

Recruitment Privacy Notice

This **Recruitment Privacy Notice** form ensures job applicants understand how their personal data is collected, used, and protected during the recruitment process. It highlights the organization's commitment to confidentiality, compliance with data protection laws, and applicants' rights. Providing this notice fosters transparency and trust between employers and candidates.

1. Data Controller

Company Name: [Your Company Name]

Contact Person: [HR Contact Name]

Email: [Contact Email Address]

Address: [Company Address]

2. Purpose of Collecting Personal Data

We collect and process your personal data solely for recruitment purposes, including evaluating your application, communication regarding your application, and compliance with statutory and legal obligations.

3. Types of Personal Data Collected

- Contact details (name, address, email, phone number)
- Work history, qualifications, and references
- Information from interviews and assessments
- Other information you provide in your CV or application

4. Data Sharing

Your personal data may be shared internally for the recruitment process and, where necessary, with third-party service providers assisting with recruitment. We ensure third parties process your data securely and in compliance with relevant data protection regulations.

5. Data Retention

We will retain your personal data for up to [retention period, e.g., 12 months] following the conclusion of the recruitment process unless required to keep it for longer under applicable laws.

6. Applicants' Rights

- Right to access, rectify, or erase your personal data
- Right to object to or restrict processing
- Right to data portability (where applicable)
- Right to withdraw consent at any time
- Right to lodge a complaint with the supervisory authority

7. Contact and Queries

For questions about this notice or to exercise your data protection rights, please contact us at:

Email: [Contact Email Address]

8. Declaration

By submitting your job application, you acknowledge that you have read and understood this Recruitment Privacy Notice.

Applicant Name: _____

Date: _____

Signature: _____