



# Concorde International Summer Schools Recruitment & Data Protection

## Data Protection (GDPR 2018) Regulations

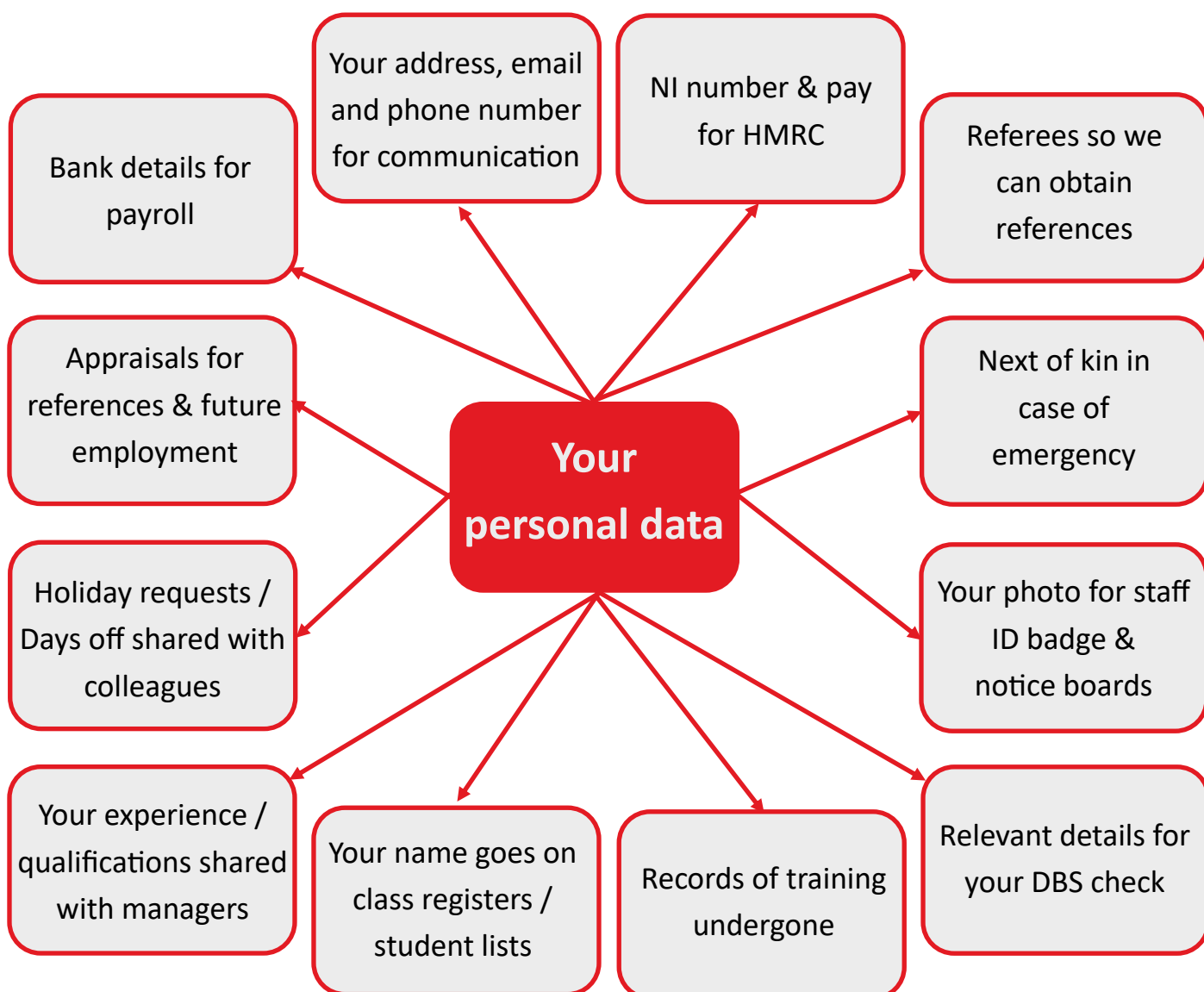
As part of our recruitment process we will gather and process information about you. Our HR department stores your personal information very securely and we do not send this to any third parties. The diagram below shows what we do with your data and other information when you start working for us.

The new regulations come in to force on 25th May 2018. For those of you who have already applied please tell us if you have any concerns. Please note that most of these are either legally required or contractually required for Safeguarding purposes.

A new form will be sent out to applicants shortly asking you to opt in to certain processes. For example, we sometimes use group photos of staff and students for our staff handbooks and Marketing materials and you may prefer not to be included.

We promise **never** to give your personal information to anyone not involved with the delivery of courses at Concorde International.

**Please complete next page** →





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## Opt in information

In order for us to process your application we need you to give us your consent for certain actions. If you do not agree with any of these please tell us why.

No.	Please give your consent for the following:	I agree	I do not agree
1)	I agree that you can use the information given on my application form and CV to process my application for employment		
2)	I agree that you can contact my referees and keep their references in my personnel file		
3)	I agree that you may use the information I give you to process a DBS check for safeguarding purposes		
4)	I agree that you may hold my bank details, National Insurance number and other information in order to pay me and pass information to HMRC		
5)	I agree that you may share my requested holidays / days off with other team members for preparing rotas and planning staff cover		
6)	I agree that my qualifications and experience may be shared with the managers in order to plan the courses		
7)	I agree that you may keep my next of kin details in case of an emergency		
8)	I agree that the photo I have provided can be used for my staff ID badge and staff photo board for Safeguarding purposes		
9)	I agree that records may be kept relating to my performance, timekeeping, training, appraisals, grievances, disciplinary action during my employment and that I can ask to see this at any time		
10)	I agree that you can store and use my contact information for communication purposes relating to my employment		
11)	I agree that any appropriate group photos in which I am featured can be used for future staff handbooks or marketing purposes		
12)	I agree and understand that Safeguarding our children takes priority and that I may be required to provide additional personal information		
13)	I agree that my name will be put on to class registers, student lists, coach lists and other documents as required in my employment		
14)	I agree that any medical information disclosed may be given to my immediate supervisors in case of incident		
15)	I understand that Concorde International will never disclose any of my personal data to third parties not connected with my employment		
16)	Name: _____ Signed: _____	Date	