



We are excited to confirm your candidate call with Diversita.

We highly value diversity and inclusion, and we appreciate your openness in sharing information regarding your neurodiversity. This is a friendly informal chat to help us get to know you and see the best way we can assist. The conversation should take between 45 and 60 minutes.

During the meeting, we will discuss various aspects of your experience, expectations and neurodiversity.

Below is an overview of what will be covered during our discussion, these are some of the questions that we may ask, however, we understand that all may not be relevant:

### **Introduction from our consultant**

#### **Personal details**

- Name (preferred name/pronouns)
- Email Address
- Phone Number
- Location
- Right to work Status

#### **Neurodiversity journey**

- Neurodivergence
- Diagnosed (Yes/No)
- Strengths & challenges related to your neurodiversity
- How do you feel about disclosure in the workplace?
- ND disclosed to your current Employer?

#### **Employment overview**

- Current Job Title & Employer
- Do you have any reasonable adjustments (RA) in your current role?
- Have you utilised Access to Work?
- What are your primary skills?
- What skill do you consider to be your main focus? (Job title / special interests)
- What type of projects are you working on / involved with?
- Industry experience? Client sizes? (Finance, manufacturing, enterprise or SME's)
- What are your biggest work achievements?
- Why do you want to leave current role?

### **Salary and logistics**

- Current salary & package
- Expected salary & package preferences (Bonuses, health, gym etc...)
- Notice period (flexibility, holidays booked)

### **Reasonable adjustments and preferences**

- Work preferences (Hybrid / onsite / remote working)
- Have you ever been offered RA for an interview?
- What RA would you need for an interview?
- What RA would need for your next role?
- Are you interviewing elsewhere? (what type of roles, how are the processes)
- Work examples (Portfolio of work)

### **What we can offer**

- Discuss Diversita's clients
- Diversita service offering
- Follow up call / keep in touch
- Access To Work
- Job seeking & employment support
- Recommendations - external services
- Any other information you would like to share with us.

Please rest assured that we are committed to making the interview process as inclusive and comfortable as possible for you. If you have any specific requests or additional information related to your neurodiversity or reasonable accommodations, please feel free to share them with us at any time.

We look forward to our upcoming discussion and getting to know you better. If you have any before the interview, please do not hesitate to reach out and we will be happy to help.

## 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

1. **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
2. **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)
3. **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)
4. **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)

5. **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)