

Onebright Limited – UK General Data Protection Regulation – Consent Form for Job Applicants

We need to collect and hold your data to enable us to contact you as a potential candidate for a Onebright Group* Vacancy or to process your job application. GDPR obligates employers to tell potential candidates and job applicants in more detail why we collect their data, what they do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data we may hold about you as it provides a better understanding of how we will use your data.

We are not planning to transfer your data outside the European Economic Area.

Your information may be shared internally (within the Onebright Group) for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, the panel involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties outside of the Onebright Group unless your employment application is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Your consent is requested.

We would like your consent to hold personal and special category data about you so that we can;

1. Contact you as a potential candidate for a Onebright Group Vacancy
2. If you are successful, process your job application.

The data we wish to obtain and hold (a range of examples provided, but not limited to):

	Type of data	Why we wish to hold it	How long it will be kept for
1	Personal data Your personal address and other contact details.	This will allow us to communicate with you.	Data obtained during recruitment will be kept for 24 months to communicate potential opportunities to you, or If a job offer is made, an Employee Privacy Notice will be issued.



2	Recruitment data Previous employers; Types of job held at other employers; Previous salaries; Skills and qualifications obtained.	We use this data to assess whether you would be suitable for employment or potentially interested in discussing potential opportunities in the Onebright Group.	Data obtained during recruitment will be kept for 24 months to communicate potential opportunities to you, or If a job offer is made, an Employee Privacy Notice will be issued.
3	Equality and Diversity monitoring data information about your entitlement to work in the UK and equal opportunities monitoring information, including information about your ethnic origin, sexual orientation and health.	We use this data to understand the diversity of our workforce and job applicants and to inform our recruitment process positively.	Data obtained during recruitment will be kept for 24 months to communicate potential opportunities to you, or If a job offer is made, an Employee Privacy Notice will be issued. You are not obligated to provide information for equal opportunities monitoring purposes, and there are no consequences for your application if you choose not to provide such information.

Agreement to use my data

I hereby freely give Onebright Limited my consent to use and process my personal data (including sensitive data) relating to being contacted for potential vacancies at the Onebright Group or for a job application (examples of which are listed above).

In giving my consent:

- I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).
- I understand that I can ask for a copy of my personal data (and sensitive data) held about me at any time, and this request is free of charge (unless considered manifestly unfounded or excessive).
- I understand that I can request not to be contacted by anyone at Onebright at any time and my request will be retained on file for a maximum of 24 months unless I request my data is removed immediately in writing.
- I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed;
- I understand that I can contact Onebright directly if I have any questions or concerns. The email is careers@onebright.com and the telephone number is 01904 933519.



- I understand that if I am dissatisfied with how Onebright Limited uses my data I can make a complaint to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ico.org.uk

*The entity that is acting as the data controller for the purpose of this form is Onebright Limited. For further information on the companies that fall within the 'Onebright Group,' please refer to the Privacy Notice available in Oleo or on our [website](#).