CompanyName [address, phone number, email) has collected and stored your resume and contact details.

*We process this data for recruitment purposes only. We found this data on [Linkedin] when looking to fill an open position at our company. We are storing this data in our Applicant Tracking System, [which stores data in the U.S and is fully compliant with EU data protection laws], and we will not share it with anyone else.*

*We would like to keep this data until our open role is filled. [We can not estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you.] When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles.*

*Here’s a link to our privacy policy. In this policy, you will find information about our compliance with GDPR (data protection law.) You can find how to send us a request to let you access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data.*

*You have the right to lodge a complaint about the way we handle your data with [supervisory authority] or you can contact our [DPO] at [contact details] for more information or concerns.*