

Candidate Privacy Policy

In line with UK GDPR and Data Protection Act (2018).

1. Introduction

Amber Care Group (UK) LTD ("we", "our", or "us") is committed to protecting the privacy and security of your personal data. This privacy policy explains how we collect, use, share, and store personal data about job applicants ("candidates") during our recruitment process, in accordance with the UK General Data Protection Regulation ("UK GDPR") and the Data Protection Act 2018.

2. Who We Are

Data Controller:

Amber Care Group (UK) LTD
Boho Zero, 21 Gosford Street, Middlesbrough, TS2 1BB
dataprotection@ambercaregroup.co.uk

Telephone: 01642 070719

3. What Data We Collect

We may collect, store, and use the following categories of personal data about you:

- **Identification Data:** name, date of birth, gender, nationality.
- **Contact Details:** address, email, phone number.
- **Employment History:** CV/resume, job history, employer references.
- **Education Data:** degrees, certifications, qualifications.
- **Right to Work Information:** work permit, visa, passport, national insurance number.
- **Interview & Assessment Data:** notes, test results, communications.
- **Equal Opportunities Monitoring Data** (if collected): race, ethnicity, sexual orientation, religion, disability — **voluntary and anonymised where possible.**

We do not intentionally collect **special category data** unless necessary and lawfully justified (e.g., for equal opportunities monitoring or reasonable adjustments).

4. How We Collect Your Data

We may collect your personal data from:

- You, directly (via CV, application forms, emails, interviews).
- Recruitment agencies or job boards (e.g., Indeed, LinkedIn).
- Background check providers.
- Referees you have provided.
- Public sources (e.g., LinkedIn, professional websites).

Amber Care Group (UK) LTD
Registered Company Number 13297717

Policy No. 068

5. Purposes and Lawful Bases for Processing

We process your personal data for the following purposes and legal bases:

Purpose	Legal Basis
Assessing your skills, qualifications, and suitability	Legitimate interest / Necessary for entering into a contract
Communicating with you during recruitment	Legitimate interest
Conducting interviews and assessments	Legitimate interest
Verifying information and references	Legitimate interest
Ensuring legal right to work in the UK	Legal obligation
Keeping records of the recruitment process	Legitimate interest / Legal obligation
Making reasonable adjustments for disabilities	Legal obligation / Explicit consent

If we process any **special category data**, we will do so based on one of the lawful conditions in Article 9 UK GDPR (e.g. explicit consent, legal obligations in employment, substantial public interest).

6. Data Sharing

We may share your personal data with:

- Internal HR and recruitment staff.
- Interviewers and managers involved in the hiring process.
- Third-party service providers (e.g. recruitment platforms, background check providers).
- Legal or regulatory authorities (if required by law).

We require all third parties to respect the security of your data and to treat it in accordance with the law.

7. International Data Transfers

If your personal data is transferred outside the UK (e.g. cloud hosting providers), we ensure appropriate safeguards are in place, such as UK International Data Transfer Agreements (IDTAs) or adequacy decisions.

8. Data Retention

We retain candidate data for:

- **Unsuccessful candidates:** 6 months after the recruitment process ends.
- **Successful candidates:** personal data will become part of the employee record and retained in line with our employee privacy policy.

You may request deletion of your data sooner, unless legal or regulatory obligations require us to keep it.

9. Your Rights

Under UK GDPR, you have the following rights:

- **Access** – to request a copy of your personal data.
- **Rectification** – to request correction of inaccurate or incomplete data.
- **Erasure** – to request deletion of your data.
- **Restriction** – to request limitation of processing.
- **Objection** – to object to processing based on legitimate interests.
- **Data Portability** – to request your data in a portable format (where applicable).
- **Withdraw Consent** – where we rely on your consent.

To exercise any of these rights, contact us at [Insert Contact Email].

10. Security of Your Data

We implement appropriate technical and organisational security measures to protect your personal data from unauthorised access, loss, or misuse.

11. How to Complain

If you have concerns about how we handle your data, please contact us first at dataprotection@ambercaregroup.co.uk

You also have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**:

ICO Website: www.ico.org.uk

ICO Helpline: 0303 123 1113

12. Updates to This Policy

We may update this policy from time to time. The latest version will always be posted on our website or available on request.