

# Employee Privacy Notice Form

This **Employee Privacy Notice Form** sample provides a clear outline of how personal data is collected, used, and protected within the HR department. It ensures compliance with data protection regulations while maintaining transparency with employees. Implementing this form helps build trust and safeguard employee privacy effectively.

## 1. Introduction

The purpose of this notice is to inform you about the data we collect, how we use it, your rights regarding your personal information, and how we ensure its protection.

## 2. Data Controller

**Company Name:** [Insert Company Name]

**Contact Details:** [Insert HR Contact Information]

## 3. Personal Data Collected

- Full name
- Date of birth
- Contact information (address, phone number, email)
- National insurance/social security number
- Employment details (position, salary, start date, etc.)
- Performance and disciplinary records
- Attendance records
- Health and safety information (where applicable)
- Emergency contact details

## 4. Purpose of Data Processing

- Administering employment contracts
- Managing payroll and benefits
- Evaluating performance
- Complying with legal and regulatory obligations
- Ensuring workplace safety
- Managing workplace disputes and grievances

## 5. Data Sharing and Transfers

Your data may be shared with:

- Payroll providers
- Benefits administrators
- Regulatory authorities (as required by law)
- Third-party service providers (with appropriate safeguards)

## 6. Data Retention

Your personal data will be retained for as long as necessary to fulfill the purposes for which it was collected, subject to legal or regulatory requirements.

## 7. Your Rights

- Access your data
- Request correction or deletion
- Object to or restrict processing
- Withdraw consent (where processing is based on consent)
- Lodge a complaint with a supervisory authority

## 8. Contact Information

If you have any questions regarding this notice or your personal data, please contact HR at **[Insert HR Contact Email/Phone]**.

## **9. Acknowledgement**

I acknowledge that I have read and understood the Employee Privacy Notice.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_