

# Data Protection Notice

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for your interest in the position of [Job Title] at [Company Name]. We take your privacy seriously and want to inform you about how we will handle your personal data during the recruitment process.

## Data Collection

We will collect the following personal data from you:

- Contact information
- Resume and cover letter
- Referee details
- Interview notes

## Purpose of Data Processing

Your personal data will be used for the following purposes:

- Assessing your skills and qualifications for the role
- Communicating with you during the recruitment process
- Conducting background checks (if applicable)

## Data Retention

We will retain your personal data for [insert duration] after the completion of the recruitment process unless otherwise required by law.

## Your Rights

You have the following rights regarding your personal data:

- The right to access your personal data
- The right to rectify inaccurate data
- The right to request deletion of your data

If you have any questions or concerns regarding this notice or your data, please feel free to contact us at [Contact Information].

Thank you for considering a career with us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]