



Employee Privacy Policy

1. Purpose

This policy outlines the organization's commitment to protecting the personal data and privacy of employees. It ensures that personal information is collected, used, stored, and disclosed in a lawful, fair, and transparent manner.

2. Scope

This policy applies to:

- All employees (permanent, temporary, trainees, apprentices, and contract workers).
- Personal data collected and processed during recruitment, employment, and post-employment.

3. Definitions

- **Personal Data:** Any information that identifies or can identify an employee (e.g., name, address, contact details, ID numbers, medical records).
- **Sensitive Data:** Includes health information, financial records, biometric data, or disciplinary records.
- **Processing:** Any operation performed on data (collection, storage, use, transfer, or deletion).

4. Policy Statement

We are committed to:

- Collecting only necessary employee data for legitimate business, legal, or contractual purposes.
- Ensuring employee data is kept secure, accurate, and up to date.
- Restricting access to personal data on a need-to-know basis.
- Not sharing employee data with third parties without consent, unless required by law.
- Providing employees the right to access, update, or request deletion of their personal data (where applicable).

5. Data Collection & Use

Employee data may be collected for the following purposes:



Employee Privacy Policy

- Recruitment, onboarding, and payroll processing.
- Benefits administration (health insurance, retirement plans, etc.).
- Performance management, training, and career development.
- Compliance with statutory/legal requirements.
- Workplace safety, security, and disciplinary actions.

6. Data Storage & Security

- Personal data will be stored securely in electronic and/or physical formats.
- Access will be restricted to authorized personnel only.
- Security measures (password protection, encryption, access logs) will be implemented.
- Data retention will follow legal requirements and organizational needs.

7. Employee Rights

Employees have the right to:

- Access and review their personal data.
- Request corrections to inaccurate or outdated information.
- Withdraw consent (where applicable) for optional data processing.
- Raise concerns if they believe their privacy rights are violated.

8. Disclosure of Data

Personal data may only be disclosed:

- To government/regulatory authorities as required by law.
- To third-party service providers (e.g., payroll, insurance) bound by confidentiality agreements.
- With explicit employee consent (where required).

9. Non-Retaliation

Employees will not face retaliation for exercising their privacy rights or raising concerns about misuse of their data.

10. Review & Compliance



Employee Privacy Policy

- This policy will be reviewed every **2 years** or earlier if laws/regulations change.
- Non-compliance may result in disciplinary action as per company rules.

Prepared By

Approved By