Nannies Who Nurture Privacy Policy

**Our contact details**

Name: Sophie Chatfield

Address: 34 Milford Hill Salisbury Wiltshire SP1 2QX

Phone Number: 07379 254527

E-mail: nannieswhonurture@gmail.com

9th June 2022

 **The type of personal information we collect**

We currently collect and process the following information:

* Name
* Address
* Contact information including telephone number, email address
* Proof of ID information

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* To be able to match clients and candidates successfully.

**[If applicable]** We also receive personal information indirectly, from the following sources in the following scenarios:

* Disclosure and Barring Service

We use the information that you have given us in order to check candidates are safe to work

We may share this information with the clients/employer.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting nannieswhonurture@mail.com**

**(b) We have a legal obligation.**

**How we store your personal information**

Your information is securely stored.

We keep personal data in a locked cabinet for 1 year from when service was last provided. We will then dispose your information by using a shredder.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at nannieswhonurture@gmail.com 07379254527 34 Milford Hill SP1 2QX if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at nannieswhonurture@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>