

Privacy Notice for Employees

Policy · UK · Updated 2026-07-11 · Square brackets are placeholders to replace with your own details.

A privacy notice for employees — sometimes called a staff or workforce privacy notice — tells the people who work for you what personal data you hold about them, why you process it, who sees it, how long you keep it, and what rights they have. UK GDPR's transparency duty applies to your workforce just as it applies to your customers.

Staff data is some of the most sensitive information a small business holds: pay, bank details, health and absence records, disciplinary files. Plenty of employers have a polished customer privacy policy and nothing at all for the people whose data they hold most of.

This template gives you a complete notice covering the full employment lifecycle: recruitment records, pay and tax, absence and health, performance and monitoring, sharing with payroll and pension providers, retention, and staff rights.

Purpose and scope

This notice explains how [Your company] uses the personal data of the people who work for us — employees, workers, contractors, and volunteers — and of job applicants. It is for information: it is not part of your contract of employment and does not need your agreement to apply.

Who we are

[Your company] is the data controller for the information described here. Questions about this notice or your data go to [name/role, e.g. data protection lead or office manager] at [email address].

The information we hold about you

- Recruitment records: your application, CV, interview notes, references, and right-to-work documents.
- Contract and identity details: name, address, contact details, date of birth, National Insurance number, and emergency contact.
- Pay and benefits: salary, bank details, tax codes, pension enrolment, and [benefits scheme] records.
- Working time and absence: rotas, timesheets, holiday, sickness absence, and fit notes.
- Performance and conduct: reviews, training records, and any disciplinary or grievance files.
- Health information where needed for workplace adjustments, statutory pay, or health and safety. [Describe occupational health arrangements if used.]
- Monitoring data: CCTV at [locations] and system access logs on [systems]. [Delete or describe what you actually monitor.]

Why we use it

- To run your employment — pay, leave, pension, performance — because it is necessary for your contract with us.

- To meet legal obligations: tax and National Insurance reporting, right-to-work checks, statutory leave and pay, and health and safety duties.
- To run and protect the business — training records, security, workforce planning — under our legitimate interests, balanced against your rights.
- With your consent in the few cases where a genuine free choice exists, such as using your photo in marketing. You can say no without consequence.
- Special category data, such as health information, is used only with an additional safeguard in place and access restricted to [roles].

Who we share it with

- Our payroll provider [name], pension provider [name], and [benefits/insurance providers].
- HMRC and other authorities where the law requires.
- Our [IT systems/HR software] providers, who process data on our instructions under contract.
- Professional advisers — accountants, solicitors, insurers — where needed.
- Future employers seeking references, in line with [our reference approach].
- We never sell staff data.

How long we keep it

We keep staff records during employment and for [period] after you leave, and unsuccessful applicant records for [period] after the decision, in line with our data retention policy. Some records, such as payroll and tax, are kept for periods set by legislation — the retention schedule lists each period and its source.

Your rights

- Ask for a copy of the data we hold about you — a subject access request, answered within one calendar month.
- Have inaccurate records corrected.
- Ask for deletion, restriction, or object to particular uses in certain circumstances.
- Withdraw consent at any time where consent is the basis we rely on.
- Raise concerns with [name/role] first; you also have the right to complain to the Information Commissioner's Office (ICO).

Changes and review

We will update this notice when what we collect, the systems we use, or our providers change, and tell you about material changes. This notice is reviewed [frequency, e.g. annually]. Owner: [name/role]. Last updated: [date].

How to use this template

1.

List what you actually hold before editing — open the HR folder, the payroll system, and the filing cabinet, and describe those.

2. Delete monitoring lines that do not apply and describe precisely any that do; vague monitoring statements cause more grievances than honest specific ones.
3. Name your real payroll, pension, and software providers in the sharing section.
4. Align the retention section with your data retention schedule rather than inventing periods here.
5. Give the notice to candidates at application stage and to new starters on or before day one, alongside the written statement of particulars.
6. Keep a record of when each staff member received it.

Official guidance

- › [ICO — UK GDPR guidance and resources](#)
- › [GOV.UK — Employment contracts and conditions](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/employee-privacy-notice> is kept current; this file is a snapshot.