

# Data Protection Act: Client /Candidate Consent Form

## Permission to store and process your data

To help with your enquiry/application we may need to record your details. These details may include personal and sensitive data.

To comply with the Data Protection Act (1998) we must ask for your permission to store and process your personal and sensitive data for this purpose.

**I/We give my/our consent to Luker Rowe & co Ltd recording sensitive personal information about me/us**

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

Overleaf are some key statements about our data protection and privacy policy.

Please also read Data Protection and Privacy Statement attached.

## Data Protection Act (1998): Client / Candidate Information Sheet

### What is personal and sensitive data?

Personal data is data which can be used to identify you. This may include your name, date of birth, address, telephone number etc.

Sensitive personal data is information related to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

### Where will you store my data?

The record of your case/policies/applications will be stored in an electronic database system accessed by employees of Luker Rowe. Paper copies of your data may also be stored securely and accessed by employees of Luker Rowe.

**How will you use my data?**

Your data will primarily be used for the purpose of providing you with an advocacy and support service. We will also use anonymised data for the purposes of sales and marketing monitoring. In some instances, Luker Rowe may contact you to invite you to participate in surveys or send marketing emails about particular products.

**Can I withhold my consent?**

Yes but Luker Rowe will not be able to provide you with an advocacy and support service which includes provision of paper and electronic information and events.

**What is a Data Controller?**

A Data Controller is someone who is responsible for your data and who must make sure that your data is processed according to the law. For example they are responsible for making sure that the information held about you is accurate and that it is kept secure. For the purposes of the Data Protection Act the Office Manager is the Data Protection Manager/controller.

**Why might you share my personal and sensitive personal data? Who will you share it with?**

We will only ever share your information with your permission, for the purposes we have stated (unless required to do so by law).

**Obtaining the information we hold about you**

You have a right to ask for a copy of your information and to correct any inaccuracies. Under the Data Protection Act 1998, the Luker Rowe is required to respond to your request within 40 days. If you would like a copy of the information we hold about you, please write to the Data Protection Manager, Luker Rowe and Co Ltd, Century House London Road, Amersham, Bucks HP7 0TU.