

# Somalia Data Protection Authority

## Compliance Toolkit Template

### EMPLOYEE PRIVACY NOTICE

**Version:** 1.0

**Date of Issue:** January 2026

**Status:** Mandatory for Employers

**Issued under:** Somalia Data Protection Act No. 005 (2023)

## 1. Introduction

This notice explains how **[Organization Name]** processes personal data of employees in compliance with the Somalia Data Protection Act No. 005 (2023).

We are committed to ensuring that employee personal data is processed lawfully, fairly, and transparently.

## 2. Categories of Employee Data

We may process the following categories of personal data:

- Identification details
- Contact information
- Employment records
- Payroll and financial information
- Performance and disciplinary records
- Health and leave records
- System access logs
- Any other data necessary for employment administration

## 3. Purpose of Processing

Employee data is processed for:

- Recruitment and employment administration

- Payroll and benefits administration
- Performance management
- Legal and regulatory compliance
- Workplace security
- Protection of company assets and systems

Workplace systems may be monitored for security and compliance purposes in accordance with applicable law.

Monitoring, where conducted, will be proportionate and limited to legitimate organizational purposes.

## 4. Lawful Basis

Processing of employee personal data is based on one or more of the following lawful bases:

- Performance of an employment contract
- Compliance with legal obligations
- Legitimate interests of the organization

Where processing is based on legitimate interests, those interests do not override the rights and freedoms of employees.

Where required by law, consent will be obtained before processing specific categories of data.

## 5. Data Sharing

Employee data may be shared with:

- Payroll service providers
- Insurance and benefits providers
- Government authorities where required by law
- Professional advisors or auditors

All third parties are required to implement appropriate confidentiality and security safeguards.

## 6. Retention

Employee data is retained in accordance with the organization's Data Retention Schedule and applicable legal requirements.

Personal data will not be retained longer than necessary.

## 7. Employee Rights

Employees have the right to:

- Request access to their personal data
- Request correction of inaccurate data
- Request deletion where applicable
- Object to certain processing activities
- Lodge a complaint with the Somalia Data Protection Authority

Requests may be submitted using the contact details below.

## 8. Security

We implement appropriate technical and organizational safeguards to protect employee data against unauthorized access, loss, misuse, or disclosure.

These safeguards may include access controls, encryption, secure storage, and regular training.

## 9. Contact

For questions, requests, or complaints regarding this notice, please contact:

[Insert Organization Contact Details]

You also have the right to lodge a complaint with the Somalia Data Protection Authority.

## Disclaimer

This template is provided by the Somalia Data Protection Authority for general guidance purposes. Employers remain responsible for ensuring compliance with the Somalia Data Protection Act No. 005 (2023). Use of this template does not constitute approval or certification by the DPA.