**Data protection act consent form**

The Data Protection Act 1998 provides safeguards to ensure that data are handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means. A large element of data processing relies on the consent of the individual involved.

An individual’s data is commonly classified as ‘personal’ or ‘sensitive’. Employees must give clear permission for sensitive data to be processes unless one of the Act’s exemptions applies. The following information is classified as sensitive data:

* racial or ethnic origin
* political opinions
* religious beliefs or beliefs of a similar nature
* trade union membership
* physical or mental condition (health)
* sexual life
* the commission or alleged commission of any offence or any proceedings in relation to any offence (alleged criminal activity and court proceedings).

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| --- | --- |
| **Name:** |  |
| **Employee Number:** |  |
| **Data it is proposed to use:** |  |
| **Reason for the use:** |  |
| **Proposed date(s) of usage:** |  |
| **Employee declaration**  I hereby consent to information relating to me being processed by the Company in order that it may properly carry out its duties, rights and obligations as my employer.  I understand that the term “processing” includes the obtaining, recording or holding of information or data or carrying out any operation or set of operations on the information or data, including organising, altering, retrieving, consulting, using, disclosing, combing or destroying the information or data. | |
| Name: |  |
| Signature: |  |
| Date: |  |