

[Date]

[State how delivered: e.g. By Hand OR By 1st Class and Registered Post]

PRIVATE & CONFIDENTIAL

[Name/address]

Private and confidential

Dear [insert name]

New data protection privacy notices

Further to [set out details of the action that the employer has already taken in order to effectively launch the new notices, e.g. information sessions, training etc], I enclose a data protection privacy notice. Please read the notice carefully and keep it in a safe place as it contains important information about:

- Who collects personal information about you;
- Which information we collect and how and why we do so;
- How we use the information and who we may share it with;
- [Any monitoring we undertake;]
- Where we may hold your personal information [(including details of any international transfers of it)];
- How long we keep your information;
- Your rights to correct and access your information and to ask for it to be erased;
- Details of where you can find further information about some of the matters listed above; and
- How to complain if we get things wrong and cannot resolve them for you.

[As discussed [refer to the information session, training etc], the OR The] reason we are sending you this new notice is to make sure we comply with new legislation governing data protection, known as the General Data Protection Regulation or 'GDPR' and the legislation proposed in the Data Protection Bill. We are not making any significant changes to the way in which we process information or the reasons for which we do so, but we are being even more open and transparent about what we do with the information we hold and process about you.

As a consequence of the new legislation, we will no longer be relying on your general 'consent' to us processing your personal information as a legitimate basis on which to undertake that processing. **[If there is a consent clause in the individual's contract:** This means that, from [the date of this letter OR 25 May 2018] we will no longer seek to rely on [set out, as precisely as possible, details of the relevant consent provision, e.g. 'clause X of your contract of employment dated X'].]

We may, however, seek your consent by other means to process your personal information at other times. For example, we will typically seek your consent before we process personal information in order to obtain a medical report about your health.

We wish to maintain our open and transparent approach in relation to the protection of personal information. Please therefore do not hesitate to contact [our Data Protection Officer *[insert name]* OR *[insert name]*] *[insert details of how DPO/named contact can be contacted]*, who will be pleased to help with any queries you might have.

Yours sincerely

[CEO/Other senior person]