Consent to Process Personal Data for Alpha LSG Contract

|  |  |  |  |
| --- | --- | --- | --- |
| **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** | **Date**  | **Valid throughout your Staffing Match engagement and /or Alpha LSG employment**  | **Sign 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 |  |  |  |  |
| ID Card, RTW documents, Proof of NI, address and registration form  |  |  |  |  |
| Full 5-year employment history /unemployment history /personal reference/gap reference /supporting evidence of gap  |  |  |  |  |
| **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 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 by completing the appropriate Withdrawal of Consent to Process Personal Data form.

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