**Consent Text Template**

**Please note! Using the text suggested in this template should not be seen as a substitute for taking legal advice and it should not be reproduced verbatim without first being reviewed by your organisation’s corporate lawyer to ensure its suitability for your company.**

I hereby consent to the registration and processing of my personal data for recruitment purposes. The data provided will be available to persons working in HR and recruitment within the organisation in accordance with the 2018 EU data protection regulation, GDPR.

**Processing of personal data**
The data you provide in your application will be registered on behalf of [Company Name] in [Company Name]’s recruitment system, ReachMee.

We process the following categories of personal data:

*[Here you indicate which personal details candidates submit in connection with a recruitment process]*

*Name*

*Year of birth*

*Sex*

*Contact details: email address, telephone number, postal address*

*Responses to selection survey questions asked on the application form*

*Optional:*

*CV*

*Covering letter*

*Further attachments (supporting documents)*

*Responses to occupational psychometric tests*

**[Company Name] is the data controller**[Company Name] is the data controller with regard to your personal data.

**What purposes will the data be used for?**[Company Name] uses your data for the purposes of handling your job application. Your applicationwill be handled via a candidate profile *which collects the information you have submitted in connection with your job application. Your candidate profile may be subject to other recruitment processes, which means that... [here you describe what will happen to candidates’ personal data]*

*[For customers using Event Engine, it is important to note that the decision-making process will be automated based on a predefined requirements profile]*

***Automated decision-making***

*Your personal data will be used as a basis for automated decision-making. For each individual position, we use a requirements profile or specification as the framework for making our decisions.*

*Selection survey questions*

*Your application may be refused if your responses to the selection survey questions on the application form indicate that you do not fulfil the minimum requirements in accordance with the requirements specification. The minimum requirements are listed in the job advertisement.*

*Occupational psychometric tests*

*As part of our recruitment process, we make use of one or more occupational psychometric tests. Your test responses are compared with a predetermined psychological profile for the position in question. This psychological profile is based on competencies and other parameters derived from the requirements profile. The results of occupational psychometric tests form the basis for our deciding whether or not to go further in the process.*

*Any questions should be directed to the contact person named in the advertisement.*

**Who has access to the data?**

Any data submitted will be available to persons working in HR and recruitment within the organisation *[Here you specify which categories of recipient may process candidates’ personal data].*
If your identity is protected, you should inform the contact person named in the advertisement. You should also be careful about which information you choose to share in your application. Divulge only that information which is relevant to the position in question.

**How long may personal data be stored for?**

*[Here you specify how long data will be stored in ReachMee in accordance with your existing purge policies. One of two options is possible: Data may be purged either once the recruitment project has ended or once the application has been received (see two examples below)]*

*Example: Purge once the recruitment project has ended*

*All personal data will be erased from [Company Name]’s recruitment system database [state time period] after the recruitment process has ended.*

*Example: Purge once the application has been received*

*All personal data will be erased from [Company Name]’s recruitment system database [state time period] after your most recent job application.*

 **You have the right to know which details [Company Name] has about you**You have the right to be provided with information in the form of a register extract about which of your personal details [Company Name] has. You may also request that we delete information about you or rectify incorrect information. You also have the right to withdraw your consent to our processing of your personal data, in which case we would erase your application and its associated personal data from our recruitment system.

*[Here you explain how candidates may contact you; for example, by telephone or email]*

**Person to contact when requesting a register extract or data amendment/deletion or for any other questions relating to the processing of personal data**

Name: *Data Protection Officer*

Organisation number: *xxxxx-xxxx*Postal address: *xxx xx Stockholm*
Visiting address: *Storgatan 1*Telephone: *+46 (0)0-1111111*