

**PRIVACY NOTICE FOR EMPLOYEES**

*This privacy notice is a source of information that explains to your employees what, how, where, why, and when you process their personal data.*

[*Our organization*] is committed to maintaining the security, confidentiality, and safety of your personal data in accordance with the applicable privacy legislation and our shared values and expectations of each other as colleagues and teammates.

By consenting to this statement, you consent to the organization’s need to collect, use, and analyze your personal data. Your data is processed (and, in some cases, disclosed) for many purposes but will always be guided by and in line with the desire to provide our workforce with future opportunities. (For example, and not limited to, we may contact you to discuss a future role in which you may be interested and for which you may be suitable.)

At times, [*our organization*] may collect information about you, which is available publicly or made available to us by third parties (such as from job sites). This is done to create, enhance, validate, and update the information held about you.

If you have consented to us contacting you on this basis, we may use your personal data to communicate with you; however, [*our organization*] will never knowingly use this information to act in a discriminatory fashion, nor will [*our organization*] condone decision-making undertaken in an exclusive way or with prejudice.

You may provide us with sensitive personal data, such as information about your racial/ethnic origin or gender (which we request on a voluntary disclosure basis). [*Our organization*] will use this information only for the purposes of internal analytics reporting on an aggregate basis to monitor and improve aspects of diversity and reduce potential biases.

You can freely choose not to provide this information by selecting "prefer not to disclose." Your provision of this information is entirely voluntary—only a small, controlled specialist group of people within the organization will have access to this information at a granular level, and all analyses will only be presented at an aggregate level, subject to our statement of ethical data processing and guidance from legal counsel.

You have all the necessary authority and have obtained all necessary consent from any other individuals about whom you have provided personal data to [*our organization*] to enable us to collect, use, and disclose such personal data for the purposes described above.

For further information regarding our personal data handling practices (including information about how you can later withdraw your consent to us processing your personal data), please refer to our [*business conduct guidelines*].

Privacy Policy

[*Authority*]