work-finding services.
- For the Company to process with or transfer my personal data to Named Client \_\_\_\_\_ in order to provide me with work-finding services
- OR**
- For the Company to process with or transfer my personal data to their clients in order to provide me with work-finding services
- For the Company to process my data on a computerised database provided by RED Rabbit in order to provide me with work-finding services.
- For the Company to process my data using automated decision making processes
- For the Company to process weekly pay (Sage Payroll)
- For the Company to process and administer Auto Enrolment Pension Scheme (FSB/Legal & General)

I also consent to the Company processing my personal data with third parties including [The REC] for the purposes of internal audits and investigations carried out on the Company to ensure that the Company is complying with all relevant laws and obligations.

The consent I give to the Company will last for a maximum of 6 years.

I am aware that I have the right to withdraw my consent at any time by informing the Company that I wish to do so.

**Signed by candidate / temporary worker:** .....

**Date:** .....