**Template, Consent text**

I hereby consent to my personal data being registered and processed for the purpose of recruitment. Information provided will be available to HR and recruitment personnel within the organisation in accordance with the EU General Data Protection Regulation (2018), GDPR.

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

We process the following personal data:

*[Here you specify which personal data that you as a candidate are providing in connection with a recruitment process]*

*Name*

*Date of birth*

*Gender*

*Contact information: email address, telephone number and address*

*Answers to selection questions in the application form*

*Option:*

*CV*

*Personal letter*

*Other attached files (Certificates)*

*Test answers from occupational psychological tests*

**[Company name]** **is data controller**
[Company name] is the data controller for processing your personal data.

**What will the data be used for?**
[Company name] will use the data in processing your job application. Your application will be processed via a candidate profile *which brings together the information you provided with your job application*.

*[For clients who use an Event Engine, it is important for them to use an automated decision-making procedure based on a set requirement]*

***Automatized decision-making***

*Your personal data will be used as the basis for automated decision-making. For each individual post, we use a requirement profile/requirement specification as a framework for the decisions made.*

*Select issues*

*Based on your answers to the select questions on the application form, you may be turned down if you do not meet the SHALL requirements in the requirement specification. SHALL requirements are shown in the job advert.*

*Occupational psychological tests*

*Our recruitment process makes use of one or more occupational psychological tests. Your responses in the tests are compared with a predetermined occupational psychological profile for the post. The occupational psychological profile is based on competences and other parameters derived from the requirement profile. The results of the occupational psychological tests form the basis for deciding whether you will progress further in the process or not.*

*If you have any questions, please get in touch with the contact person mentioned in the advert.*

**Who may see your data?**

Information provided will be available to HR and recruitment personnel within the organisation *[Here you specify the categories of recipient who will process the candidate’s personal data].*
If you have protected identity, you should get in touch with the contact person mentioned in the advert. You should also be cautious about the type of information you share in your application. For that reason, provide only the information relevant to the post involved.

**For how long is personal data retained?**

All personal data will be deleted from the [Company name] database in the recruitment system within 2 years of the date of your last job application.

**You have a right to know the data that [Company name] holds on you**
You have a right to information on the data that [Company name] holds on you in the form of a register extract. You can also request that we correct inaccurate data or delete information on you. You also have the right to withdraw your consent to us processing your personal data. We will then remove your application and delete any personal data associated with the application from our recruitment system.

[*Here you explain how candidates can contact you, for example by telephone/email]*

**Contact in the event of a request for register extract/amend/delete data as well as other questions relating to personal data processing**

Name: *Data Protection Officer*

Corporate ID number: *xxxxx-xxxx*Postal address: *xxx xx Stockholm*
Street address: *Storgatan 1*
Telephone: *00-1111111*