

Employee Data Collection Consent Form

This **employee data collection consent form** sample for HR ensures compliance with data protection laws by clearly outlining the purpose and scope of personal information gathering. It helps organizations obtain explicit permission from employees to collect, store, and use their data responsibly. Using this form fosters transparency and builds trust within the workplace.

Employee Details

Full Name:

Employee ID:

Department:

Contact Information:

Purpose of Data Collection

- To process payroll and benefits
- To fulfill legal and regulatory obligations
- To facilitate HR management and record keeping
- To provide emergency contact and health & safety purposes
- For internal reporting and performance reviews

Type of Data Collected

- Personal identification information (e.g. name, date of birth, address)
- Employment records
- Emergency contact details
- Banking and payroll information
- Health and medical information (where required)

Data Usage & Protection

Your personal data will be used exclusively for the stated purposes above, in accordance with applicable data protection laws. Access to your data will be restricted to authorized personnel only. Your information will be stored securely and will not be shared with third parties unless required by law or with your explicit consent.

Declaration & Consent

I hereby declare that I have read and understood the above information regarding the collection, use, and storage of my personal data by [Company Name]'s HR Department. I voluntarily give my consent for [Company Name] to collect and process my personal data for the purposes outlined above.

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

Employee Signature:

Date: