

CANDIDATE DATA PRIVACY AND CONFIDENTIALITY CLAUSE

1. Collection of Data

By submitting your application, you agree that [Company Name] may collect, use, and process the personal data provided in your curriculum vitae, application form, and during the interview process. This data includes, but is not limited to, your name, contact details, employment history, and educational background.

2. Purpose of Processing

Your personal data will be processed solely for recruitment purposes, including assessing your suitability for the role, verifying your credentials, and communicating with you regarding your application status.

3. Confidentiality

During the recruitment process, you may be granted access to proprietary or confidential information belonging to [Company Name]. You agree to keep all such information strictly confidential and shall not disclose it to any third party without prior written consent.

4. Data Retention

If your application is successful, this data will be transferred to your personnel file. If your application is unsuccessful, [Company Name] will retain your data for a period of [Insert Number] months for the purpose of considering you for future vacancies, after which it will be securely deleted.

5. Third-Party Disclosure

Your data will not be shared with third parties unless required for background screening services or by law. We ensure that any third-party providers comply with applicable data protection regulations.

6. Candidate Rights

You have the right to access, rectify, or request the deletion of your personal data at any time by contacting our HR department at [Insert Email Address].

I have read and understood the Data Privacy and Confidentiality Clause and hereby give my consent to the processing of my personal data.

Candidate Name: _____

Date: _____

Signature: _____