



Privacy Policy

Our privacy policy will help you understand what information we collect and process using the ToddlerTunez website and social media platforms, how we use your personal data, and what choices you have about your personal data.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) (“GDPR”) is a new regulation which replaces the Data Protection Regulation (Directive 95/46/EC). The GDPR aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals, and providing a strict framework within which commercial organisations can legally operate.

Your rights under GDPR are set out in this notice and apply from 25 May 2018. Please read the following carefully to understand our views and practices regarding your personal data, and how ToddlerTunez will store your personal data.

For the purposes of data protection legislation Data Controller (ToddlerTunez Limited, 29 Dowells street, 22 Dundas Court, SE10 9EA, London, United Kingdom) will oversee and review this process.

Our nominated **Data Protection Officer** is available at info@ToddlerTunez.com for any inquiries and is based in London

Data Protection Framework

When we refer to ‘ToddlerTunez’ within this Privacy policy, we are referring to ToddlerTunez Limited, the company which provides this website, and any services or features which may be made available to you from this website.

Your privacy is important to ToddlerTunez. We are dedicated to looking after your personal information in a way you feel is 100% safe and secure, handling your data in a responsible manner, and complying with data protection laws.

When it comes to your privacy, we follow three main principles:

- **Simple.** We want to make it simple for you to understand how we use your personal data. We aim to use easy-to-understand language to describe our privacy policy and processes to help you make informed choices.

- **Transparent.** We want to be transparent about the personal information we collect about you, and why we collect this information, and how we process and store your personal data.
- **Control.** We give you control over the personal information you provide to us. We let you choose how, and when it is used, shared, kept, or deleted, and what choices you have about your personal data.

Who we are and what we do

ToddlerTunez is a babysitting agency and business as defined in the Employment Agencies and Employment Businesses Regulations 2003 (our business). ToddlerTunez collect the personal data of the following types of people to allow us to undertake our business:

- Prospective and placed candidates for creative babysitting
- Prospective and live clients
- Supplier contacts to support our services
- Our employees, consultants, temporary workers.
- ToddlerTunez collects information about you to carry out our core business and ancillary activities.

Information you give to us or we collect about you

This is information about you that you give us by visiting our [website](#), signing up to our virtual classes on [Happity](#) or by corresponding with us by phone, e-mail, SMS, or otherwise. This includes the following information::

- Name, contact information, including phone number, and email address
- Candidates date of birth
- Candidates competences, skills, experiences and education, e.g. your CV or resume, previous employments, educational details and qualifications, third party references
- Candidates preferences e.g. preferred country of employment, preferred job roles
- When registering a new job vacancy, details of your job listing
- Child/ren first name and date of birth
- Subscribe to receive company news or our jobs-by-email service
- Apply for jobs
- Request a job to be emailed to you
- Enter a competition or take part in a survey
- Register to attend an event ToddlerTunez has organised
- Participate via social media functions on our website
- Report a problem with our website.

The information you give us or that ToddlerTunez collects about you may include your name, address, private and corporate email addresses and phone number, financial information, compliance documentation, and references verifying your qualifications and experience, your right to work in a particular country (work Visa), curriculum vitae (or career profile), and photographs, data that may be held on your professional profile available in the public domain e.g. LinkedIn, Twitter, business Facebook or corporate website.

Our Legitimate Business Interests

Our legitimate interests in collection and retaining your personal data is described below:

- As a recruitment business and recruitment agency we introduce candidates to clients for creative babysitting both on and offline. The exchange of personal data of our candidates and our client contracts is a fundamental, essential part of this process.
- In order to support our candidates job aspirations and our clients resourcing needs we require a database of candidate and client personal data containing historical information as well as current information.
- To maintain, expand and develop our business we need to record the personal data of prospective candidates and client contacts. Due to the nature of our business we will never store your personal data for a period longer than two years without contacting you in this time to receive explicit consent.

Purposes of the processing and the legal basis for the processing

ToddlerTunez Group will collect, use, store and otherwise process your personal data for the purposes of ToddlerTunez Group's recruitment or resourcing activities. Additionally, your personal data may be processed for other purposes you have consented to, such as, marketing information or other information we think will be of legitimate interest to you. Please note, we use wix.com as our marketing automation platform. We may also use your personal data to carry out our obligations arising from any contracts we intend to enter into, or have entered into between you and us.

In addition to our (and third parties') legitimate interests in processing your personal data, we may also rely on contract, legal obligation, and consent for specific uses of data. We will rely on legal obligation if we are legally required to process information on you to fulfil our legal obligations.

We will, in some circumstances, rely on consent for particular uses of your data and you will be asked for your express consent, if legally required. Examples of when consent may be the lawful basis for processing include permission to introduce you to a client (if you are a candidate), as well as processing your data for marketing communications.

Should we want, need, or rely on consent to lawfully process your data we will request your consent orally, by email, or by an online process for the specific activity that we require consent for, and record your response in our system.

In further detail, ToddlerTunez will process your personal data for the following purposes:

Communicating with you, in context of recruitment activities, such as:

- to obtain additional information where necessary
- to inform you of available vacancies
- to provide you with information relating to your application, and to fulfil your requests
- processing your payment, collecting and recovering money owed to us.

Managing recruitment and resourcing activities, including activities related to organisational planning. In the course of recruitment activities, we may use your information:

- to set up and conduct interviews and assessments
- to evaluate, select and recruit applicants
- to conduct background checks and assessments as required or permitted by applicable local law
- to contact third party references provided by you to evaluate your previous performances
- or as otherwise necessary in context of recruitment activities.

Information ToddlerTunez collect about you when you visit our Websites

When you access our service online, we will automatically collect the following information records: These records typically include IP-address (Internet Protocol) access times; the sites linked from; pages visited; the links and features used; the content viewed or requested; browser or application type; language and other such information.

When you use our services or otherwise interact with us over telecommunications networks, certain additional information, such as your mobile telephone number, may be transmitted to ToddlerTunez by the telecommunications operator as a standard part of that communication.

Disclosure of your information inside and outside of the European Economic Area (EEA) and to third parties

ToddlerTunez will share your personal information with any member of our group in the EEA.

We may also share your personal data with selected third parties including:

- clients (or a nominated party acting on behalf of our clients) for the purpose of introducing candidates to them
- candidates for the purpose of discussing job opportunities to them, the arranging of interviews and engagements
- clients, business partners, suppliers and sub-contractors for the performance and compliance obligations of any contract ToddlerTunez Group enters into with them, or you
- subcontractors including email marketing specialists, event organisers, payment and other financial service providers
- ToddlerTunez may make use of the personal data ToddlerTunez has collected from you to enable us to display our adverts to the correct targeted audience
- analytics and search engine providers that assist us in the improvement and optimisation of our website
- credit reference agencies, our insurance broker, compliance partners, and other sub-contractor for the purpose of assessing your suitability for a role where this is a condition of us entering into a contract with you.

ToddlerTunez may disclose your personal information to third parties:

- in the event that ToddlerTunez sell or buy any business or assets, in which case ToddlerTunez will disclose your personal data to the prospective seller or buyer of such business or assets
- if ToddlerTunez or entirety all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets
- if ToddlerTunez are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Website Terms and Conditions and other agreements, or to protect the rights, property, or safety of ToddlerTunez, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection.

Security and controlling your personal information

We are committed to ensuring that your information is secure while keeping in mind that, the transmission of information via the internet is not by nature completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, in order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

We take reasonable steps to keep the personal data we possess accurate and to delete incorrect or unnecessary personal data. With respect to the processing of your personal data, you will always have the rights as provided by applicable local law. In addition, this policy provides you the right to know what personal data we hold about you, to request incomplete, incorrect, unnecessary or outdated personal data be deleted, or updated, as well as to object to ToddlerTunez processing of your personal data on compelling legitimate grounds.

We will not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about roles, and market information, which we think you may find interesting if you consent for ToddlerTunez to do so.

Retention of your data

ToddlerTunez will retain your personal data for as long as necessary in order to provide the recruitment service to you and for the purposes of satisfying any legal, accounting, regulatory or reporting requirements. After that period, we shall delete or anonymise the personal data we hold about you.

In the event we have had no communication with you over a period of two years, and subject to the above, we will delete or anonymise the personal data comprised in your profile.

Accuracy of your data

ToddlerTunez do the following to try to ensure our data is accurate:

- prior to making an introduction ToddlerTunez check that ToddlerTunez have accurate information about you
- ToddlerTunez keep in touch with you so you can let us know of changes to your personal data
- ToddlerTunez makes use of external websites (e.g. LinkedIn,) to verify the information about you.

The criteria ToddlerTunez use to determine whether ToddlerTunez should retain your personal data includes:

- the nature of the personal data
- its perceived accuracy
- our legal obligations
- whether ToddlerTunez Group have been active with you as part of our general recruitment service (e.g. discussing roles with you, arranging interviews or placing you in a new role)
- our recruitment expertise and knowledge of the industry by country, sector, and job role

ToddlerTunez may archive part or all of your personal data, or retain it on our financial systems only, deleting all, or part of it, from our systems.

Newsletter

To subscribe to ToddlerTunez emailing list, you will be required to provide your email address, which will be used for the purpose of keeping you informed, by email, of the latest news.

Resume

During recruitment times we give you the option of submitting your CV, cover letter and an application form to fill in via this website. Although the above documents will be stored online, they will only be accessible by ToddlerTunez group recruitment consultants for a year's time.

Our Promise to our candidates

Subject to the examples noted above, we will never share our candidates' personal details or Curriculum Vitae with a third party without the candidate's explicit consent, and then we will only share the personal information with that one company or individual.

Contacting Recruitment Consultants directly

If you contact one of our Recruitment Consultants directly and request they consult with you regarding your job search, or regarding a particular job role, ToddlerTunez may process your email, and the data contained within your email, for lawful purposes based on our legitimate

interests in dealing with your job search consultation. We may also obtain consent from you where appropriate.

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and allows us to improve our website.

The table below provides some information on the cookies which we use on our Website:

First-Party Cookies		
Strictly Necessary		
Cookie name	Duration	Purpose
ForceFlashSite	Session	When viewing a mobile site (old mobile under m.domain.com) it will force the server to display the non-mobile version and avoid redirecting to the mobile site
hs	Session	Security
smSession	Persistent (Two days or two weeks)	Identifies logged in site members
XSRF-TOKEN	Session	Security
Functionality		

svSession	Persistent (Two years)	Identifies unique visitors and tracks a visitor's sessions on a site
SSR-caching	Session	Indicates how a site was rendered
smSession	Persistent (Two weeks)	Identifies logged in site members
Third-Party Cookies		
Functionality		
TS*	Session	Security
TS01*****	Session	Security
TSxxxxxxxx (where x is replaced with a random series of numbers and letters)	Session	Security
TSxxxxxxxx_d (where x is replaced with a random series of numbers and letters)	Session	Security

By using our website, you are agreeing to the use of cookies as described. You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our website. Unless you have adjusted your browser setting so that it will refuse cookies, we will assume you consent to our use of cookies and other similar technologies (where consent is required) as set out in this Privacy Policy, and our system will issue cookies when you log on to our website.

Social Media Platforms

Communication, engagement, and actions taken through external social media platforms that this website and its owners participate on, are also custom to the terms and conditions, as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. Neither this website or its owners, will ever ask for personal or sensitive information through social media platforms, and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

Links to and from other Sites

Our website may, from time to time, contain links to and from the websites of our partner networks, advertisers, and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that ToddlerTunez do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Your rights

Where you have given us consent to process your personal data, you have the right to withdraw that consent. However, where you do withdraw your consent, it will not affect the lawfulness of the processing conducted prior to the withdrawal of that consent.

Where you choose to withhold information we require, this might affect our ability to provide you with services or enter into or perform a contract with you.

You have the right to ask us not to process your personal data for marketing purposes. ToddlerTunez will usually inform you (before collecting your data) if ToddlerTunez intend to use your data for such purposes, or if ToddlerTunez intend to disclose your information to any third party for such purpose, ToddlerTunez will collect express consent from you, if legally required prior to using your personal data for marketing purposes.

Subject to applicable law, the GDPR gives you the rights to:

- request access to information we hold about you
- request correction of the personal information that ToddlerTunez Group hold about you.

This enables you to have any incomplete or inaccurate information ToddlerTunez hold about you corrected request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below)

- object to processing of your personal information where ToddlerTunez are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where ToddlerTunez Group are processing your personal information for direct marketing purposes
- request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it
- request the transfer of your personal information to another party in certain formats, if practicable

If you are not happy with any aspects of how we collect your data, please in the first instance, contact us directly, so that we can try to resolve your complaint. Secondly, you can make a complaint to a supervisory body which in the United Kingdom is the Information Commissioner's Office. The ICO can be contacted through this link:

<https://ico.org.uk/concerns/>

Resources & Further Information

- Overview of the GDPR – General Data Protection Regulation
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations 2003
- The Guide to the PECR 2003
- Twitter Privacy Policy
- Facebook Privacy Policy
- Google Privacy Policy
- LinkedIn Privacy Policy
- Mailchimp Privacy Policy
- Dropbox Privacy Policy

Questions about this Policy

If you have any queries about this privacy policy, you may contact us using the following details: Ursula Maidens ***support@ToddlerTunez.com***

Changes to this Policy

We may change this privacy policy from time to time. You should check this privacy policy occasionally to ensure that you are aware of the most recent version that will apply each time you access the website. Where we make significant changes to this privacy policy, we shall communicate those to you as appropriate.

