

## **Consent to Use Personal Data (For Job Applicants)**

Thank you for applying for a position at our college. To process your application and subsequent HR-related tasks, our Human Resources Office will collect, process, and use the personal data you have provided in your application. Please carefully read the following information and confirm your consent:

1. **Purpose of Data Collection:** Our college will collect, process, and use the personal data you provide for the purposes of recruitment and human resources management. This data will only be used for reviewing applications, contacting candidates, verifying qualifications, and for internal HR management after hiring.
2. **Types of Data:** The personal data collected may include, but is not limited to, your name, contact information, educational background, work experience, professional certifications, research achievements, and recommendation letters.
3. **Scope of Data Usage:** Your personal data will only be used internally during the recruitment process. If necessary, it may be shared with relevant review committees or personnel for qualification verification and background checks. Except where required by law, we will not disclose your personal data to unrelated third parties.
4. **Data Retention Period:** If you are not hired, we will retain your application data for up to one year, after which it will be securely destroyed. If you are hired, your data will be permanently kept as part of our HR records.
5. **Your Rights:** You have the right to access, correct, or delete your personal data, and you may withdraw your consent to this statement at any time. If you wish to exercise these rights, please contact our Human Resources Office.
6. **Data Security:** Our college is committed to adopting reasonable technical and administrative measures to ensure that your personal data is protected from unauthorized use or disclosure.

**I have read and understood the above content, and I consent to the collection, processing, and use of my personal data by the Human Resources Office of the college.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_