

Employee Privacy Policy

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

1. Purpose

This policy explains how Amber Care Group collects, uses, stores, shares, and protects personal data relating to its employees, workers, contractors, and job applicants in compliance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

2. Scope

This policy applies to all employees, job applicants, contractors, interns, consultants, agency workers, and former employees of Amber Care Group (UK) LTD.

3. Data Controller

The Data Controller is:

Amber Care Group (UK) LTD.

Boho Zero, 21 Gosford Street, Middlesbrough, TS1 2BB

Email: dataprotection@ambercaregroup.co.uk

Telephone: 01642 070719

4. What Personal Data We Collect

We may collect and process the following categories of personal data:

- **Identification details:** Name, date of birth, gender, NI number, nationality, marital status
- **Contact details:** Address, phone number, email
- **Employment details:** Job title, salary, benefits, working hours, performance records
- **HR data:** Disciplinary actions, grievances, appraisals
- **Payroll and tax information**
- **Right to work documents:** Passport, visa, residency status
- **Health and wellbeing data** (where relevant): Sickness absence, medical conditions, disability accommodations
- **Emergency contacts**
- **CCTV footage** (if applicable)
- **IT usage data:** Device logs, internet use, email traffic (where monitored)

5. Lawful Basis for Processing

We process employee data based on the following legal grounds:

- **Contractual necessity:** To manage your employment contract
- **Legal obligations:** Complying with employment, tax, and health & safety laws
- **Legitimate interests:** Managing the business and HR operations
- **Consent:** For specific optional data processing (e.g. marketing images, some health data)
- **Vital interests:** In case of emergency (e.g. contacting next of kin)

6. Special Category Data

We may process special category data (e.g. health information, ethnicity) where necessary, and only:

- With your explicit consent
- To carry out obligations in employment law
- For the establishment or defence of legal claims

7. How We Use Your Data

Your data is used for:

- HR and personnel administration
- Recruitment and onboarding
- Payroll and pensions
- Training and development
- Performance management
- Legal compliance and audits
- Health and safety
- IT security and system maintenance
- Internal reporting and analytics

8. Who We Share Your Data With

We may share your personal data with:

- HMRC and other government authorities
- Pension providers and payroll processors
- Occupational health professionals
- Legal, accounting, or HR advisors
- IT service providers (e.g. cloud storage, HR platforms)
- Other entities within the [Company Group] (if applicable)

All third-party service providers are required to take appropriate security measures and only process your data for specified purposes.

9. International Data Transfers

Where we transfer data outside the UK, we ensure safeguards are in place, such as:

- Adequacy decisions
- Standard Contractual Clauses
- Data Transfer Agreements

10. Data Retention

We retain employee data in accordance with our data retention schedule, typically:

- **6 years** after the end of employment for most personnel files
- **6 months** for unsuccessful job applicants
- **Longer** where required by legal obligations or for defending legal claims

11. Your Rights Under the UK GDPR

You have the following rights:

- Right to be informed
- Right of access (Subject Access Request)
- Right to rectification
- Right to erasure (in certain circumstances)
- Right to restrict processing
- Right to data portability
- Right to object
- Right not to be subject to automated decision-making

To exercise your rights, contact: dataprotection@ambercaregroup.co.uk

12. Data Security

We implement technical and organisational measures to safeguard your data, including:

- Password-protected systems
- Restricted access on a need-to-know basis
- Secure servers and cloud providers
- Staff training on data protection

13. Changes to This Policy

We may update this policy from time to time. The latest version will always be available on the staff intranet or upon request.

14. Contact and Complaints

If you have questions or concerns, contact:

Data Protection Officer: dataprotection@ambercaregroup.co.uk

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

Website: <https://ico.org.uk>

Phone: 0303 123 1113