

CROP TRUST JOB APPLICANT CONSENT FORM

By submitting your application, you agree to us processing your personal data as described hereunder. You have the right to withdraw your consent any time. However, if you do so, we will no longer be able to consider your application in our selection and recruitment process.

Global Crop Diversity Trust (Crop Trust) is committed to protecting your personal data and this consent form has been created by Crop Trust to explain how we use your personal data and what your rights are. It is essential that you read and consider this properly before giving consent. You will find important information about:

- What personal data we collect,
- How and why we collect, store, use and share personal data,
- With whom we share your personal data,
- How long we store your data,
- Your rights in relation to your personal data, and
- How to contact us and supervisory authorities if you have a complaint.

We always process your personal data in accordance with the rules and principles set forth in the [Crop Trust Data Protection Policy](#). **By submitting your application, you also confirm that you have read and understood our Data Protection Policy.**

Purpose of processing personal data

We will be collecting and using your personal data for the **purposes of considering your application and processing recruitment.**

Types of Data We Collect from You	Details	How Long We Store Your Data
Basic Information	Name, age, date of birth, gender, nationality, address, telephone number, email address	3 years after end of recruitment
Recruitment related information	CV, letter of interest, test results, interview report, copy of educational certificates, and any other position specific recruitment requirement	3 years after end of recruitment
Information on third parties	List of references	3 years after end of recruitment

Please note that the indicated periods for storing your data are exclusively in relation to the recruitment process. In case you are hired for the position, the periods may be extended in accordance with our data protection rules.

How we collect your data

We will collect most of the information directly from you. In certain cases, we may also indirectly collect information from your references.

How we process your data

We store and process your data by implementing appropriate technical and organisational measures as provided for in the Crop Trust Data Protection Policy to ensure maximum data protection.

With whom we share your personal data

In order to process your application, your personal data will be accessible to our Human Resources and Corporate Operations staff, the selection panel and any other relevant staff as may be required. Your personal data will not be shared with any third parties outside of the Crop Trust.

What are your rights?

Right to be informed: You have the right to be informed about your personal data being processed and why we process it

Right to access: You have the right to access your personal data that is being processed.

Right to rectification: You have the right to request Crop Trust to correct any information you consider to be inaccurate. You also have the right to ask Crop Trust to complete any information you consider to be incomplete.

Right to erasure: You have the right to request Crop Trust to erase your personal data. However, in this case, we will no longer be able to consider and process your application.

Right to restrict processing: You have the right to request Crop Trust to restrict the processing of your personal data, under the conditions set forth in the Crop Trust Data Protection Policy.

Right to object to processing: You have the right to object to Crop Trust's processing of your personal data, under the conditions set forth in the Crop Trust Data Protection Policy.

Right to data portability: You have the right to request Crop Trust to transfer the data that we have collected to another organisation, or directly to you, under the conditions set forth in the Crop Trust Data Protection Policy.

How to contact us

Any questions, requests and complaints you may have can be sent to us by email dataprotection@croptrust.org or by post to Platz der Vereinten Nationen 7, 53113 Bonn, Germany.