

# GDPR-Compliant New Employee Information Form

Ensure your onboarding process aligns with privacy standards using this **GDPR-compliant new employee information form sample**. Designed to securely collect only essential personal data, it helps protect employee rights while simplifying administrative tasks. Utilize this template to maintain transparency and foster trust within your workforce.

## Personal Information

First Name\*

Last Name\*

Date of Birth\*

Nationality

## Contact Information

Email Address\*

Phone Number

Home Address\*

## Employment Details

Job Title\*

Department

Start Date\*

## Data Privacy & Consent

**Privacy Notice:** The information collected in this form will be processed in accordance with the EU General Data Protection Regulation (GDPR) and applicable local data privacy laws. The data will only be used for lawful employment-related purposes and will be securely stored.

- Personal data will not be retained longer than necessary for employment administration.
- Access to your data is limited to authorized personnel only.
- You have the right to access, rectify, or delete your data at any time.
- For more information, please refer to our [Employee Data Privacy Policy](#).



I confirm that I have read and understood how my personal data will be processed and consent to its use for employment purposes as described above.

**Submit Form**

*This template is provided for sample purposes only and should be reviewed by your legal/data protection team before use.*