

Al-Amal For Care staff / volunteers' privacy notice

This privacy notice tells you what to expect us to do with your personal information when you work for us.

- [Contact details](#)
- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
- [How long we keep information](#)
- [Who we share information with](#)
- [How to complain](#)

Contact details

Telephone

07932497855

Email

info@amaalcare.co.uk

What information we collect and use, and why

Staff recruitment, administration and management

We collect or use the following personal information as part of staff recruitment, administration and management:

- Contact details (e.g. name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Gender
- Photographs (e.g. staff ID card)
- Copies of passports or other photo ID
- Copies of proof of address documents (e.g. bank statements or bills)

- Marital status
- Next of kin or emergency contact details
- Employment history (e.g. job application, employment references or secondary employment)
- Education history (e.g. qualifications)
- Right to work information
- Details of any criminal convictions (e.g. DBS checks)
- Political, conflict of interest or gift declarations
- Security clearance details (e.g. basic checks and higher security clearance)
- Performance records (e.g. reviews, disciplinary records, complaints or disciplinary action)
- Training history and development needs
- Monitoring employees' IT use
- CCTV footage or other recordings

We also collect or use the following special category information for staff recruitment, administration and management. This information is subject to additional protection due to its sensitive nature:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Trade union membership
- Biometric information
- Health information

Salaries and pensions

We collect or use the following personal information as part of managing salaries and pensions:

- Job role and employment contract (e.g. start and leave dates, salary, changes to employment contract or working patterns)
- Time spent working (e.g. timesheets or clocking in and out)

- Expense, overtime or other payments claimed
- Leave (e.g. sick leave, holidays or special leave)
- Maternity, paternity, shared parental and adoption leave and pay
- Pension details
- Bank account details
- Payroll records
- Tax status
- Trade Union membership

We also collect or use the following special category information for managing salaries and pensions. This information is subject to additional protection due to its sensitive nature:

- Trade union membership

Staff health and wellbeing

We collect or use the following personal information for managing staff health and wellbeing:

- General health and wellbeing information
- Occupational health referrals and reports
- Sick leave forms or fit notes (e.g. Statement of Fitness for Work from a GP or hospital)
- Accident at work records
- Access needs or reasonable adjustments
- Protected Characteristics (as defined by the Equality Act and s.75 of the Northern Ireland Act for the purpose of equal opportunities monitoring)

We also collect or use the following special category information for managing staff health and wellbeing. This information is subject to additional protection due to its sensitive nature:

- Health information

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- Your right to erasure - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- Your right to object to processing - You have the right to object to the processing of your personal

data. [Read more about the right to object to processing.](#)

- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data
Our lawful bases for collecting or using personal information as part of staff recruitment, administration and management are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information as part of managing salaries and pensions are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information as part of managing staff health and wellbeing are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you.

All of your data protection rights may apply except the right to object.

- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Where we get personal information from

We collect your information from the following places:

- Directly from you
- Employment agency
- Schools, colleges, universities or other education organisations
- Referees (external or internal)
- Security clearance providers
- Occupational Health and other health providers
- Pension administrators or government departments (e.g. HMRC and DWP)
- Trade Unions
- Staff benefit providers
- CCTV footage or other recordings

How long we keep information

Retention Schedule – Al-Amal For Care

Recruitment Records

- Job applications, CVs, interview notes, references, right-to-work documents, DBS checks
- Retention: 6 months if the applicant is not recruited; retained for the duration of employment/volunteering plus 6 years if recruited

- Purpose: Employment law, equal opportunities monitoring, safeguarding

Personal Details of Staff/Volunteers

- Name, address, date of birth, contact details, NI number, passport/ID copies, emergency contacts
- Retention: Duration of employment/volunteering plus 6 years
- Purpose: Payroll, pensions, legal obligations, post-employment queries

Employment History & Performance Records

- Contracts, disciplinary records, performance reviews, complaints
- Retention: Duration of employment plus 6 years
- Purpose: Employment law, legal defence, reference provision

Training & Development Records

- Certificates, mandatory training, CPD records
- Retention: Duration of employment plus 6 years
- Purpose: CQC compliance and professional development

Payroll & Salary Records

- Payslips, bank details, tax forms, pension details, overtime/expense claims
- Retention: Duration of employment plus 6 years
- Purpose: HMRC, pension regulations, legal compliance

Health & Wellbeing Records

- Occupational health referrals, fit notes, sick leave records, accident reports, reasonable adjustments
- Retention: Duration of employment plus 6 years (longer if required for insurance or legal purposes)
- Purpose: Health & safety, safeguarding, legal obligations

Special Category Information

- Racial/ethnic origin, trade union membership, health information
- Retention: Duration of employment plus 6 years
- Purpose: Equality monitoring, safeguarding, legal compliance

CCTV Footage

- Workplace monitoring recordings
- Retention: 30 days unless needed for investigation
- Purpose: Security, health & safety, safeguarding

References & Recruitment Checks from Third Parties

- External referees, security clearance providers
- Retention: 6 years from end of employment
- Purpose: Legal obligation, record keeping

Publicly Sourced Information

- LinkedIn profiles, online verification
- Retention: Only while needed for verification; then securely deleted
- Purpose: Legitimate interest, privacy compliance

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

Who we share information with

In some circumstances, we may share information with the following organisations:

- Training suppliers
- HMRC
- Employee benefit schemes
- Health and benefit suppliers
- External auditors
- Suppliers and service providers
- Professional consultants

Data processors

We use the following data processors for the following reasons:

We share personal data with processors including payroll providers, HR and legal consultants, occupational health and training providers, pension administrators, HMRC, insurance providers, DBS services, and cloud IT\data storage providers in the UK

This data processor does the following activities for us:

Data processors handle personal information on our behalf, providing services such as payroll management, staff recruitment checks, occupational health assessments, training delivery, pension administration, tax reporting, insurance management, and secure data storage.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

4th Oct 2025