

## TERMS AND CONDITIONS

Please ensure that you read and familiarise yourself with Unique Au Pairs Terms and Conditions of business. We will require you to acknowledge and accept our terms and conditions of business before Au Pairs can be placed.

If you are in any way unsure of our Terms and Conditions please do not hesitate to contact us for further clarification.

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## UNIQUE AU PAIRS LIMITED PRIVACY POLICY

This policy sets out the basis on which the personal data collected from you, or that you provide to us will be processed by us.

### 1. ABOUT US – UNIQUE AU PAIRS LIMITED

Unique Au Pairs Limited is a company registered in England and Wales with the company registration number 8136666 and having its place of business at 9 Shetland Rise, Whiteley, Fareham, Hampshire, PO15 7JP

### 2. PERSONAL DATA COLLECTED FROM YOU

2.1 The personal data which we collect from you are set out as follows:

2.1.1 your name;

2.1.2 your geographical address;

2.1.3 your email address;

2.1.4 your telephone number;

2.1.5 details of your family life including without limitation, medical conditions, sexual orientation, religious beliefs, political views and racial or ethnic origins,

(collectively, “**Your Personal Data**”)

2.2 If you have provided us with the personal data of another person (“**Third Party Personal Data**”) you confirm that they consent to the processing of their personal data and that you have informed them of our identity and purpose (as set out above or elsewhere) for which their personal data will be processed.

### 3. USES MADE OF YOUR PERSONAL DATA

3.1 We will use Your Personal Data that you provide to us:

3.1.1 to enable us to provide the services relevant to you;

3.2.2 to alert you to any product and service changes and updated information; and

3.2.3 for administration and marketing purposes.

3.2 We may have to disclose Your Personal Data to a third party located outside the EEA in order to provide the services to you. If you do not wish for us to do so, please contact us using the contact details set out in paragraph 9. In such cases, we may not be able to provide you with the services relevant to you.

3.3 We may send you marketing information about our latest services and offers which may be relevant to you. In the event you do not wish for us to use Your Personal Data for administration and such marketing purposes, please either

3.2.1 tick the opt-out box when you have registered with us; or

3.2.2 to alert you of any product and service changes or to update information you

## PRIVACY POLICY

Please ensure you read our Privacy Policy. Unique Au Pairs is committed to protecting the privacy of our customers and Au Pairs. The Privacy Statement explains how the information we collect is used in the course of providing our services.

If you are in any way unsure of our practices and policy to protect private information, please do not hesitate to contact us for further clarification.

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- 3.2.3 contact us using the details set out in paragraph 9 and advising us of your intention to be removed from our marketing database.
- 3.4 We shall not disclose Your Personal Data to any third party unless we are required to do so by law.
- 3.5 We shall also not share Your Personal Data with any of our marketing affiliates unless we have procured your expressed consent to do so.

#### **4. RETENTION OF YOUR PERSONAL DATA**

- 4.1 We take appropriate measures to ensure that any personal data are kept secure and are kept for only so long as is necessary for the purpose for which they are used.
- 4.2 If your personal details change or if you have any queries about how we use Your Personal Data, please notify us using the contact details set out in paragraph 9.
- 4.3 We update Your Personal Data within seven (7) working days of any new or updated personal data being provided to us, to ensure that the personal data we hold about you is as accurate and up to date as possible.

#### **5. YOUR RIGHTS**

- 5.1 You are entitled to ask for a copy of any personal data that we hold about you (for which we may charge a small fee) and to have any inaccuracies in your personal data corrected. If you wish to contact us for these purposes, please email us at counter-intelligences.
- 5.2 [www.uniqueapairs.co.uk](http://www.uniqueapairs.co.uk) or any designated unique resource locator ....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 we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

#### **6. DISCLOSURE OF YOUR INFORMATION**

- 6.1 We may disclose Your Personal Data to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries (where applicable).
- 6.2 We may disclose Your Personal Data to third parties:
  - 6.2.1 in the event that we sell or buy any business or assets, in which case we may disclose Your Personal Data to the prospective seller or buyer (the disclosure of which shall be made under non-disclosure agreements) of such business or assets; or
  - 6.2.2 if we or substantially all of our assets are acquired by a third party, in which case personal data held by us about our customers will be one of the transferred assets; or
  - 6.2.3 if we 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 Terms and Conditions and other relevant agreements; or to protect our rights, property, or safety and those of our customers, or third parties. This includes exchanging information with other companies and organisations for the purposes of fraud protection.

#### **7. COOKIES AND IP ADDRESSES**

- 7.1 We may store information about you in a cookie (a small file that is sent by our web server to your computer), which we can access when you make return visits to our Website. Storing cookies is usual practice for any website that needs to remember what its users' preferences are and we use cookies to keep track of your choices in the website.
- 7.2 If you would like to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that cookies are stored in. If you would like to stop cookies being stored on your computer in the future, please refer to your browser manufacturer's instructions by clicking "help" in your browser menu. Further information about deleting or controlling cookies is available at [www.aboutcookies.org](http://www.aboutcookies.org)
- 7.3 Please note that when you visit our site, we may also log your IP address, a unique identifier for your computer or other access device.

**8. CHANGES TO OUR PRIVACY POLICY**

8.1 We reserve the right to modify this Privacy Policy at any time. Any changes we may make to this Privacy Policy document in the future will be notified and made available to you using the Website.

**9. CONTACT DETAILS**

Please direct any queries about this Privacy Policy to:

Unique Au Pairs Limited

9 Shetland Rise

Whiteley, Fareham

Hampshire, PO15 7JP

Telephone: 01489 584 985

Email : [anne@uniqueaupairs.co.uk](mailto:anne@uniqueaupairs.co.uk)