



It starts with equal

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## Permission to use Personal Documents

I hereby **authorise** staff within the Human Resources (HR) Branch, and other relevant staff both in country and in the head office, to share relevant information contained in my CV, Employment Agreement and Personal Identification Documents for arranging where required the appropriate work permits, flights and/or working visa, audit purposes and corporate credit card. Such details are not to be used for any other purposes except those outlined in this permission advice.

I understand and acknowledge that all details will remain confidential and will not be accessed by persons other than those mentioned above and that my file (including my CV, Employment Agreement, Personal Identification Documents) will remain within the HR Branch.

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(PRINT NAME)

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(SIGNATURE)

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(DATE)