

How To Download Candidate's Data to XML



This guide provides a straightforward process for downloading candidate data in XML format, making it essential for users who receive a GDPR request from a data subject wanting to be sent the data held on them. By following the simple steps outlined, users can quickly access and export relevant data, streamlining their workflow. Whether for recruitment or record-keeping, this guide ensures that users can easily navigate the platform and obtain the necessary information with minimal hassle.

1 Click the **Our Ref** of the application you wish to download data from

The screenshot shows the Matrix Security Watchdog interface. At the top, there's a navigation bar with 'Dashboard', 'Applications', 'Admin', and 'Reports'. Below this is a filter bar with tabs: 'All', 'Awaiting Candidate', 'With Org', 'To Action', 'With Third Party', 'In Progress', and 'Completed'. A search bar and a 'Filters' button are also present. The main content area displays a table of applications. The first row's 'Our Ref' (474Z4392D0) is circled in orange.

Date Created	Name	Our Ref	Organisation	Application Ref	Status	Checks Required
11 Aug 2025	asas asasa	474Z4392D0	Org Ref: NewCompanyLtd Group Ref: NewCompanyLtd		Awaiting Verification	DBS Standard/Enhanced
11 Aug 2025	asasa asasas	3375D5DB09859	Org Ref: NewCompanyLtd Group Ref: NewCompanyLtd		Awaiting Verification	DBS Standard/Enhanced
11 Aug 2025	ashk settyK	611TEST7AE86C	Org Ref: NewCompanyLtd Group Ref: NewCompanyLtd		Awaiting Verification	DBS Standard/Enhanced
11 Aug 2025	asasa asasas	511ASAS5A5E17	Org Ref: NewCompanyLtd Group Ref: NewCompanyLtd		Awaiting Verification	DBS Standard/Enhanced
11 Aug 2025	sasa asasa	341PF33E38	Org Ref: NewCompanyLtd Group Ref: NewCompanyLtd		Awaiting Verification	DBS Standard/Enhanced
11 Aug 2025	ash test settyK		Org Ref: NewCompanyLtd Group Ref: NewCompanyLtd		Awaiting Verification	DBS Standard/Enhanced

2 Click the **Details** tab

The screenshot shows the Matrix Security Watchdog interface. At the top, there's a navigation bar with 'Dashboard', 'Applications', 'Admin', and 'Reports'. Below this, a breadcrumb trail reads 'Dashboard > Applications > asas asasa'. A 'Back to Applications' link is on the left. The candidate's ID '474Z4392D0' and status 'Awaiting Verification' are shown. The candidate's name 'asas asasa' is prominently displayed with a 'Withdraw' and 'Delete' button. A 'Created: 11 Aug 2025' timestamp is on the right. A tabbed interface at the bottom has 'Summary' and 'Details' (circled in orange), with 'Notes', 'Documents', and 'History' also visible. The 'Summary' section contains a 'Candidate Details' table.

Candidate Details	
Candidate Name	asas asasa
Date Of Birth	01/08/2000
Reference	474Z4392D0
Group Name	New Company Ltd (Default)
Organisation	New Company Ltd
Position Applied For	IT
Consent Date	11 Aug 2025 - 15:37:02

3 Click the **Download Data** button at the top of the page

This screenshot shows the same interface as the previous one, but with the 'Details' tab selected and highlighted with an orange circle. The 'Download Data' button, located at the top left of the details section, is also circled in orange. The 'Details' section contains a 'Personal Information' table and an 'Edit' button.

Personal Information	
Gender at Birth	Female
Title	Mr
How would you describe your gender?	Female
Forename	asas
Do you have any middle names?	No
Surname	asasa
Date of Birth	1 Aug 2000
Do you have a valid passport?	No
Do you hold a valid UK driving licence?	No
Do you have a valid National Insurance number?	No

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Click the **Yes, confirm** button to confirm you wish to download the candidate's data

The screenshot shows a web application interface with a confirmation dialog box in the center. The dialog box has a light blue background and a white border. At the top of the dialog is an orange circle with a white question mark. Below this, the text reads: "Are you sure you wish to Download this candidate's personal data? In doing so you are legally responsible for handling the individual's data securely after downloading." At the bottom of the dialog are two buttons: "No, go back" and "Yes, confirm". The "Yes, confirm" button is highlighted with an orange circle. In the background, the web application shows a "Details" tab with a "Download Data" button. Below this is a "Personal Information" section with fields for Gender at Birth, Title, How would you describe your gender?, Forename, Do you have any middle names?, Surname, Date of Birth (1 Aug 2000), Do you have a valid passport? (No), Do you hold a valid UK driving licence? (No), and Do you have a valid National Insurance number? (No). There is also an "Edit" button on the right side of the background interface.

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The candidate's personal data will be downloaded in XML format and will appear in your browser's downloads

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Anytime a user downloads a candidate's data, it will appear in the **History** tab of their application

The screenshot displays the Matrix Security Watchdog application interface. At the top, the navigation bar includes 'Dashboard', 'Applications', 'Admin', and 'Reports'. The 'Applications' tab is active. Below the navigation bar, the candidate's profile is shown with the name 'asas asasa' and a 'Created: 11 Aug 2025' timestamp. A 'Withdraw' button and a 'Delete' button are visible. The main content area has tabs for 'Summary', 'Details', 'Notes', 'Documents', and 'History'. The 'History' tab is highlighted with an orange circle. Below the tabs, the 'Details' section is expanded, showing a 'Download Data' button. The 'Personal Information' section contains a table of candidate details.

Personal Information		Edit
Gender at Birth	Female	
Title	Mr	
How would you describe your gender?	Female	
Forename	asas	
Do you have any middle names?	No	
Surname	asasa	
Date of Birth	1 Aug 2000	
Do you have a valid passport?	No	
Do you hold a valid UK driving licence?	No	
Do you have a valid National Insurance number?	No	