WITH REGARD TO INDIVIDUALS WHO RESIDE, ARE OR WILL BE EMPLOYED IN **THE EUROPEAN UNION (IT IS NOT NECESSARY TO SUBMIT THIS FORM TO INTELLICORP AS PART OF AN INTERNATIONAL SEARCH REQUEST)**

**[INSERT NAME OF COMPANY] - NOTICE, DECLARATION AND AUTHORIZATION FOR BACKGROUND VERIFICATION - APPLICANTS FOR EMPLOYMENT**

Please read the Notice below carefully. It provides important information to you regarding the collection, use, transfer and storage of your personal data for purposes of verifying your background.

**NOTICE REGARDING BACKGROUND VERIFICATION**

**[Insert name of Company]** (“the Company”, “we”, “us”) has engaged an outside agency, **IntelliCorp Records** (“Agency”), to research, verify and provide a report regarding your background. The Company is the data controller in respect of your personal data.

Information That Will Be Collected:

The types of information we may collect, research and verify may include:

* Personal details and characteristics such as information relating to your identity, address history.
* Professional history such as professional standing, work history, educational history, qualifications.
* Public records such as criminal record history (but only to the extent applicable law allows).

We may also collect and verify such background information about you as well as use the information to conduct ongoing compliance screening against publicly available watch and sanctions lists. The specific information that will be collected and maintained about you will be determined by the Company and will depend on the nature of your role and the Company’s policies. You may contact us if you have any questions about the specific information that will be collected about you.

Sources of information

The Agency will use any appropriate and reliable source to conduct this research and verification, including but not limited to, the following: current and past employers, criminal history records, and school/educational records.

How We Use Your Information

The Company uses your personal data, subject to applicable law, for the following purposes:

* Management of the recruitment process including performing background checks and verifying references to assess your eligibility for employment and/or ongoing employment by the company.

Your Rights and Choices

You may have the right to request from the Company a copy of your personal data. As required by applicable law, we will provide you with reasonable access to your personal data that we hold. You may request that we correct, amend, or delete employee personal data where it is inaccurate. The Company will comply with your request within a reasonable time period following your request, as required by applicable law. You also have the right to object to the processing of your personal data at any time on legitimate grounds, except where otherwise provided by applicable law. You can withdraw your consent where you have given us consent to process your personal data and can request that we provide a copy of your personal data to you in a structured, commonly used and machine readable format in certain circumstances.

If you wish to exercise any of your data protection rights or if you consider that we have processed your personal data in violation of applicable law, please contact us as detailed in the “How to contact us” section below.

If you consider that we have processed your personal data in violation of applicable law and failed to remedy such violation to your reasonable satisfaction, you may also lodge a complaint with the data protection supervisory authority in your country.

Consequences of a Failure to Give Consent:

You may refuse to provide your consent to the collection of information as described in this Notice, but doing so may cause delays in the Company determining your eligibility for employment or continued employment and/or may have other consequences such as **[Insert relevant consequences as applicable]**. You may contact the Company should you have questions regarding such consequences.

How to Contact Us

If you have any inquiries, complaints or requests in relation to the processing of your personal data, please contact **[Insert relevant department or person at the Company]**.

* By phone at **[Insert telephone number]**
* By email at **[Insert email address]**
* In writing at **[Insert physical address]**

**DECLARATION AND AUTHORIZATON OF BACKGROUND VERIFICATION**

Subject Declaration of Accuracy:

I declare that, to the best of my knowledge, any information that I have provided to **[Insert name of Company]** (“the Company”, “we”, “us”) has and **IntelliCorp Records** (“Agency”) is true, correct and complete and that any falsification or misrepresentation of information that I have provided (or any omission of relevant information) may result in the removal my consideration of employment at the Companyor, if it is discovered once I am employed, the termination of my employment.

Authorization To Collect and Transfer Data:

I authorize the collection, transfer, use and storage of my personal data as described in the above Notice as follows (please tick the boxes):

* I authorize the Company to provide my personal data to the Agency for the purpose of conducting **[Insert description of background check]**.
* I authorize the Company and the Agency to research and verify my personal data and sensitive personal data by contacting the Agency. I authorize the Company and the Agency to provide my personal data as necessary to conduct this research and verification.

I understand and authorize that the personal data that may be collected, researched and verified about me may include, but is not limited to, information relating to my identity, address history, professional standing, work history, educational history, qualifications, criminal record history. I understand that information will only be collected the extent permitted by applicable law, and that I may contact the Company to obtain additional information about the specific information that will be collected about me.

I agree to assist the Agency and the Company and their representatives in verifying and collecting this information and to provide any additional information requested.

Name ……………………

 ……………………

Date ……………………