

Draft POPI template concerning existing employees

Feel free to change the wording to suit your circumstance and style of communication

Authorisation to retain certain personal information

Letterhead/business name and contact details

Dear (name of employee)

Re Personal information on record

In terms of the Protection of Personal Information Act we are required to notify you of the personal data we currently have on record and the reasons therefore.

Legal Requirement

The following data we have on record is required by law and we are obliged to retain the information for the period prescribed by the applicable statute

.....

.....

.....

Confirmation of your understanding and agreement with the above –

Name

Signature

Date

Operational necessity

The following personal data we have on record although not a legal requirement is considered to be an operational necessity and as a result we believe it is important to continue to retain the information.

.....

.....

.....

Confirmation of your understanding and agreement with the above –

Name

Signature

Date

Please Note:

Should you have any objection to the continued retention of the personal data as set out above please let (name)..... know as soon as possible andhe/she..... will take immediate steps to discuss the situation with you.

If you require any additional clarity or assistance with regards the above please contact (name)

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Kind regards,