

# Employee Consent Form for Use of Personal Information

An **employee consent form** for use of personal information is essential to comply with privacy laws and ensure transparency. This document outlines the permissions granted by employees for collecting, using, and managing their personal data. It protects both the organization and the employee by clearly defining the scope of information usage.

## Employee Details

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Position: \_\_\_\_\_  
Employee ID: \_\_\_\_\_

## Consent Details

I, the undersigned, hereby consent to the collection, use, and management of my personal information by [Company Name]. The information collected may include (but is not limited to): name, contact information, identification numbers, employment history, and banking details for payroll purposes.

I understand that my personal information will be used solely for legitimate business purposes, including administration, payroll, benefits processing, and regulatory compliance as required by law.

My information will be stored securely and only accessed by authorized personnel. I have been informed about my rights relating to access, correction, and deletion of my personal data in accordance with applicable privacy laws.

I may withdraw my consent at any time by providing written notice to [Company Name], understanding that some information may be retained as required by law.

## Declaration

I confirm that I have read and understood this consent form and give my voluntary consent for [Company Name] to use and manage my personal information as outlined above.

Employee Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Manager/HR Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_