Staff and job applicant privacy notice template

Tell employees and job applicants what personal data HR collects, why, how long it is kept and what rights they have.

Replace everything in [square brackets]. Give this notice to job applicants when they apply and to staff when they join, and keep it on the staff intranet or notice board.

Who we are

[Organisation name], [address], is responsible for the personal data described here. Questions go to [HR contact or DPO, email].

Job applicants

We collect your CV, contact details, qualifications, employment history, interview notes and references to assess your application. [We may verify qualifications and carry out background checks with your knowledge.] If you are not successful, we keep your application for [6 months] and then delete it, unless you agree that we may keep it for future vacancies.

Staff

Data	Why we use it	Lawful basis
Identity and contact details, next of kin	Running the employment relationship, emergencies	Contract, vital interests
Bank details, salary, tax ID, pension details	Paying you, tax and pension contributions	Contract, legal obligation
Performance, training and disciplinary records	Managing your work and development	Contract, legitimate interests
Health information and medical certificates	Sick leave, workplace adjustments, health and safety	Legal obligation, with extra safeguards
Access logs and CCTV	Security of people, premises and systems	Legitimate interests

Who we share it with

[Payroll and pension providers, tax authorities, health insurers, IT providers, auditors and regulators, under written agreements where they act for us.]

How long we keep it

[For example: personnel files for 6 years after you leave; payroll records as required by tax law; CCTV for 30 days unless needed for an investigation.]

Your rights

You can ask for a copy of your personal data, ask us to correct it, and in some cases ask us to delete or restrict it. Contact [email]. You can also complain to the Nigeria Data Protection Commission.

Last updated: [date].

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