

Employee Data Privacy Policy Worksheet

Company Name

Date

1. Personal Data Collected

List the categories of employee data collected:

2. Purpose of Data Collection

Describe the intended use of collected data:

3. Legal Basis for Data Processing

Indicate the legal grounds for processing employee data:

Details / Notes (if applicable):

4. Data Access & Sharing

Who can access employee data (roles/departments)?

List any third parties or vendors data is shared with:

5. Data Retention

How long is employee data retained?

6. Employee Rights

Describe how employees can access, correct, or request deletion of their data:

7. Security Measures

List the measures in place to safeguard employee data:

8. Policy Review

How often is this policy reviewed/updated?

Sign-Off

Name	Role	Date	Signature
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