

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

Dear [Candidate Name],

At [Company Name], we value your privacy and are committed to protecting the personal information you share with us during the recruitment process. This letter outlines how we collect, use, and secure your data.

1. Information We Collect

We collect information provided in your resume, cover letter, and application form, including your contact details, work history, education, and professional references.

2. How We Use Your Data

Your data is used solely for evaluating your suitability for employment, communicating with you regarding your application, and complying with legal obligations.

3. Data Security

We implement industry-standard technical and organizational measures to protect your information against unauthorized access, loss, or misuse. Access to your data is restricted to employees involved in the hiring process.

4. Data Retention

We retain your personal data only for as long as necessary to fulfill the recruitment process. If your application is unsuccessful, we may keep your information for [Number] months to consider you for future roles, unless you request its deletion.

5. Your Rights

You have the right to access, correct, or request the deletion of your personal data at any time. To exercise these rights, please contact [Department/Contact Person] at [Email Address].

By submitting your application, you acknowledge that you have read and understood this policy.

Sincerely,

[Name/Signature]
[Title]
[Company Name]