

## THE EARLY YEARS CONSORTIUM LTD - PRIVACY POLICY

Protecting your personal details on our website.

Last updated: 01.08.20

I, Janet Roberts (trading as The Early Years Consortium Ltd) know that you care how information about you is used and shared and we appreciate your trust in us to do that carefully and sensibly. This notice describes my privacy policy and forms part of our website terms and conditions ('Website Terms').

**By accepting our Website Terms or by visiting <http://theearlyyearsconsortium.com> ('the Website') you are accepting and consenting to the practices described in this Privacy Policy.**

The Website is brought to you by Janet Roberts (trading as The Early Years Consortium Ltd). The Early Years Consortium Ltd believes it is important to protect your Personal Data (as defined in the Data Protection Act 1998) and I am committed to giving you a personalised service that meets your needs in a way that also protects your privacy. This policy explains how I may collect Personal Data about you. It also explains some of the security measures we take to protect your Personal Data and tells you certain things we will do and not do.

When I first obtain Personal Data from you I will give you the opportunity to tell me if you do or do not want to receive information from us about other services. You can unsubscribe via my newsletter.

You may change your mind at any time by emailing me at the address below.

Some of the Personal Data we hold about you may be 'sensitive personal data' within the meaning of the Data Protection Act 1998, for example, details about your early years business and staff.

### 1. Collecting Information

I may collect Personal Data about you from a number of sources, including the following:

- 1.1. From you when you agree via email to take a service from me, in which case this may include your contact details, and information about your early years setting and staffing arrangements.
- 1.2. From you when you contact me with an enquiry via email or in response to a communication from us, in which case, this may tell me something about how you use our services.
- 1.3. From documents that are available to the public, such as available on the Ofsted website.

### 2. Using Your Personal Information

2.1. Personal Data about my customers is an important part of my business and I shall only use your Personal Data for the following purposes and shall not keep such Personal Data longer than is necessary to fulfil these purposes:

- 2.1.1. To help me to identify you when you contact us.
- 2.1.2. To help me to identify accounts, services which you could have from me or selected partners from time to time.
- 2.1.3. To help me to contact you about improved services I have provided before, do

provide now or will or may provide in the future.

2.1.4. To allow me to carry out marketing analysis and customer profiling (including with transactional information), conduct research, including creating statistical and testing information.

2.1.5. To help to prevent and detect fraud or loss.

2.1.6. To allow me to contact you in any way (including mail, email, telephone, visit, text or multimedia messages) about services offered by me where

2.1.6.1. these services are similar to those you have already purchased from me,

2.1.6.2. you were given the opportunity to opt out of being contacted by me at the time your Personal Information was originally collected by me and at the time of our subsequent communications with you, and

2.1.6.3. you have not opted out of me contacting you.

2.1.7. To allow me to contact you in any way (including mail, email, telephone, visit, text or multimedia messages) about services offered by me and selected partners where you have expressly consented to me doing so.

2.1.8. I may monitor communications with you (including phone conversations and emails) for quality assurance and compliance.

2.1.9. I may check your details with fraud prevention agencies. If you provide false or inaccurate information and I suspect fraud, I will record this.

2.2. I will not disclose your Personal Data to any third party except in accordance with this Privacy Policy.

2.3. I may allow other people and organisations to use Personal Data I hold about you in the following circumstances:

2.3.1. If I, or substantially all of my assets, are acquired or are in the process of being acquired by a third party, in which case Personal Data held by me, about my customers, will be one of the transferred assets.

2.3.2. If I have been legitimately asked to provide information for legal or regulatory purposes or as part of legal proceedings or prospective legal proceedings.

2.3.3. I employ companies and individuals to perform functions on my behalf and I may disclose your Personal Data to these parties for the purposes set out in clause 2.1 or, for example, delivering packages, sending postal mail and email, removing repetitive information from customer lists, analysing data, providing marketing assistance, providing search results and links (including paid listings and links) and providing customer service. Those parties are bound by strict contractual provisions with me and only have access to Personal Data needed to perform their functions, and may not use it for other purposes. Further, they must process the Personal Data in accordance with this Privacy Policy and as permitted by the Data Protection Act 1998. From time to time, these other people and organisations to whom I may pass your Personal Data may be outside the European Economic Area. I will take all steps reasonably necessary to ensure that your Personal Data is treated securely and in accordance with this Privacy Policy and the Data Protection Act 1998.

2.4. Where you give us Personal Data on behalf of someone else, you confirm that you have provided them with the information set out in this Privacy Policy and that they have not objected to such use of their Personal Data.

2.5. In connection with any transaction which I enter into with you:

2.5.1. If you provide false or inaccurate information to me and I suspect fraud, I will record this and may share it with other people and organisations. I, and other credit and insurance organisations, may also use technology to detect and prevent fraud.

### **3. Protecting Information**

I have strict security measures to protect Personal Data.

3.1. I work to protect the security of your information by password protecting electronic document files.

3.2. I protect against unauthorised access to passwords and computers.

### **4. The internet**

4.1. If you communicate with me using the Internet, I may occasionally email you if you have signed up to my newsletter. You can opt out at any time.

4.2. Please remember that communications over the internet, such as emails and webmails (messages sent through a website), are not secure unless they have been encrypted. Your communications may go through a number of countries before they are delivered - this is the nature of the internet. I cannot accept responsibility for any unauthorised access or loss of Personal Data that is beyond my control.

### **5. Cookies**

When I provide services, I want to make them easy, useful and reliable. This sometimes involves placing small amounts of information on your computer. These are called 'cookies'.

These cookies cannot be used to identify you personally and are used to improve services for you, for example through:

- Letting you navigate my website efficiently
- Enabling a service to recognise your computer, so you don't have to give the same information during one task
- Measuring how many people are using services, so they can be made easier to use and that there is enough capacity to ensure they are fast

To learn more about cookies, see:

- [www.allaboutcookies.org](http://www.allaboutcookies.org)
- [www.youronlinechoices.eu](http://www.youronlinechoices.eu)
- [www.google.com/policies/technologies/cookies/](http://www.google.com/policies/technologies/cookies/)

Users typically have the opportunity to set their browser to accept all or some cookies, to notify them when a cookie is issued, or not to receive cookies at any time. The last of these options, of course, means that personalised services cannot be provided and the user may not be able to take full advantage of all of a website's features.

Refer to your browser's Help section for specific guidance on how it allows you to manage cookies and how you may delete cookies, you wish to remove from your computer.

Multiple cookies may be found in a single file depending on which browser you use. The cookies used on this website have been categorised based on the categories found in the ICC UK Cookie guide, as follows:

Category 1: strictly necessary cookies

These cookies are essential to enable you to move around the website and use its features, such as accessing secure areas of the website.

## **6. Links**

6.1. The Website include links the web designer.

6.2. These third-party websites and advertisers, or Internet advertising companies working on their behalf, sometimes use technology to send (or 'serve') the advertisements that appear on the Website directly to your browser. They automatically receive your IP address when this happens. They may also use cookies, JavaScript, web beacons (also known as action tags or single-pixel gifs), and other technologies to measure the effectiveness of their ads and to personalise advertising content. I do not have access to or control over cookies or other features that they may use, and the information practices of these advertisers and third-party websites are not covered by this Privacy Policy. Please contact them directly for more information about their privacy practices. In addition, the Network Advertising Initiative offers useful information about Internet advertising companies (also called 'ad networks' or 'network advertisers'), including information about how to opt-out of their information collection.

6.3. I exclude all liability for loss that you may incur when using these third party websites.

## **7. Further Information**

7.1. If you would like any more information or you have any comments about our Privacy Policy, please either write to me at Janet Roberts (Trading as The early years consortium Ltd), 42 Montford Road, Lower Sunbury, Middlesex, TW16 6EJ or email: [info@theearlyyearsconsortium.com](mailto:info@theearlyyearsconsortium.com).

7.2. I may amend this Privacy Policy from time to time without notice to you, in which case, I will publish the amended version. You confirm that I shall not be liable to you or any third party for any change to this Privacy Policy from time to time. It is your responsibility to check regularly to determine whether this Privacy Policy has changed.

7.3. You can print or request a PDF copy of this Privacy Policy by writing to the above address or by emailing me at [info@theearlyyearsconsortium.com](mailto:info@theearlyyearsconsortium.com). This Privacy Policy applies to Personal Data we hold about individuals. It does not apply to information I hold about companies and other organisations.

7.4. If you would like access to the Personal Data that I hold about you, you can do this by emailing us at [info@theearlyyearsconsortium.com](mailto:info@theearlyyearsconsortium.com). There will be a nominal charge of £10 to cover administrative costs.

7.5. I aim to keep the Personal Data we hold about you accurate and up to date. If you tell me that I am holding any inaccurate Personal Data about you, I will delete it or correct it promptly. Please email me at [info@theearlyyearsconsortium.com](mailto:info@theearlyyearsconsortium.com) or write to me at the address above to update your Personal Data.