Consent to Process Personal Data

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** | SM Global Consultancy Ltd (‘the Company’) | **Employee/Worker Name** |  |

I give my consent to the Company to process the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Personal Data** | **Names and details of clients and other third parties with whom data will be processed or transferred to** | **Consent from date** | **Consent to date** | **Initial as relevant** |
| Name |  |  |  |  |
| Date of birth |  |  |  |  |
| Contact details, telephone number, email and postal address |  |  |  |  |
| National insurance number |  |  |  |  |
| Banking Details |  |  |  |  |
| Salary/Pay Details |  |  |  |  |
| Experience, training and qualifications |  |  |  |  |
| CV |  |  |  |  |
| **Type of Sensitive Personal Data** |  |  |  |  |
| Disability/health condition relevant to the role |  |  |  |  |
| Criminal conviction |  |  |  |  |

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

|  |  |
| --- | --- |
| **Purpose of Processing** | **Initial as relevant** |
| To process my data internally within the Company to provide me with work and work-finding services |  |
| To process my data on a computerised database with access by the named provider above to provide me with work and work-finding services |  |
| To process with or transfer my personal data to the named client/s or third parties above in order to provide me with work and work-finding services |  |
| To process my data using automated decision-making processes. I am aware for what purpose it is being carried out; the logic involved; the significance and the envisaged consequences of such processing; my right to express my views and to contest the decision. |  |
| To process my data with the named third parties above for audits and investigations that the Company is complying with laws and obligations |  |
| Other relevant purposes for processing personal data. Specify: |  |

I confirm that my consent is freely given and that I have been provided with a copy of this consent form to retain for my own purposes. 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 and completing the appropriate Withdrawal of Consent to Process Personal Data form.

**Candidate/agency worker/employee signature: …………………………………………………………… Date: ………………………………………………**

Withdrawal of Consent to Process Personal Data

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name:** | **SM Global Consultancy Ltd (‘the Company’)** | **Employee/Worker Name** | |  |
| **This withdrawal of consent refers to and updates the Consent to Process Personal Data form dated:** | | |  | |

I withdraw the following specific consents provided to the Company to process the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Personal Data from which consent is withdrawn** | **Names and details of clients and other third parties with whom consent to process or transfer data to is withdrawn from:** | **Consent withdrawn from date** | **Initial as relevant** |
| Name |  |  |  |
| Date of birth |  |  |  |
| Contact details, telephone number, email and postal address |  |  |  |
| National insurance number |  |  |  |
| Banking Details |  |  |  |
| Salary/Pay Details |  |  |  |
| Experience, training and qualifications] |  |  |  |
| CV |  |  |  |
| **Type of Sensitive Personal Data** |  |  |  |
| Disability/health condition relevant to the role |  |  |  |
| Criminal conviction |  |  |  |

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

|  |  |
| --- | --- |
| **Purpose of Processing from which consent is withdrawn** | **Initial as relevant** |
| To process my data internally within the Company to provide me with work and work-finding services |  |
| To process my data on a computerised database with access by the named provider above to provide me with work and work-finding services |  |
| To process with or transfer my personal data to the named client/s or third parties above in order to provide me with work and work-finding services |  |
| To process my data using automated decision-making processes. I am aware for what purpose it is being carried out; the logic involved; the significance and the envisaged consequences of such processing; my right to express my views and to contest the decision. |  |
| To process my data with the named third parties above for audits and investigations that the Company is complying with laws and obligations |  |
| Other relevant purposes for processing personal data. Specify: |  |

I confirm that I have been provided with a copy of this withdrawal of consent form to retain for my own purposes. I am aware that the company may continue to process my personal data where it has a legal obligation to continue to do so and/or where some other relevant ground applies.

**Candidate / agency worker / employee signature: …………………………………………………………………………………**

**Date: ………………………………………………**