

# Employee Data Use Consent Form

This **Employee Data Use Consent Form** sample is designed to help HR departments obtain clear permission from employees regarding the collection and use of their personal data. It ensures compliance with data protection regulations while maintaining transparency about data handling practices. Using this form fosters trust and protects both the organization and its employees.

Employee Details

Full Name:

Position/Job Title:

Department:

Consents

**Purpose of data collection:** The organization may collect, process, and store your personal information for purposes including (but not limited to): employment administration, payroll, benefits management, compliance with legal obligations, and workplace security.

**Types of data collected:** Identifying information, contact details, employment records, compensation details, and other data necessary for legitimate HR operations.

**Data sharing and storage:** Your data may be shared with third-party service providers strictly for business operations and legal compliance. Data will be stored securely, and access is restricted to authorized personnel only.

☐

I hereby consent to the collection, processing, and storage of my personal data by the organization in accordance with applicable data protection laws and the purposes stated above.

☐

I understand that I have the right to withdraw my consent at any time by notifying the HR department in writing.

Signature

Employee Signature:

Date:

Submit

This is a sample template. Please adapt it to comply with local legal requirements and your organization's policies.