

ACCESS REQUEST FORM

Full Name:.....

Any Names Previously Known By:.....

National Insurance Number:.....

Please supply the information about me I am entitled to under the General Data Protection Regulations relating to:

Personal Data including:

- Name
- Date of birth
- Contact details, including telephone number, email address and postal address • Experience, training and qualifications
- CV
- Right to Work Documentation
- Assignment details
- National Insurance number
- Bank Details
- Payroll information

Sensitive Personal Data including:

- Disability/health condition relevant to work sought
- Criminal conviction

Please confirm:

- Whether this data is being processed.
- The purpose of the processing.
- The categories of personal data concerned.
- The recipients/ categories of recipient to whom the personal data have or will be disclosed.
- The envisaged period for which the personal data will be stored or criteria used to determine the period.

If my personal data is not correct I understand I have the right to request rectification and will contact WP Recruitment & HR Ltd in writing at my earliest opportunity with the correct information to do so to ensure they are compliant with GDPR regulations.

I also understand I have the right to erasure of personal data or to restrict processing.

Signed by candidate:

Date: