

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

To: [Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Candidate Consent and Data Protection Verification

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. As part of our recruitment process, we are required to collect and process certain personal data provided by you.

To comply with data protection regulations, including the General Data Protection Regulation (GDPR), we seek your formal consent to handle your information. Please review and verify the following points:

- **Data Collection:** I consent to [Company Name] collecting and storing my personal information, including my resume, contact details, and employment history, for the purpose of recruitment.
- **Background Verification:** I authorize [Company Name] to verify the accuracy of the information provided, which may include educational credentials and previous employment references.
- **Data Retention:** I understand that my data will be stored securely for a period of [Insert Timeframe, e.g., 12 months] unless I request its removal or am hired by the company.
- **Third-Party Sharing:** I consent to my data being shared with authorized third-party service providers solely for background screening or recruitment software purposes.

You have the right to withdraw your consent at any time, or to request access to, correction of, or deletion of your personal data by contacting our Data Protection Officer at [Email Address].

Please sign below to confirm your consent and the accuracy of the data provided.

Candidate Signature

Date

Sincerely,

[Name of Sender]

[Title/Position]

[Company Name]