



## **Privacy Notice of Little Lauras Nanny Agency**

**GDPR** is a new regulation, which replaces the Data Protection Regulation. The regulation aims to harmonize data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework within which commercial organisations can legally operate.

This privacy notice details what personal data we collect and use about you.

### **What personal data do we collect?**

We collect, hold and use different types of personal information about you. That information is supplied to us for the provisions of our services.

Personal Data is information about an individual from which that person can be identified. For example we use your personal information to assess skills, qualifications and suitability for any positions we have. We carry out background checks and reference checks where applicable. We may need to process a DBS. We communicate with you about all recruitment.

We communicate with potential employers/ clients looking to hire a nanny or babysitter. We keep records relating to the hiring process. We send personal information to a Nanny or babysitter about a family offering a position, and we send a potential employer/client personal information about a nanny or babysitter they are considering hiring.

### **What we do with the data collected from you**

We only process data for the purpose we collect it for, to register you as a new client and to provide you with our childcare recruitment services.

### **How is your data stored?**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed.

We will keep you informed if there are any changes to how we store your data.

### **How we look after your data:**

We limit the personal data we collect to only what is fit for the purpose it is collected for. We retain data for as long as necessary for these purposes.

Access to your data is limited to ourselves and third parties we have your permission to share it with, for example, childcare providers, payroll services, accounting services and banks.

We will only share your personal data without parental permission where there is a safeguarding concern and informing parents would place the child in immediate danger.

### **What are your responsibilities?**

It is important that the personal information we hold is accurate and up to date. Please keep us informed if any of the personal information you have provided changes.

### **What are your rights?**

Under certain circumstances, by law you have the right to:

**Request access** to your personal information. (Data subject access request). This enables you to receive a copy of the personal information we hold about you and to check we are lawfully processing it.

**Request correction** of the personal information that we hold about you.

**Request erasure** of your personal information.

You have the right to ask us to delete or remove your personal information where you have exercised your right to object about to processing (see below). We will not be able to delete or remove personal information if your objection is not upheld.

**Object to processing** of your personal information we are relying on a legitimate interest as the reason for processing and there is something about your particular situation which makes you want to object to processing on this ground.

We are not obliged to uphold your objection where the legitimate interest relied on outweighs the reason for your objection.

**Request the restriction** of processing of your personal information. This enables us to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it or while we are considering your objection to processing.

**Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us in writing.

We may need to request specific information from you to help confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

In any circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us at [anna@littlauras.co.uk](mailto:anna@littlauras.co.uk). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **Complaints.**

If you have any questions about this privacy notice or how we handle your personal information, please contact us at [anna@littlauras.co.uk](mailto:anna@littlauras.co.uk).

### **Changes to this privacy notice.**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also need to notify you from time to time about the processing of your personal information.

