



Privacy Notice for Sponsored Workers — Template

What this is	A fill-in template our customers (sponsoring employers) can give to their sponsored workers to meet their UK GDPR Articles 13/14 transparency duty for records kept in the Sponsor Licence Compliance Guru platform.
How to use it	Replace every [bracketed] value with your organisation's details, delete this table, and give the notice to each sponsored worker (email or printed) when their record is created. Keep a copy of what you issued and when.
Provided by	Nara Solicitors Ltd (platform operator) as a courtesy — adapt it to your organisation; it is a starting point, not legal advice.

How we handle your information as your sponsor — [Employer name]

Date issued: [date]

As your employer and licensed sponsor, **[Employer name]** is required by the Home Office to keep records about you and your immigration status for as long as we sponsor you. This notice explains what we keep, why, and your rights.

Who is responsible for your information

[Employer name] ([registered address]) is the **data controller**. Contact for anything in this notice: **[HR contact name / role]**, **[contact email]**.

What we keep and why

We keep the records the Home Office requires licensed sponsors to hold (Appendix D of the sponsor guidance) and the information needed to run your employment:

- **Identity and contact details** — name, date of birth, contact details, address, emergency contact.
- **Immigration and right-to-work records** — passport, visa / permission details, Certificate of Sponsorship, right-to-work check evidence.
- **Employment records** — role, salary, contract, attendance and absence.
- **Financial details** — bank details used to pay you.

We do **not** use this information for automated decisions about you, and it is not used for marketing.

The legal bases we rely on

- **Legal obligation** — sponsor record-keeping and reporting duties (UK GDPR Art. 6(1)(c)).
- **Employment contract** — running your employment and payroll (Art. 6(1)(b)).

- **Legitimate interests** — ordinary workforce administration (Art. 6(1)(f)).
- Where immigration documents incidentally reveal more sensitive information, we rely on the **employment condition** (Art. 9(2)(b) with Schedule 1 of the Data Protection Act 2018).

Where your information is stored

We keep these records in **Sponsor Licence Compliance Guru**, a secure record-keeping platform operated for us by **Nara Solicitors Ltd** (SRA No. 8006464, ICO registration ZB670355) acting as our **data processor**. Data is hosted in the UK and EU, protected by encryption and mandatory two-factor authentication, and Nara Solicitors Ltd may only use it to provide the platform to us — never for its own purposes. Its sub-processors and security measures are published at <https://complianceguru.narasolicitors.com/dpa>.

Who sees your information

Authorised staff of **[Employer name]** ([e.g. HR and the key personnel named on our sponsor licence]); the **Home Office / UKVI** where we are required to report or on a compliance visit; and the platform's infrastructure providers listed at the address above. We do not sell your information or share it for advertising.

The worker portal (if we invite you)

We may invite you to a self-service portal to enter some of your own details. Your portal account shows only your own submissions; nothing you submit becomes part of the official record until we review and accept it.

How long we keep it

For the period the Home Office requires — normally the **duration of your sponsorship plus one year** — after which your record is deleted. Bank details are kept for the statutory payroll period.

Your rights

You can ask us for a copy of your records (we can export them from the platform), ask us to correct anything inaccurate, and — where no legal duty requires us to keep something — ask us to delete it. You can also object to or ask us to restrict certain processing. Contact **[HR contact email]**; we will respond within one calendar month. If you are unhappy with how we handle your information you can complain to the Information Commissioner's Office (ico.org.uk), though we would welcome the chance to resolve it first.