

[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Date]

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

**Subject: Data Protection Verification for Pre-Employment Screening**

Dear [Candidate Name],

In connection with your application for the position of [Job Title], [Company Name] is required to conduct a pre-employment background screening. This process is necessary to verify the information provided during your application and to ensure compliance with our internal hiring policies.

We take the privacy and security of your personal data seriously. This letter serves to verify that all data collected during this process will be handled in accordance with applicable data protection laws and our Data Privacy Policy.

**Scope of Screening:**

The screening may include, but is not limited to:

- Verification of educational qualifications.
- Verification of previous employment history.
- Criminal record checks (where legally permissible).
- Identity verification.

**Data Handling and Protection:**

- **Purpose:** Your data will be used solely for evaluating your suitability for employment.
- **Third Parties:** We may use a verified third-party screening provider, [Name of Screening Agency], to conduct these checks. They are contractually obligated to maintain strict confidentiality.
- **Retention:** Your data will be stored securely and will only be retained for as long as necessary to fulfill the screening purpose or as required by law.
- **Your Rights:** You have the right to request access to the data collected, request corrections to inaccurate information, or withdraw your consent at any time (though this may affect your candidacy).

By proceeding with the screening instructions provided in the attached/following link, you acknowledge that you have read this verification and consent to the collection and processing of your personal data for these purposes.

If you have any questions regarding how your data is handled, please contact our Data Protection Officer at [Email Address/Phone Number].

Sincerely,

[Signature]

[Name of Sender]

[Title/Department]

[Company Name]