

# GDPR Privacy Policy Template

Welcome to our organization! We are committed to protecting your privacy and personal data in accordance with the General Data Protection Regulation (GDPR). Below is a template for our GDPR privacy policy that hiring managers can use when onboarding new employees:

## 1. Collection of Personal Data:

- We collect personal data from employees for the purpose of employment and HR management.
- Personal data collected may include, but is not limited to, name, contact information, employment history, and qualifications.
- We will only collect personal data that is necessary for the performance of our employment contract with you.

## 2. Use of Personal Data:

- Personal data collected will be used for the purposes of recruitment, onboarding, performance management, and other HR-related activities.
- We will not use your personal data for any purposes other than those stated in this policy without your explicit consent.

## 3. Storage and Security of Personal Data:

- We will store your personal data securely and take all necessary measures to protect it from unauthorized access, disclosure, alteration, or destruction.
- Personal data will only be accessible to authorized personnel who require access for HR-related purposes.

## 4. Retention of Personal Data:

- We will retain your personal data for as long as necessary to fulfill the purposes outlined in this policy or as required by law.
- Upon termination of your employment, we will securely delete or anonymize your personal data in accordance with our data retention policy.

## **5. Your Rights:**

- You have the right to access, rectify, and erase your personal data held by us.
- If you have any questions or concerns about the processing of your personal data, please contact our HR department.

We are committed to complying with the GDPR and protecting your privacy rights. If you have any questions or require further information about our GDPR privacy policy, please do not hesitate to contact us.

*[Source: GDPR.eu](<https://gdpr.eu/>)*