

## **CANDIDATE PERSONAL DATA STATEMENT**

I confirm that all the information I have given is correct. I understand and agree that for as long as reasonably necessary for the purposes of providing me with temporary work and/or employment opportunities and/or training and/or for other lawful purposes related to Source 4's recruitment services, both in paper files and on Source 4's computer system:

- Source 4 may obtain, keep, use, produce and disclose records containing personal data about me
- Source 4 may use my personal data to conduct checks and check references and may forward my personal data to other persons for these purposes. Source 4 will request references from my work and/or personal references and in certain circumstances, with my additional written consent, will obtain a credit reference from a credit reference agency and/or a disclosure from the Criminal Records Bureau. Source 4 will not request a reference from my current employer without my consent
- Source 4 may pass my personal data to other companies within the Source 4 family of companies\*
- Other companies within the Source 4 family of companies may retain and disclose my personal data

I further understand and agree that Source 4 may, to the extent that it is reasonably necessary in connection with Source 4's recruitment services, obtain, keep, use, produce and transfer to other persons including other companies within the Source 4 family of companies, relevant sensitive personal data about me for the following purposes:

- In connection with SOURCE 4's sick pay scheme
- Health and Safety at work
- For administrative purposes and for complying with Source 4's Personnel's statutory obligations

I understand and agree that Source 4 may pass information contained within and resulting from my application (including references and credit checks received and all forms completed by me, but excluding a disclosure from the Criminal Records Bureau) to organisations (including their employees and agents) who employ or engage me directly or through Source 4's. This information may be used by such organisations for the purpose of processing my application, ongoing personnel administration, additional screening, inspecting Source 4's files and other lawful purposes.

I hereby consent to Source 4 passing such information and a copy of my application (together with related documentation) to such organisations and for this information to be used and retained by them for the above purposes.

I agree that Source 4 and other companies within the Source 4 family of companies may contact me by telephone, email, SMS/text message, post or any other appropriate form of communication for the purposes set out in this agreement.

I acknowledge that without my consent to process my personal data in this manner, Source 4 are unable to assist me in my search for work. Hereby confirm that my personal data may be held and disclosed by Source 4 for the purposes and in the manner set out above.

\* The Source 4 family of companies includes and their subsidiary companies. A full list can be obtained from your local Source 4 Personnel branch.