

# Employee Data Processing Consent Letter

Date: \_\_\_\_\_

To,  
The HR Department  
[Company Name]  
[Company Address]

## Subject: Consent for Processing of Personal Data

Dear Sir/Madam,

I, \_\_\_\_\_ (Employee ID: \_\_\_\_\_), hereby give my free and informed consent to [Company Name] for the collection, processing, storage and use of my personal data for legitimate business purposes as outlined in the company's data protection policies.

I understand that my personal data, which may include but is not limited to my name, contact information, employment details, identification documents, and compensation information, will be processed in accordance with applicable laws and regulations.

I acknowledge that my data will be kept secure and confidential, and will not be disclosed to unauthorized third parties. I have been informed of my rights regarding access, correction, and deletion of my data, as well as the process to withdraw my consent at any time by submitting a written request to the HR department.

I hereby confirm that I have read and understood the contents of this letter and grant my consent voluntarily.

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Employee Signature

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Date

### Important Notes:

- This consent letter should be retained for your records and future reference.
- Ensure employees understand their rights regarding their personal data.
- The document should be updated if there are significant changes in data processing practices.
- Always comply with local data protection laws (e.g., GDPR, CCPA) when collecting and processing data.
- Provide a company contact point for data privacy inquiries or withdrawal of consent.