

# Privacy Notice

**Kensington Nannies is an Introduction/employment Agency which provides work-finding /staffing services to you, our clients /Hirer/Employer "you "and child carers/Candidates/Workers ("you") that result in the worker then being employed by the Hirer**

Kensington Nannies must process personal data (including sensitive personal data such as police records or health information) so that we can provide these services to you. Kensington Nannies knows that you care how information about you is used, shared and stored, and Kensington Nannies assures you that we will do so carefully and sensibly and always in accordance with UK Data Protection laws.

You may give your personal details to Kensington Nannies directly, such as on an application or registration form, C.V, or when speaking to Kensington Nannies. Or we may collect data from another source such as referee's you have provided. Under UK law, Kensington Nannies must have a legal basis for processing your personal data once collected. For the purposes of providing you with childcare recruitment services, we will only use your personal data in accordance with the terms of this Privacy Notice.

Kensington Nannies has never and will never sell your data to any third party. We only share your data in accordance with this Privacy Notice and in order to provide our childcare recruitment services to you. For more information: Kensington Nannies Data Protection Policy

## **1. Collection and use of personal data**

### **A. Purpose of processing and legal basis**

Kensington Nannies will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with childcare recruitment services. The legal bases we rely upon to offer these services to you are:

- 1) Consent, where we ask you specific questions about processing your data;
- 2) Contractual obligation under our terms and conditions, i.e. we cannot perform the contract with you unless we process your data; and
- 3) Compliance with legislation in The Employment Agencies Act
- 4) In rare cases, a legal obligation (where we are required to pass on details to a regulatory authority such as DBS)

### **B. Recipients of data**

Kensington Nannies will process and share your personal data and/or sensitive personal data with the following recipients:

- 1) Clients of Kensington Nannies: for example parents who are looking for child carers/candidates
- 2) Child carers/candidates of Kensington Nannies: if you are a client of Kensington Nannies and you are looking for a candidate, then we will have to share details of your job with our candidates in order to find the best one for you.
- 3) Our I.T Company, Focus PC, & Itec Systems run our database and organise the storage of our data. Both of whom are required to abide by UK Data Protection Laws, and are trusted partners of Kensington Nannies.
- 4) Job boards: Kensington Nannies uses our own website & Jobs on the Net to advertise jobs
- 5) Regulatory Authorities: if we are lawfully required to do so

### **C. Contractual requirement**

Your personal data is required to enable us to fulfil our obligations under our Terms and Conditions with you. We cannot offer or provide our recruitment services without having to take your data, process it and share it. You are obliged to provide the personal data under the contractual terms with Kensington Nannies but if you choose not to provide the data, we cannot perform any recruitment services for you, that means we cannot find for example find you a job, or find you a nanny.

### **2. Overseas**

Kensington Nannies provide recruitment services to candidates/clients who reside globally. During the course of your requirement, your details (including sensitive Data) may be transferred globally. Sharing data cross-border is essential to the services so that you receive the same high-quality service wherever you are in the world & and in some cases may be necessary for the performance contract between the Agency & the client e.g. you are seeking work abroad or child care services . As a result, we will, transfer Personal Data and Other Data collected in connection with the Services, to candidates & clients in countries who live outside of the EEA.

### **3. Data retention**

Kensington Nannies will retain your personal data only for as long as is necessary, and as detailed below:

- Different laws require us to keep different data for different periods of time. For example, if you are a child carer/candidate registered with Kensington Nannies, the Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one

year (a) from the date of their creation or (b) after the date on which we last provide you with work-finding services.

- Other than the timescales listed above, and if you have registered with Kensington Nannies, we will retain your data for **6 years** from the time when your registration with Kensington Nannies is no longer active. This means, for example, if you are a client, your data will be retained for 6 years from when we have found and placed a nanny with you and you no longer require our childcare recruitment services (which means we make your registration with Kensington Nannies inactive). Or if you are a childcarer/candidate, 6 years from when you have indicated that you are no longer looking for work and your registration with Kensington Nannies becomes inactive.
- We will contact you before the 6 years comes up to check that you are happy for us to delete your data. If you wish us to keep your data for longer, then you can let us know when we contact you. In any case, you have a legal right to ask us to delete your data **at any time** by contacting Kensington Nannies.
- If there is any safeguarding issue, or safeguarding allegation, we are obliged to keep your data indefinitely.

#### 4. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data Kensington Nannies processes on you;
- The right of access to the personal data Kensington Nannies processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

**Right to Withdraw Consent:** where you have consented to Kensington Nannies processing your data you have the right to withdraw that consent at any time by contacting either Kensington Nannies, or by contacting the Data Protection Officer (see details below) or by emailing [info@kensington-nannies.com](mailto:info@kensington-nannies.com)

**Right to Erasure of Data:** where you wish Kensington Nannies to delete your data (subject to certain conditions being met for which see our Data Protection Policy and Procedure), please contact either Kensington Nannies Data Protection Officer (see details below) or email [info@kensington-nannies.com](mailto:info@kensington-nannies.com). Please

note that we are legally obliged to retain certain data even if you make a data deletion request, in accordance with legislation requirements (detailed in paragraph 3 above).

## **5. Cookie Policy**

Kensington Nannies website uses cookies to store information on your computer. Cookies are small text files located in browser directories. Some of these cookies are essential to make our website work and other cookies help us to improve by giving us some insight into how our website is being used.

We use Google Analytics (GA) to track website user interaction. We use this data to determine the number of people using our site, to better understand how they find and use our web pages and to see their journey through the website.

Although GA records use data such as your geographical location, device, internet browser and operating system, none of this information personally identifies you to us. GA also records your computer's IP address but Google does not grant us access to this. GA makes use of cookies, details of which can be found on Google's developer guides. We use Google AdWords Remarketing to advertise trigger across the Internet. AdWords remarketing will display relevant ads tailored to you based on what parts of the website you have viewed by placing a cookie on your machine. The cookie is used to say "This person visited this page, so show them ads relating to that page." Google AdWords Remarketing allows us to tailor our marketing to better suit your needs and only display ads that are relevant to you.

Disabling cookies on your internet browser will stop GA from tracking any part of your visit to pages within this website.

## **6. Complaints or Enquiries**

Kensington Nannies has appointed a Data Protection Officer (DPO) who is responsible for ensuring Kensington Nannies compliance with the Data Protection Laws. The DPO's contact details are:

Name: Louise Taylor

Email: Louise@kensington-nannies.com

Tel: 02079373525

If you have a complaint or suggestion or query about Kensington Nannies handling of personal data then please contact the DPO.

Alternatively you can contact the ICO directly on [0303 123 1113](tel:03031231113) or at the [ICO website](#).