**Personal data retention authorisation**

Dear «Title» «First Name» «Last Name»

**Swiss Tropical and Public Health Institute (Swiss TPH) is requiring your signed personal data retention authorisation**. Your personal data will be collected, retained and processed by our data controller in charge whose detail are:

[dkdhajkdadjakhd@swisstph.ch](mailto:dkdhajkdadjakhd@swisstph.ch)

phone number

Any data collected, retained and processed will be used for recruitment purposes only. These data are retained for legitimate interest only.

Only data contained on your CV or any other documents given by you will be residing on our files. These could be contact details, social and professional profiles, education and work experience.

Your data may be shared in case of technical proposal in a framework of a tender process. Your personal data will be shared following a specific agreement with you.

Your personal data are only the ones given by you. No other sources are used.

Your personal data will be processed here at Swiss TPH and will be stored on our servers.

The retention period is most likely 2 to 3 years otherwise “retention period” months. The personal data retention authorization renewal will be made at the same time that the request for CV update.

**The candidates’ rights**.

These include the right to be forgotten, to rectify or access data, to restrict processing, to withdraw consent, to be kept informed about the processing of their data.

You can request to access, delete, rectify or restrict processing of your data by a written request addressed to the data controller.

**How you protect candidate data**. You could sum up or link to your company’s general privacy policy which should include all the ways your company protects data (e.g. encryption, privacy by design.)

Basel,

“Today’s date” «Title» «First Name» «Last Name»

