

Statement on Privacy

Collection and Handling of Personal Data

Blue Art Ltd, trading as Clean Services, acts as the data controller and processes personal data about you as part of its employee records, well-being initiatives, and contractual obligations. This may encompass the following:

Identification Information:

This includes your address, contact details (including emergency contact), date of birth, National Insurance number, UK work eligibility documents, and photograph.

Historical Data:

This covers your CV, employment history with us (including job applications), interview notes, references, training records, salary history, attendance, disciplinary proceedings, and details of any disputes.

Financial Information:

This involves bank details, remuneration details, pension information, county court judgments, and mortgage inquiries.

Social Information:

This pertains to public duties, familial status, marital status, interests, hobbies, and declared social or sports activities.

Tracking:

This includes computer usage, browsing history, timekeeping, and vehicle tracking.

Special Categories: This encompasses chronic illnesses, cardiovascular events, mental health, sickness absence records, and certain protected characteristics under the Equality Act 2010.

Personal data is stored in HR and operational databases, with some information also kept in your line manager's files.

The processing of special category data may serve purposes such as making reasonable adjustments, administering benefit plans, monitoring and managing sickness absence, and complying with health and safety legislation.

Purposes of Processing Personal Data

Clean Services collects and utilises personal data about employees for various activities related to employee management, including general administration, payroll, performance evaluations, and compliance with employment regulations and policies. This also involves maintaining the security of the company's information systems, monitoring their use, detecting abuse, and meeting legal obligations.

Payment administration encompasses payroll, pension schemes, and the management of employee benefits (such as leave entitlements).

Security Measures for Personal Data

Clean Services | Policies

Clean Services is committed to maintaining the accuracy and currency of the personal data it holds, taking all reasonable steps to achieve this. Personal data will be securely destroyed when no longer needed.

Sharing of Personal Data

Clean Services may share personal data with payroll providers, IT service providers, business and HR consultants, legal advisors, accountants, pension providers, and other outsourced service providers, as well as government or regulatory authorities when legally required.

Keeping Information Updated

To ensure the accuracy of your personal information, please inform your line manager of any changes to your address, contact details, emergency contacts, bank account details, or name change.

Further Information

For more details on your privacy rights, please contact a director.

Website Privacy Statement

This Privacy Statement outlines how Blue Art Ltd, trading as Clean Services, collects, uses, and protects personal data obtained through its website. We are committed to ensuring the privacy and security of your personal information.

Data Collection and Usage:

When you visit our website, we may collect certain information automatically, including your IP address, browser type, and operating system. This information helps us analyze trends, administer the site, and improve user experience.

We may also collect personal data that you voluntarily provide through forms or email communications, such as your name, email address, and phone number. This data is used to respond to your inquiries, process requests, and provide you with relevant information about our services.

Cookies:

Our website uses cookies to enhance your browsing experience and personalize content. Cookies are small text files stored on your device that collect information about your preferences and activities on the site. You can adjust your browser settings to reject cookies or notify you when they are being used.

Third-party Links:

Our website may contain links to third-party websites or services. Please note that we are not responsible for the privacy practices or content of these sites. We encourage you to review the privacy policies of any third-party sites you visit.

Data Security:

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, alteration, disclosure, or destruction. However, no method of transmission over the internet or electronic storage is 100% secure, and we cannot guarantee absolute security.

Data Sharing:

We do not sell, trade, or rent your personal data to third parties for marketing purposes. However, we may share your information with trusted service providers who assist us in operating our website, conducting business, or servicing you, provided they agree to keep this information confidential.

Legal Disclosure:

We may disclose your personal data if required by law or in response to valid legal requests, such as court orders or subpoenas.

Your Rights:

You have the right to access, correct, or delete your personal data held by us. If you would like to exercise these rights or have any questions about our privacy practices, please contact us using the information provided below.

Updates to Privacy Statement:

We may update this Privacy Statement from time to time to reflect changes in our practices or applicable laws. We encourage you to review this page periodically for any updates.

Contact Us:

If you have any questions or concerns about our Privacy Statement or the handling of your personal data, please contact us at info@blueartcleanservices.com.

By using our website, you consent to the collection and use of your personal data as described in this Privacy Statement.