

Abbeville Nannies Privacy Policy (May 2018)

Abbeville Nannies is a recruitment business which provides work-finding services to its clients and work seekers. The company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, Abbeville Nannies acts as a data controller.

You may give your personal details to the Abbeville Nannies directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. Abbeville Nannies must have a legal basis for processing your personal data. Your privacy is a crucial part of our organization and as such we will never sell your information to third parties nor release this information on to mailing lists for marketing. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

1. Collection and use of personal data

a. Purpose of processing and legal basis

Abbeville Nannies will collect your personal data (which may include sensitive personal data). This data is either collected directly through you or is collected from alternative sources such as jobs boards. The company will process your personal data for the purposes of providing you with work-finding services. This includes but is not limited to, contacting you about job opportunities, assessing your suitability for those opportunities, putting you forward for job opportunities, arranging and managing our services and relationship with you and our clients.

In some cases, we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are the following:

- Your consent
- Where we have a legitimate interest
- To comply with any legal obligation that we have
- To fulfil a contractual obligation that we have with you

b. Legitimate interest

This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

Providing work finding services:

Our processing of Candidate, Referee and Referred Candidate personal information is necessary for us to ascertain your suitability for roles that we have and to ensure we are matching you to the right roles based on our understanding of your career aspirations and goals. We believe it is important we have a rounded and informed understanding of your work history and personal skills and your outside interests in order to achieve these aims.

c. Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data will delay or prevent our ability to seek work with our Clients as this is required by law.

2. Data retention

Abbeville Nannies will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

Where Abbeville Nannies has obtained your consent to process your personal and sensitive personal data we will do so in line with our retention policy of 3 years. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your personal data.

3. Your rights

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

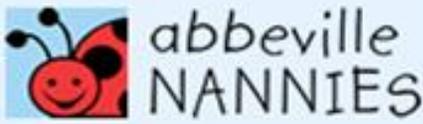
- The right to be informed about the personal data Abbeville Nannies processes on you;
- The right of access to the personal data the Abbeville Nannies processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right 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.

Where you have consented to Abbeville Nannies processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting the Director at Abbeville Nannies, Kate Baker.

There may be circumstances where Abbeville Nannies will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.



4. Data Security

At Abbeville Nannies, we will do all we can to protect your personal information, despite this, the transfer of data across the internet is not 100% secure and as such we cannot guarantee the safety of your data during the transmission process. However, Abbeville Nannies will use very strict technological measures to ensure maximum safety of this information when it is transferred over the internet. We can also guarantee we will never sell your information to third parties nor release this information on to mailing lists for marketing reasons.

5. Complaints or queries

Abbeville Nannies has appointed a data protection officer (DPO), Kate Baker who is responsible for ensuring Abbeville nannies compliance with the data protection laws. If you have a complaint, please contact Kate Baker on 02076273352 or by email at info@abbevillennannies.co.uk.

You also have the right to raise concerns with any relevant supervisory authority should your personal data be processed outside of the UK you believe that your data protection rights have not been adhered to.

Annex A

- a) The lawfulness of processing conditions for personal data are:
1. Consent of the individual for one or more specific purposes.
 2. Processing is necessary for the performance of a contract with the individual or in order to take steps at the request of the individual to enter into a contract.
 3. Processing is necessary for compliance with a legal obligation that the controller is subject to.
 4. Processing is necessary to protect the vital interests of the individual or another person.
 5. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.
 6. Processing is necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the individual which require protection of personal data, in particular where the individual is a child.
- b) The lawfulness of processing conditions for sensitive personal data are:
1. Explicit consent of the individual for one or more specified purposes unless reliance on consent is prohibited by EU or Member State law.
 2. Processing is necessary for carrying out data controller's obligations under employment, social security or social protection law, or a collective agreement, providing for appropriate safeguards for the fundamental rights and interests of the individual.
 3. Processing is necessary to protect the vital interests of the individual or another individual where the individual is physically or legally incapable of giving consent.
 4. In the course of its legitimate activities, processing is carried out with appropriate safeguards by a foundation, association or any other not-for-profit body, with a political, philosophical, religious or trade union aim and on condition that the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without the consent of the individual.
 5. Processing relates to personal data which are manifestly made public by the individual.
 6. Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
 7. Processing is necessary for reasons of substantial public interest on the basis of EU or Member State law which shall be proportionate to the aim pursued, respects the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and interests of the individual.
 8. Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of EU or Member State law or a contract with a health professional and subject to the necessary conditions and safeguards.
 9. Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare and of medicinal products or medical devices, on the basis of EU or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the individual, in particular professional secrecy.
 10. Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard fundamental rights and interests of the individual.