

Data Protection - Personal Data Processing Consent Form



Company Name	Richmond Nursing Agency Limited and ProHealthCare Limited – members of the Opera Group of Recruitment Companies (“The Company”)				
Company Contact details:	The Data Protection Officer, Opera Holdings, 15 Wheatstone Court, Waterwells Business Park, Quedgeley, Glos, GL2 2AQ Email: dataprotection@operagroup.co.uk				
Policy Effective Date	25/5/18	Form Reference	DP-OGCNS1-RNPH	Version	V1.0

Our companies within the Opera Group, will store and process the information you give us. We are legally entitled to process most of the information you give us on the basis of our shared legitimate interests – you want us to find work for you and we want to provide our clients with the staff they need. However, we need your specific consent to store and process information that is deemed to be “sensitive” or what is called “special category data” under the Data Protection Act 2018 and the EU GDPR Regulations.

We have listed below the types of information that we will process on your behalf. The types under the heading “Personal Data” we process on the basis of our joint legitimate interests. The types under “Sensitive Data” we process only on the basis of the consent you give us by signing this form.

You can find out more about how we handle and process personal data, including your rights under data protection legislation, by looking at our privacy policy on our website.

Personal data

- Name, Date of Birth, Contact details including Telephone numbers, Email address, Postal address and social media contact details such as Facebook ID or Twitter ID.
- CV and details of Work Experience, Training and Qualifications
- Copies of documents provided to establish identity and entitlement to work in the UK such as Passports, National Insurance cards, Visas, Residence Cards and Birth Certificates.
- Bank Account details, National Insurance Number and payroll processing information including tax status

I hereby give my consent to The Company to process the following sensitive information:

Sensitive Personal Data

- Medical History and details of any Disability or Health Conditions that may be relevant to the roles I may be put forward for.
- Details of criminal convictions and DBS certificates provided to The Company by the Disclosure and Barring Service (“DBS”) or contracted third parties carrying out DBS checks on my behalf.
- Information I may provide of a sensitive nature relevant to my ability to attend interview or perform particular types of work.

I consent to the Company processing the above sensitive personal data for the following purposes:

- For the Company to provide me with work-finding services.
- For the Company to process or transfer my personal data to their clients in order to provide me with work-finding services.
- For the Company to process my data on a computerised database in order to provide me with work-finding services.

I also consent to the Company processing my personal data with third parties including the Recruitment & Employment Confederation (REC) for the purposes of internal audits and investigations carried out on the Company to ensure that the Company is complying with all relevant laws and obligations.

I am aware that I have the right to withdraw my consent at any time by informing the Company that I wish to do so.