



## Data Consent Form

**Made By Mortals (MBM)** is committed to protecting the privacy of our candidates. We will ensure that the information you submit to us is used responsibly and only as stated in our privacy policy.

We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on what information we collect, why and how we use the information you have provided, please see our privacy notice for job applicants, located on our website.

We are legally required to obtain your informed consent about the information we may collect and hold about you during the recruitment process. We therefore request your consent for us to collect, hold and process your personal information as set out in our job applicant privacy policy.

It is your choice whether to give your consent. If you do not give your consent, that is fine, but we are unlikely to be able to process your job application.

Please complete the consent form below to either indicate that your consent is given or not given. Please contact us if you have any questions.

### Consent given

I, ..... (*insert your name*) hereby freely give my prospective employer Made By Mortals consent to use and process my personal data relating to my application.

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 held about me at any time, and this request is free of charge.
- 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 if my application for employment is unsuccessful, or if I withdraw from the process or if I do not wish to accept an offer made to you, the organisation will hold my data on file for 6 (six) months after the end of the relevant recruitment process.
- I understand the Data Controller for MBM is Paul Hine and I can contact them directly if I have any questions or concerns by emailing [admin@madebymortals.org](mailto:admin@madebymortals.org).



- I understand that if I am dissatisfied with how MBM uses my data I can make a complaint to the Information Commissioners Office.

Name:

Signed:

Date:

### **Consent Not Given**

I, ..... (*insert your name*) do not consent to Made by Mortals using and processing my personal information as set out in their job application privacy notice relating to my job application.

I understand that by not giving my consent, it is likely that Made by Mortals will be unable to process my job application.

Name:

Signed:

Date: