**Eàrr-ràdh 35**/Appendix 35 **Foirm- ceadachaidh Neach-Obrach/**Privacy and Communication

**(CUIRIBH AINM NA BUIDHNE AN SEO)** (INSERT NAME OF ORGANISATION HERE)

**Tha sinn a’ cur sùim sna còraichean a th’ agaibh a thaobh prìobhaideachd, agus cha chùm sinn ach an dàta a dh’fheumas sinn a chumail gus ar dleastanasan mar am fastaiche agaibh a choileanadh.**Your privacy is important to us, and we will hold only data that is required to fulfil our duties as your employer.

**Tha sinn airson conaltradh a dhèanamh ribh sna dòighean a tha sibh air a cheadachadh, agus a tha a’ cumail ri laghan na RA airson dìon dàta.**We want to communicate with you in a way which has your consent, and which is in line with UK law on data protection.

**Mar thoradh air atharrachadh air lagh na RA, feumaidh sinn a-nis cead fhaighinn bhuaibh gus am fiosrachadh a th’ againn mur deidhinn sna faidhlichean HR a chumail agus a thaobh nan dòighean san cuir sinn fios thugaibh.**As a result of a change in UK law, we now need your consent to hold the information we do about you in our HR files and also to how we contact you.

**Am biodh sibh cho math fiosrachadh conaltraidh a chur ann gus innse dhuinn dè na dòighean sam bu thoigh leibh a nì sinn conaltradh ribh:**Please fill in the contact details you want us to use to communicate with you:

**Ainm/**Name: …………………………………………………………………………………………………………………………

**Seòladh/**Address: …………………………………………………………………………………………………………………

 ….………………………………………………………………………………………………………………

**Seòladh Puist-d/**Email: …………………………………………………………………………………………………………

**Àireamh-fòn/**Phone Number: ………………………………………………………………………………………………

**Le bhith a’ cur ur n-ainm-sgrìobhte ris an fhoirm seo, tha sibh a’ dearbhadh gu bheil sibh a’ toirt cead do (CUIRIBH AINM NA BUIDHNE AN SEO) an dàta pearsanta agaibh a chumail agus a chur gu feum airson nan adhbharan a leanas (cuiribh comharra sna bogsaichean far a bheil sibh a’ toirt cead seachad):-**By signing this form you are confirming that you are consenting to (INSERT NAME OF ORGANISATION HERE) holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

* **Airson adhbharan co-cheangailte ri pròiseasan na buidhne leithid HR agus an clàr-pàighidh.**For the purposes of organisational processes including HR and payroll.
* **Gus fios a chumail ribh mu naidheachdan, tachartasan, obair agus trèanadh bho (CUIRIBH AINM NA BUIDHNE AN SEO) (cuimhnichibh gum faod sibh iarraidh gun fiosrachadh fhaighinn air post-d uair sam bith) a tha a’ buntainn gu dìreach ris an dreuchd agaibh.**To keep you informed about news, events, activities and training from (INSERT NAME OF ORGANISATION HERE) *(note you can unsubscribe from the e-bulletin at any time)* which are directly relevant to the role undertaken.
* **Gus am fiosrachadh conaltraidh obrach agaibh a cho-roinn ri luchd-obrach bho (CUIRIBH AINM NA BUIDHNE AN SEO) agus buidhnean com-pàirteach eile.**To share your work contact information with (INSERT NAME OF ORGANISATION HERE) staff and other partner organisations.

**Tha mi a’ toirt cead do (CUIRIBH AINM NA BUIDHNE AN SEO)
fios a chur thugam anns a’ phost** ☐ **air a’ fòn no** ☐ **ann am post-d** ☐**;**I consent to (INSERT NAME OF ORGANISATION HERE)
contacting me by ☐ post ☐ phone or ☐ email.

**Ainm-sgrìobhte/**Signed: ……………………………………………………………………………………………………….

**Ceann-latha/**Date: ……………………………………………………………………………………………………………….

**Faodaidh sibh cead a thoirt seachad airson nan adhbharan uile, feadhainn dhiubh no chan fheum sibh cead a thoirt seachad airson gin dhiubh. Nuair nach toir sibh cead seachad, chan urrainn dhuinn ur dàta pearsanta a chleachdadh (mar eisimpleir, ’s dòcha nach bi e comasach dhuinn fios a chur thugaibh mu thrèanadh no tachartas a tha gu bhith ann), ach ann an corra shuidheachadh àraid, leithid nuair a dh’fheumas sinn fon lagh no gus dìon a chur air daoine bho chron mòr. Gheibh sibh tuilleadh fiosrachaidh mu mar a chleachdas sinn an dàta agaibh san “Fhiosrachadh mu Phrìobhaideachd” a gheibhear air ar làrach-lìn (CUIRIBH AINM NA BUIDHNE, FIOSRACHADH CONALTRAIDH AGUS SEÒLADH AN LÀRAICH-LÌN AN SEO).**

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming training and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our “Privacy Notice” which is available from our website at (INSERT NAME OF ORGANISATION, CONTACT INFO AND WEBSITE ADDRESS HERE).

**Faodaidh sibh ur cead a tharraing air ais no atharrachadh uair sam bith le bhith a’ cur fios thugainn aig (CUIRIBH FIOSRACHADH CONALTRAIDH IS SEÒLADH AN LÀRAICH-LÌN AN SEO). Cuimhnichibh, nuair a tha sibh air ur cead a tharraing air ais, cha tèid an dàta pearsanta agaibh a chleachdadh tuilleadh air dòigh sam bith, ach a-mhàin nuair a dh’fheumar fon lagh, ach cha toir sin buaidh air dàta pearsanta sam bith a chaidh a chur gu feum roimhe.**You can withdraw or change your consent at any time by contacting us at CONTACT INFO AND WEBSITE ADDRESS HERE). Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already.

**CUIRIBH FIOSRACHADH CONALTRAIDH IS SEÒLADH AN LÀRAICH-LÌN AN SEO) Foirm le Cead bho Neach-obrach CEANN-LATHA.**CONTACT INFO AND WEBSITE ADDRESS HERE) Employee consent form DATE.