

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

# Subject: Consent for Processing Personal Data - Mergers and Acquisitions Talent Database

Dear [Candidate Name],

In light of potential or ongoing Mergers and Acquisitions (M&A) activity involving [Current Company Name], we are establishing a centralized talent database. This database is designed to identify key personnel, facilitate organizational planning, and ensure career continuity during the transition period.

To include your professional profile in this database, we require your formal consent to process your personal data. By signing this letter, you agree to the following:

- **Data Collection:** The collection of your name, job title, salary, performance reviews, resume, and skills.
- **Purpose:** Use of this data for workforce integration, retention planning, and redundancy assessments.
- **Data Sharing:** Sharing your information with authorized representatives of [Acquiring/Parent Company Name] and legal or financial advisors involved in the transaction.
- **Retention:** Your data will be stored securely for a period of [Number] months/years, or as required by labor laws.

Your participation is voluntary. You have the right to withdraw your consent, request access to your data, or ask for corrections at any time by contacting [HR Department Email/Contact].

Please indicate your consent by signing below.

Sincerely,

[Name]

[Title]

[Company Name]

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**Consent Affirmation:**

I, [Candidate Name], hereby grant permission for my personal data to be processed as described above for M&A purposes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_