



Employee Privacy Notice

Applies to: All employees, workers, agency staff, volunteers, and contractors

1. Purpose of this Notice

This Privacy Notice explains how Northridge Care Group ("the Company", "we", "us") collects, uses, stores, and protects personal information about our employees and workers.

It sets out your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We are committed to handling your personal information fairly, lawfully, and transparently, and to maintaining confidentiality in line with our professional and regulatory obligations.

2. Data Controller

Northridge Care Group Ltd

No.3 South Preston Office Village, Bamber Bridge, Preston, Lancashire, PR5 6BL

Email: DPL@northridge.uk

Tel: 01772 346825

We are the data controller for all employee data, meaning we determine how and why your personal information is used.

3. What Information We Collect

We collect, store, and process information about you that is necessary for your employment or work with us. This may include:

a. Personal Identification

- Name, date of birth, contact details
- Proof of identity (passport, driving licence, birth certificate)
- National Insurance number

b. Employment and HR Records

- Application forms, CVs, interview notes
- Employment contracts and role descriptions

- Training, supervision, and appraisal records
- Attendance, absence, and leave records
- Disciplinary, grievance, and capability records

c. Payroll and Financial Data

- Bank details
- Tax, NI, and pension information
- Salary, bonus, and expense claims

d. Compliance and Regulatory Data

- DBS certificates and barred list checks
- References and right-to-work documentation
- Qualifications, professional registrations, and safeguarding declarations

e. Health and Wellbeing Data

- Fit notes, risk assessments, occupational health reports
- Information about disabilities, medical conditions, or reasonable adjustments

f. IT and Security Data

- Work emails, login data, and audit logs (for security monitoring)
- CCTV footage (where installed)

4. Lawful Basis for Processing

We process your personal data under one or more of the following lawful bases:

- Contractual necessity - to manage your employment or work with us
- Legal and Regulatory obligation - to meet employment, safeguarding, tax, and health & safety laws
- Legitimate interests - to manage and improve business operations
- Vital interests - to protect your wellbeing in emergencies
- Consent - for specific, optional uses (e.g., photographs, marketing materials)

For special category (sensitive) data, such as health information or DBS results, we rely on:

- Employment, social security, and social protection law (Article 9(2)(b), DPA 2018 Schedule 1)
- Substantial public interest, including safeguarding of children and vulnerable individuals (Article 9(2)(g))

5. How We Use Your Information

Your information is used for purposes including:

- Recruitment, onboarding, and right-to-work checks
- Payroll, pensions, and benefits administration
- Training, supervision, and professional development
- Safeguarding compliance and regulatory reporting (e.g., Ofsted, Local Authority)
- Performance management and employee relations
- Health, safety, and wellbeing management
- Security monitoring and ICT management
- Legal claims or statutory investigations

6. Who We Share Your Data With

We share your information only when necessary and lawful, for example with:

- Payroll and pension providers
- DBS and regulatory authorities
- Ofsted or local safeguarding partnerships (for compliance purposes)
- External auditors, HR consultants, or occupational health professionals
- Police or legal representatives (where required by law)

We do not sell or share your information for marketing purposes.

7. Data Retention

We retain employee data only for as long as necessary to fulfil our legal and operational requirements. Typical retention periods are:

- Personnel files - 6 years after employment ends
- Payroll/tax records - 6 years

- Safeguarding or regulatory records - in line with Ofsted or statutory guidance (may exceed 6 years)

When data is no longer required, it is securely destroyed or anonymised.

8. How We Protect Your Information

We have strong physical, digital, and organisational safeguards to protect your data, including:

- Encrypted IT systems and password protection
- Restricted access to confidential HR and safeguarding files
- Staff confidentiality agreements and GDPR training
- Secure disposal of paper and digital records

9. Your Rights

You have the following rights under UK GDPR:

- Access - to request copies of your personal data
- Rectification - to correct inaccurate or incomplete data
- Erasure - to request deletion (where lawful)
- Restriction - to limit processing
- Data portability - to request data in a reusable format (where applicable)
- Objection - to certain types of processing

Requests should be made in writing to the Data Protection Lead. We will respond within one month.

10. Data Breaches

Any suspected data breach must be reported immediately to your manager or the Data Protection Lead.

We will assess and, where required, report relevant breaches to the Information Commissioner's Office (ICO) within 72 hours, and to affected individuals if there is a risk to their rights or freedoms.

11. Updates to This Notice

We may update this notice from time to time to reflect legal or operational changes. The most current version will always be available via the staff handbook or intranet.

12. Contact

If you have any questions or concerns about how we handle your data, please contact:

Data Protection Lead: Kendal Hulme (HR Director)

Email: DPL@northridge.uk

Address: No.3 South Preston Office Village, Bamber Bridge, Preston,
Lancashire, PR5 6BL

If you are not satisfied with our response, you have the right to contact the Information Commissioner's Office (ICO) at www.ico.org.uk or 0303 123 1113.