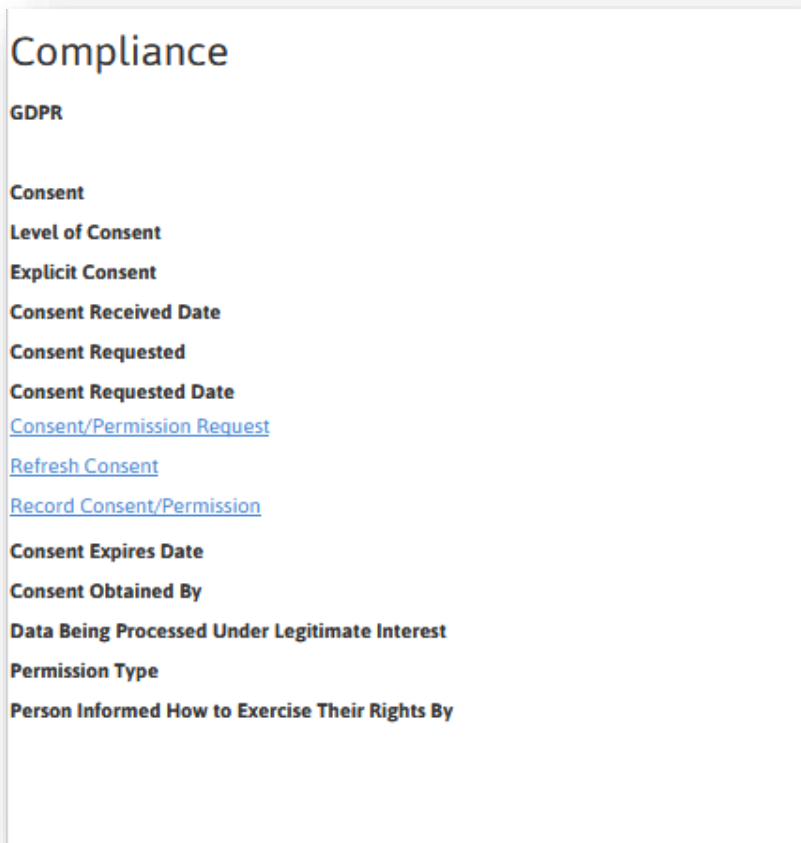


How to Send and Record Consent on Adapt - GDPR

1. Go to your candidate's **profile** (Fastfinder or People > Home)
2. Click on the downward arrow next to **Profile** and select **Compliance Page**.
3. At the top of the page you will be able to see the **GDPR Section**.



Compliance

GDPR

Consent

Level of Consent

Explicit Consent

Consent Received Date

Consent Requested

Consent Requested Date

[Consent/Permission Request](#)

[Refresh Consent](#)

[Record Consent/Permission](#)

Consent Expires Date

Consent Obtained By

Data Being Processed Under Legitimate Interest

Permission Type

Person Informed How to Exercise Their Rights By

4. Click on [Consent/Permission Request](#) in order to fill in the information regarding the consent form you want to send.
5. A new window will open, where you can fill in the **way you want it to be sent** and the **permission type**. (mandatory fields).

* There is a follow up date as well.

6. To attach the consent form click on the small arrow next to **Consent Request Documents**: acquire 
7. Once completed click **Confirm** and email will be created with your documents attached.



Consent/Permission Request

Person	howard price	
Email Address	hprice@bond.co.uk	
Email Subject	Consent/Permission Request	
Send Docs By	Email	
Permission Type	Consent Request	
Follow Up Date	13/09/18	
Other Processing Method		

Notes

Consent Request Documents

Agency Terms...

consent request...

Privacy Policy

Confirm Cancel

Record Consent/Permission

Consent given by	howard price	
Eshot Consent	☒	
IF USING CONSENT		
When was consent received?	31/05/18	
When does this consent expire?	06/09/20	
How was consent obtained?	Electronic	
Level of Consent	Full Registration	
Has explicit consent to process special category data been obtained?	Yes	
Has explicit consent to process criminal conviction data been obtained?	No	

What was consented to?

Full Registration

OTHER PROCESSING METHOD

Person informed data is being processed under

Person informed how to exercise their rights?

Journal Notes

Confirm Cancel

8. To track **when the consent was received, expires or how it was obtained** click on the [Record Consent/Permission](#), then fill the fields and click Confirm.

* Click on Acquire if you want to add the Received Consent form

Once the fields are completed, the information will show up, see below picture as example.

** If you want to **refresh the consent form**, click on [Refresh Consent](#) (this is how you will be able to send a new consent form if the candidate has previous completed one).



Compliance

GDPR

Consent	Yes
Level of Consent	
Explicit Consent	Yes
Consent Received Date	01/01/19
Consent Requested	
Consent Requested Date	
Consent/Permission Request	
Refresh Consent	
Record Consent/Permission	
Consent Expires Date	01/01/20
Consent Obtained By	
Data Being Processed Under Legitimate Interest	Yes
Permission Type	
Person Informed How to Exercise Their Rights By	Link to Privacy Policy Sent