**Letter—from employer enclosing GDPR data protection privacy notice (recruitment)**

*IMPORTANT NOTICE*

*This document does not constitute legal advice. It should be tailored to reflect your specific requirements and usage of data following a data audit in accordance with the legislation, guidance and Codes of Practice issued by the Information Commissioner.*

[Insert name and address of client]

**Private and confidential**

Dear [insert name]

**New data protection privacy notices**

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;
* where we may hold your personal information;
* 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.

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.**]**

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]