



## **GDPR for Applicants Statement**

On Friday, 25<sup>th</sup> May 2018, the GDPR (General Data Protection Regulations) replaced the existing Data Protection Act (1998). This means that employers such as ourselves were given new responsibilities to consider to help ensure compliance.

### **What is the GDPR?**

The GDPR is concerned with respecting the rights of individuals when processing their personal information. The regulation is mandatory and all organisations that hold or process personal data must comply.

The regulation contains 6 principles.

1. Personal data should be processed fairly, lawfully and in a transparent manner.
2. Data should be obtained for specified and lawful purposes and not further processed in a manner that is incompatible with those purposes.
3. The data should be adequate, relevant and not excessive.
4. The data should be accurate and where necessary kept up to date.
5. Data should not be kept for longer than necessary.
6. Data should be kept secure.

With these principles in mind, Complete Support Care Services Ltd declares that:

*All information is held securely, to be shared and used only for the purpose of contractual, legal, vital and legitimate interests shared by Complete Support Care Services Ltd and the prospective applicant.*

ALL DATA IS LOCATED SECURELY WITHIN OUR HEAD OFFICE, 36 Ashley Lane, Northampton, NN3 7TJ.

Specifically:

Employee Data	USE	ACCESS	SHARED WITH	ARCHIVED	INCINERATED
Contact Info	Recruitment	Directors Managers	DBS	Unsuccessful Applications – 6 months after date signed*	
Application Form	Compliance		Local & placing authority personnel		
Address History	Vetting		CQC		

\* Applicants can request that the information be returned to them. A postage fee is applicable.

N.B. The processing of the information in the table above changes upon the recruitment of successful applicants. Successful applicants will be provided with the full company policy on how we process your information on their first day of employment.

### **Applicant declaration**

I have read and understood the contents of this statement and **consent/do not consent** (*delete as appropriate*) to Complete Support Care Services Ltd processing my personal information in line with the GDPR principles, in the interest of my application of employment.

Name \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_