

[Company Name]

[Company Address]

[Date]

To: [Candidate Name]

Email: [Candidate Email Address]

Interview Confirmation and Privacy Agreement

Dear [Candidate Name],

We are pleased to confirm your interview for the position of [Job Title].

Interview Details:

- **Date:** [Date of Interview]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Virtual Meeting Link]
- **Interviewer(s):** [Name and Title of Interviewer(s)]

Data Privacy and Confidentiality Agreement

By attending this interview and signing below, you agree to the following terms regarding privacy and confidentiality:

1. **Collection of Personal Data:** You consent to [Company Name] collecting and processing the personal information provided in your CV, application, and during the interview process for recruitment purposes only.
2. **Confidentiality of Information:** During the interview, you may be exposed to proprietary business information, trade secrets, or internal processes. You agree to keep all such information strictly confidential and will not disclose it to any third party.
3. **Data Retention:** Your information will be stored securely in our applicant tracking system. If you are not selected for this role, we may keep your data for [Number] months to consider you for future openings, unless you request its deletion.
4. **No Recording:** You agree not to record the audio or video of the interview session without prior written consent from [Company Name].

Please confirm your attendance and your agreement to these terms by signing below and returning this document prior to the interview date.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Candidate Acknowledgment:

I, [Candidate Name], confirm my attendance and agree to the privacy and confidentiality terms stated above.

Signature: _____ Date: _____