



GDPR DATA CONSENT FORM (DCF)

Data Protection Act 1998

Permission to Disclose Personal Data

Hammond Clarke Ltd Commitment to the General Data Protection Regulation (GDPR) May 2018

All individuals/companies whether they be Full Time/Part Time or Temporary Workers / Employees, Subcontractors (Individuals or Subcontract Companies), Sponsored Individuals (for Railway Working) or Suppliers – company information only / employees are required to provide the company with some personal / sensitive information in order that we can either contact them, pay invoices / wages and ensure that H&S regulations are met.

In certain circumstances the company will request individuals to provide completed security applications and supporting documentation such as passports, date of birth, home address – this is forwarded to third parties** in order that security clearance can be obtained for specific project sites (military/Government).

Information that you send to the company is at your own risk, however we will take all steps necessary to ensure the information is protected once received.

** Third Parties could be classed as, but not limited to: Training Companies, Principal Contractors, Sub-contract Companies, Security Clearance Bodies, Clients.

If you do not wish to give consent to the company storing and/or sharing (Processing) your personnel data, please tick the box in “**Section 1**” below and we will return all data to you. (Please note this may cause delays in payments, security clearance / site inductions for projects etc). If you consent to the company storing and/or sharing (Processing) your data as specified below the please complete “**Section 2**” below and return.

Section 1

Tick Box

| | |
|--|--------------------------|
| I do not want my data stored by the Company | <input type="checkbox"/> |
|--|--------------------------|

Section 2

| | |
|--|--|
| Name | |
| Address | |
| Subcontractor / Company | |
| I authorise the company to disclose my personal data for the below: | |
| 1 | Finance Department – invoice / wage payments |
| 2 | Training companies for booking Training Courses |
| 3 | Security Applications when required for specific clearances |
| 4 | Purposes of communication between the company and any Subcontractor or other Employees of the company. |
| 5 | Clients / Principal Contractors |
| This authority to disclose personal data is valid for either the duration of my personal employment with the company as an individual, or for the time that us as a subcontract company, supplier or client company deals in contracted services with the company. | |
| Signed | |
| Date | |

Please return completed to: Email: info@hammond-clarke.co.uk or send to Hammond Clarke Ltd, The Lodge, Copthorne Road, Croxley Green, Rickmansworth, WD3 4AQ.