

Applicant Data Processing and Sharing Consent Letter

Date: [Insert Date]

To: [Company Name / HR Department]

Address: [Company Address]

Subject: Consent for Processing and Sharing of Personal Data

Dear [Name of Contact Person or Hiring Manager],

I, [Full Name of Applicant], hereby provide my free and informed consent for [Company Name] (the "Company") to collect, process, and store my personal data provided in my application form, curriculum vitae, and other supporting documents for the purpose of evaluating my suitability for employment.

I specifically understand and agree to the following:

- **Data Collection:** The Company may collect personal information including my contact details, educational background, work history, and references.
- **Purpose:** My data will be used solely for recruitment, background checks, and administrative purposes related to my application.
- **Data Sharing:** The Company may share my personal data with third-party service providers (such as background screening agencies) or affiliated companies within the corporate group for the purposes mentioned above.
- **Retention:** My data will be stored for a period of [Insert Duration, e.g., 12 months] following the completion of the recruitment process, unless I request its deletion sooner or unless required by law.
- **Rights:** I am aware that I have the right to access, correct, or request the deletion of my personal data at any time by contacting the HR department at [Insert Email/Phone].

By signing this letter, I acknowledge that I have read and understood the terms regarding the processing of my personal data.

Sincerely,

(Signature)

Name: [Full Name of Applicant]

Email: [Applicant Email Address]

Phone: [Applicant Phone Number]