

EMPLOYING YOUR NEW STARTER

Guide 2.9: Employee Data Privacy Notice

All of us want our personal details to be kept safe and only used for the purpose they were provided. An employer is responsible for telling employees what information is held about their employees how it will be used.

As the employer you are classed as a 'Data Controller' and are responsible for keeping your employee's data safe – this means in a locked and secure location.

Under UK data regulations, employers are required to have a 'Data Privacy Notice'. The notice informs employees of the data that you hold on them, why you have it and who you will share it with. Below is a template data privacy notice that you can use.

If you are unsure about any part of this form please contact the Colden HR team.

For HR support, please contact Colden HR on [0121 284 0852](tel:01212840852) or email enquiries@coldenhr.co.uk and quote your NCASS membership number.