



## **Data Processing Form**

**Please enclose a signed copy of this form with your application form.**

Cairn Housing Association processes and stores personal data in accordance with the Data Protection Act, 1998. The personal information that you provide in your application form will be used for the purposes of recruitment and equal opportunities monitoring. Personal data will not be released to third parties unless there is a legal or regulatory reason to do so or we have obtained your consent in advance. We will not store personal data for longer than is necessary.

Please note that, if successful at interview, your application will be subject to verification. This will involve the following: your references will be taken up and any qualification that is indicated on your application may be verified by contacting the appropriate body. If relevant to the post applied for, your application may also be subject to pre-employment vetting. You will receive further information about such processing as appropriate.

You have the right to request a copy of the personal data we hold about you and to have any information that you believe is inaccurate corrected.

### **Acknowledge and Consent**

I have read the information set out above and consent to the processing of any personal data supplied by me in the course of my application.

**Signature**.....

**Print Name**.....

**Date**.....