



LINKS CHILDCARE POLICIES & PROCEDURES		
GDPR POLICY		
WEBSITE PRIVACY NOTICE		
Last Review Date: June 2023	Policy No.56 D	Issued: 2018

## WEBSITE PRIVACY NOTICE

Links Childcare is committed to respecting and protecting your privacy. We wish to be transparent in how we process your data and show you that we are compliant with GDPR in relation to not only processing your data but ensuring you understand your rights as a parent/guardian or employee.

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.

For contact details of our Data Protection Officer please refer to our Data Protection Policy.

Please read this Statement carefully as it 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 address, mobile number and your CV.
- All information will be deleted from this section within 48 hours.
- For all candidates who 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?**

Links Childcare wants to provide you with the answers to your questions on our childcare services. We request your personal details such as telephone number and/or email address so that we can get back to you with the information you have requested.

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

- By submitting your details through either section of the website (request a call-back 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 deleted, in line with the The Childcare Act 1991 (Early Years' Service) and the GDPR.

## 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 GDPR. We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary.

## Do we share your Data?

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.

## Data Subject Rights

Links Childcare facilitates the rights of our parents/guardians and employees (and others as relevant) in line with our data protection policy and the subject access request procedure. These are available at [www.linkschildcare.ie](http://www.linkschildcare.ie)

## 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:** if Links Childcare refuses your request under rights of access, we will provide you with a reason as to why.

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 us.

<b>Review Dates:</b>	June 2023		
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