



Links Childcare Website Privacy Statement

Links Childcare is committed to respecting and protecting your privacy. We wish to be transparent on how we process your data and show you that we are accountable with the GDPR in relation to not only processing your data but ensuring you understand your rights as a client.

It is the intention of this privacy statement to explain to you the information practices of Links Childcare in relation to the information we collect about you.

Please read this Statement carefully as this sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Purpose for processing your data

- We would collect your data using the 'Request a Callback' or 'Job Application' Section of our website.
- "Request a Callback" is used as a follow up tool only and we will delete the relevant information once you have been contacted.
- We will either contact you by calling the number you have submitted or alternatively reaching out through email.
- The "Job Application" section is used as potential candidate leads tool. For this section we collect the Role you are applying for, your email, mobile number and your CV is also submitted.
- All information will be deleted from this section within 48 hours.
- All candidates, that are successfully through to the interview stages, CV's will be printed and will be kept on file in line with The Childcare Act 1991 (Early Years' Service).

Why are we processing your data? Our legal basis

In order for us to provide you with the answers to your questions on our childcare services Links Childcare need to collect personal data in order for us to be able to follow up.

Our reason (lawful reason) for processing your data under the GDPR is:

- By submitting your details through either section of the website (request a callback or Job Application) you are entering into an agreement with us that we can use the information provide for the intended use only and that we are to delete any data that should be in line with the The Childcare Act 1991 (Early Years' Service) and EU's General Data Protection Regulation (GDPR).

In any event, Links Childcare are committed to ensuring that the information collected and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

How will Links Childcare use the personal data it collects about me?

Links Childcare will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary.



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Who are we sharing your data with?

The Links Childcare website is accessible to the Links Childcare Management Team.

Job applications and 'request a call back' data entries are accessed by the Links Childcare Management Team. All entries will be removed after 48 hours.

We may pass your personal data on to third-party service providers contracted to Links Childcare in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details secure and to use them only to fulfil the service they provide on your behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with Links Childcare's procedures.

Data Subject Rights:

Links Childcare facilitate you, our clients and colleagues, rights in line with our data protection policy and the subject access request procedure. This is available on request.

Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- **Right of access:** you have the right to request a copy of the information that we hold about you.
- **Right of rectification:** you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten:** in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing:** where certain conditions apply to have a right to restrict the processing.
- **Right of portability:** you have the right to have the data we hold about you transferred to another organisation.
- **Right to object:** you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling:** you also have the right to be subject to the legal effects of automated processing or profiling.
- **Right to judicial review:** in the event that Links Childcare refuses your request under rights of access, we will provide you with a reason as to why.

All of the above requests will be forwarded on should there be a third party involved as we have indicated in the processing of your personal data.

Additional information we are providing you with to ensure we are transparent and fair with our processing



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Data Protection Policy

For further details please refer to the Links Childcare Data Protection Policy.

Contact Us

Your privacy is important to us. If you have any queries, questions or comments regarding this Statement, please do not hesitate to contact our management team.

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