

Data Privacy Compliance Notification

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for your interest in the [Position Title] at [Company Name]. We value your privacy and are committed to protecting your personal information. As part of our data privacy policies, we would like to inform you about how we handle your personal data during the recruitment process.

Data Collection

We collect personal information from you when you submit your application, including but not limited to your name, contact details, resume, and any other information you provide.

Purpose of Data Processing

Your personal data will be used for the following purposes:

- Assessing your qualifications for the position.
- Contacting you regarding your application.
- Complying with legal obligations.

Data Retention

Your data will be retained for a period of [Specify duration] after the recruitment process is completed, after which it will be securely deleted.

Your Rights

You have the right to request access to your personal data, rectify any inaccuracies, or withdraw your consent at any time. Please contact us at [Contact Email] for any inquiries regarding your data privacy.

By submitting your application, you acknowledge that you have read and understood this data privacy notice.

Thank you for considering a career with us.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]