

# EMPLOYEE DATA PROCESSING CONSENT FORM

*Under the Digital Personal Data Protection Act, 2023*

DPDPA Legal | Template Form 09

**DISCLAIMER:** This form template is prepared by DPDPA Legal for compliance guidance under the Digital Personal Data Protection Act, 2023. It does not constitute legal advice. Consult qualified legal counsel before deployment.

## COMPANY DETAILS

<b>Company Name</b>	_____
<b>Registered Office Address</b>	_____
<b>HR Contact Email</b>	_____

## 1. PURPOSE OF THIS CONSENT

This Consent Form is issued in compliance with the **Digital Personal Data Protection Act, 2023 (DPDPA)** to inform you about the collection, processing, storage, and use of your personal data by the Company.

## 2. PERSONAL DATA COLLECTED

Personal Data Category	Primary Use
Full name, address, contact details	Identity & contact
Date of birth, gender	Identity
Government-issued identification (Aadhaar, PAN, Passport)	Statutory / KYC
Educational and employment history	Recruitment
Bank account details (for salary processing)	Payroll
Tax-related information	Statutory compliance
Emergency contact details	Safety & HR
Biometric data (if applicable for attendance)	Access control
Performance and appraisal records	Performance management
Health-related information (where necessary & legally permitted)	Benefits / insurance
Any other information required for employment purposes	Employment administration

## 3. PURPOSE OF PROCESSING

- ◆ Recruitment and onboarding
- ◆ Payroll processing and statutory compliance
- ◆ Tax and regulatory filings
- ◆ Employee benefits administration
- ◆ Attendance and access control
- ◆ Performance management
- ◆ Internal communication
- ◆ Legal and compliance obligations
- ◆ Protection of Company assets and security

## 4. MODE OF PROCESSING

- ◆ Electronically — HRMS systems, payroll software, email

- ◆ In physical form — personnel files
- ◆ By authorised HR personnel and management
- ◆ By third-party service providers (payroll vendors, insurers, background verification agencies) under contractual confidentiality obligations

### 5. DATA RETENTION

Your personal data shall be retained only for as long as necessary for the purposes stated above or as required under applicable law. Upon expiry of the retention period, data will be securely deleted or anonymised.

### 6. YOUR RIGHTS UNDER DPDPA

Right	Description	Section
Access	Obtain a summary of personal data being processed by the Company.	Sec. 11
Correction & Erasure	Request correction or erasure of inaccurate or unnecessary data.	Sec. 12
Withdraw Consent	Withdraw consent at any time (subject to legal/contractual obligations).	Sec. 6(4)
Grievance Redressal	Raise and seek resolution of data-related grievances.	Sec. 13
Nominate	Nominate a representative in case of death or incapacity.	Sec. 14

Requests may be made to: \_\_\_\_\_ (Grievance Officer / HR Email)

### 7. WITHDRAWAL OF CONSENT

You may withdraw your consent at any time by submitting a written request to HR. Please note that withdrawal of consent may impact your employment where data processing is necessary for contractual or statutory obligations.

### 8. DECLARATION & CONSENT

I, \_\_\_\_\_, **(Employee Name)**, hereby confirm that:

- I have read and understood this Consent Form.
- I have been informed about the nature and purpose of data processing.
- I **voluntarily consent** to the collection and processing of my personal data by the Company in accordance with the Digital Personal Data Protection Act, 2023.

<b>Employee Signature:</b>	_____
<b>Employee ID:</b>	_____
<b>Date:</b>	_____