

PRIVACY POLICY

Data protection officer: Anne Dedman(Director)

Unique Au Pairs Limited

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As part of any recruitment process, Unique Au Pairs Limited collects and processes personal data relating to families. Unique Au Pairs Limited is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations set y the Data Protection Act 1998 and GDPR.

What information do we collect?

Unique Au Pairs Limited collects a range of information about the family. This includes;

- your name, geographical address, email address, telephone number and Skype ID;
- details of your requirements, prefer female or male, nationality, age, driver or non driver, level of English;
- details of your family life including without limitation, medical conditions, sexual orientation, religious beliefs, political views and racial or ethnic origins.

Unique Au Pairs Limited collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Unique Au Pairs Limited will also collect personal data about you from third parties, such as references, information from background check providers and information from criminal records checks. Unique Au Pairs Limited will seek information from third parties as part of our matching process.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Agency process personal data?

Unique Au Pairs Limited needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases we need to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to live in the UK before any placement is made.

Unique Au Pairs Limited has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from families allows the Agency to manage the recruitment process, assess and confirm a family's suitability to take on an au pair and decide who would be a suitable au pair for you and keep you informed of available candidates as they arise and keep you informed of the services offered by us. We may also need to process data from families to respond to and defend against legal claims.

Where Unique Au Pairs Limited relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of families and has concluded that they are not.

Unique Au Pairs Limited processes health information if it needs to make reasonable adjustments to the recruitment process for families who have a family member who may have a disability.

For some roles, Unique Au Pairs Limited is obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

Unique Au Pairs Limited will not use your data for any purpose other than the recruitment exercise for which you have contracted with us for.

OR

If we do not find you an au pair, Unique Au Pairs Limited will keep your personal data on file in case there are future au pairs for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time by contacting us on the above email address or by post.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. Your information will also be shared with our 3rd party partner au pair agencies in EU countries and non-EU countries, au pairs, and IT staff if access to the data is necessary for the performance of their roles. Personal data shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedoms.

Unique Au Pairs Limited will then share your data with referees to provide references for you, background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

How does the Agency protect data?

Unique Au Pairs Limited takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Unique Au Pairs Limited have a Data Protection Officer who is responsible for the security of your data.

For how long does the Agency keep data?

If your application for a candidate does not conclude into a placement, we will hold your data on file for 12 months after the end of the relevant recruitment process. If you agree to allow Unique Au Pairs Limited to keep your personal data on file we will hold your data on file for a further 12 months for consideration for future placement opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application to be a client is successful, personal data gathered during the recruitment process will be transferred to your client file and retained during the time that you have an au pair supplied by us.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require Unique Au Pairs Limited to change incorrect or incomplete data;
- require Unique Au Pairs Limited to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

- object to the processing of your data where Unique Au Pairs Limited is relying on its legitimate interests as the legal ground for processing; and ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Unique Au Pairs Limited's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Anne Dedman at uniqueaupairs@gmail.com. You can make a subject access request by emailing the Agency on the email address given above.

If you believe that Unique Au Pairs Limited have not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Unique Au Pairs Limited during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Automated decision-making

Our recruitment process does not use automated decision-making.

COOKIES AND IP ADDRESSES

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.

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

Please note that when you visit our site, we may also log your IP address, and unique identifier for your computer or other access device.

CHANGES TO OUR PRIVACY POLICY

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.