

## Candidate Data Processing Agreement

### Diversita Consulting Limited

#### Introduction

This agreement outlines how Diversita Consulting Limited ("Diversita") will handle your personal data as part of our recruitment services, with a specific focus on supporting neurodivergent job seekers. We are committed to protecting your privacy and complying with all relevant UK data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

#### Data Collection and Processing

- Data Collected:** We collect personal data necessary for our recruitment services, including but not limited to:
  - Contact information (name, address, email, phone number)
  - Employment history and qualifications
  - Skills and experience
  - Neurodivergence information (if disclosed voluntarily)
  - Any other information relevant to your job search
- Purpose of Processing:** We process your personal data for the following purposes:
  - Matching you with suitable job opportunities
  - Communicating with you about potential roles
  - Sharing your information with prospective employers (only with your explicit permission)
  - Providing career advice and support (including Diversita community events)
- Lawful Basis for Processing:** We process your personal data based on the following lawful bases under UK GDPR:
  - Your consent (which you can withdraw at any time)
  - Legitimate interests (to provide recruitment services and match you with suitable roles)
- Data Sharing:** We will only share your personal data with:
  - Prospective employers (with your explicit permission for each specific role)
  - Third-party service providers who assist us in delivering our services (under strict data processing agreements)
- Data Security:** We implement appropriate technical and organisational measures to protect your personal data from unauthorized access, loss, or alteration.

6. **Data Retention:** We will retain your personal data for as long as necessary to provide our recruitment services and fulfil our legal obligations.

### **Your Rights**

Under UK GDPR, you have the following rights regarding your personal data:

- Right to access your data
- Right to rectify inaccurate data
- Right to erasure (under certain circumstances)
- Right to restrict processing
- Right to data portability
- Right to object to processing

### **Consent**

By signing or agreeing to this agreement, you consent to Diversita Consulting Limited collecting, processing, and sharing your personal data as described above. You can withdraw your consent at any time by contacting us.

### **Contact Us**

If you have any questions or concerns about this agreement or how we handle your personal data, please contact us at:

Diversita Consulting Limited

Postal address: Foresters Hall, 25 Westow St, London SE19 3RY

Email: [contact@diversita.co.uk](mailto:contact@diversita.co.uk)