

Withdrawal of Consent Form

I, [name], hereby withdraw my consent for Premier Work Support to process the following information:

Personal Data:

- my contact details, including my name, address, telephone number and personal e-mail address
- my emergency contact details/next of kin
- my date of birth
- my gender
- my marital status
- the start and end dates of my employment or engagement
- recruitment records, including personal information included in a CV, any application form, cover letter, interview notes, references, copies of proof of right to work in the UK documentation, copies of qualification certificates, copy of driving licence and other background check documentation
- the terms and conditions of my employment or engagement (including my job title and working hours), as set out in a job offer letter, employment contract, written statement of employment particulars, terms of engagement (contract for services), consultancy agreement, pay review and bonus letters, statements of changes to employment or engagement terms and related correspondence
- details of my skills, qualifications, experience and work history, both with previous employers and with Premier Work Support
- my professional memberships
- my salary, entitlement to benefits and pension information
- my National Insurance number
- my bank account details, payroll records, tax code and tax status information
- any disciplinary, grievance and capability records, including investigation reports, collated evidence, minutes of hearings and appeal hearings, warning letters, performance improvement plans and related correspondence
- appraisals, including appraisal forms, performance reviews and ratings, targets and objectives set
- training records
- annual leave and other leave records, including details of the types of and reasons for leave being taken and related correspondence
- any termination of employment or engagement documentation, including resignation letters, dismissal letters, redundancy letters, minutes of meetings, settlement agreements and related correspondence
- information obtained through electronic means, such as swipecard or clocking-in card records
- information about my use of Premier Work Support's IT systems, including usage of telephones, e-mail and the internet
- photographs

Sensitive Personal Data:

- information about my health, including any medical condition, whether I have a disability in respect of which Premier Work Support needs to make reasonable adjustments, sickness absence records (including details of the reasons for sickness absence being taken), medical reports and related correspondence
- information about my racial or ethnic origin, religious or philosophical beliefs and sexual orientation
- trade union membership
- information about criminal convictions and offences.

I withdraw my consent to Premier Work Support processing the above personal data for the following purposes:

- For Premier Work Support to provide me with work-finding services.
- For Premier Work Support to process with or transfer my personal data to their client/s in order to provide me with work-finding services.
- For Premier Work Support to process my data on a computerised database in order to provide me with work-finding services.
- For Premier Work Support to process my data using automated decision making processes

However, I understand that Premier Work Support may continue to process my personal data where it has a legal obligation to continue to do so.

I also withdraw my consent for Premier Work Support processing my personal data with third parties including for the purposes of internal audits and investigations carried out on Premier Work Support to ensure that Premier Work Support is complying with all relevant laws and obligations, including:

- external organisations for the purposes of conducting pre-employment reference and employment background checks
- payroll providers
- benefits providers and benefits administration, including insurers
- pension scheme provider and pension administration
- occupational health providers
- external IT services
- external auditors
- professional advisers, such as lawyers and accountants

Signed by candidate/
temporary worker:

Print name:

Date: