



WILTSHIRE NANNIES

Wiltshire Nannies Privacy Policy

This privacy policy sets out how Wiltshire Nannies uses and protects any data that a Client or Candidate may provide when registering with us. This data will be used accordingly with this privacy policy.

Wiltshire Nannies may change this policy from time to time by updating it on this web page. It is the Client and Candidates responsibility to check this page occasionally to review any changes/updates. This policy is effective from 15th April 2018.

Wiltshire Nannies are registered with the ICO and comply with the GDPR. For the purpose of the Data Protection Act 1998, the data controller for Wiltshire Nannies is Natasha Durston.

1.) What Data do Wiltshire Nannies collect?

1a) Wiltshire Nannies may require to collect the following data from Clients-

- Name
- Gender
- D.O.B
- Address (including postal code)
- Email Address
- Contact Telephone Number
- Relevant children's information – ages, gender, schools attended.
- A full job description

1b) Wiltshire Nannies may require to collect the following data from Candidates-

- Name
- Gender
- D.O.B
- Address (including postal code)
- Email Address
- Contact Telephone Number
- An up to date CV
- Photographic ID
- Copies of the following relevant documents – DBS check, a First Aid Certificate and any Childcare related Certificates a photo for the Candidates CV.

2.) How do Wiltshire Nannies collect this Data?

This data will be collected via the Client/Candidate themselves at a formal meeting with Wiltshire Nannies registered Data Controller or over a telephone/skype video call which will be held at Wiltshire Nannies registered address.

3.) Where do Wiltshire Nannies store this Data?

Any data collected will be stored in a personal folder on one laptop device that is password protected (password to be changed every 3 months) which is then locked in a secure cabinet at Wiltshire Nannies registered address. Any paper documents holding such data will be locked in the secure cabinet when not in use.

4.) Why do Wiltshire Nannies require this Data?

4a) Wiltshire Nannies require this information for the following reasons –

- To understand your needs and requirements to provide you with a professional, good service in matching Clients with Candidates.
- To contact you for reasons directly relating to your needs.
- We will never use your information to contact you for market research purposes.

5.) Who do Wiltshire Nannies share this Data with and why?

Wiltshire Nannies will only share your data with potential Employers/Employee's if we believe either party to be a suitable match for each other. Data shared may include – name, age, DOB, telephone number, email address, location, photograph and a CV.

Wiltshire Nannies will never sell, distribute or lease your personal information to third parties. We will also not share your information with other like-minded organisations for marketing purposes.

6.) What rights do the Clients/Candidates have to view this Data or be removed from the database?

You may request to view details of personal information which we hold about you under the Data Protection Act 1998.

Candidates and Clients that no longer wish to use Wiltshire Nannies services have the right to be removed from the database with immediate effect any data that has been collected will be destroyed in the appropriate way mentioned in statement 7.

If your personal details change, please notify us immediately in order to help us to keep your information up to date.

If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.

7.) How do Wiltshire Nannies destroy Data that is no longer needed or has been requested to be removed from Wiltshire Nannies database?

Any data this is no longer needed or has been requested to be removed by a Client or Candidate themselves will be deleted permanently and any paper documents will be shredded.

8.) Cookies

We do not use cookies to collect information about users of our web site.

9.) If you have any queries about this statement, please CONTACT US –

natasha@wiltshirenannies.co.uk

07748 255 920

