Privacy & Data Protection Policy

Little Footsteps Recruitment Ltd is committed to protecting the privacy and personal information of childcare professionals, families, and clients. This policy outlines how data is collected, stored, and managed in compliance with UK GDPR regulations.

1. Purpose of Privacy Policy

This policy aims to:

- Ensure the secure handling of personal data in line with UK GDPR requirements.

- Protect the confidentiality of families and childcare professionals.

- Establish transparent guidelines on data usage, storage, and sharing.

2. Scope of Data Collection

Little Footsteps Recruitment Ltd collects and processes personal data, including:

- Childcare professional details (CVs, qualifications, DBS certification).

- Family and client information necessary for placements.

- Business records such as invoices, contracts, and correspondence.

3. Legal Basis for Data Processing

Personal data is collected and processed under the following legal bases:

- \*\*Contractual necessity\*\* – Information is required to provide recruitment services.

- \*\*Legitimate interest\*\* – Data is used to improve agency operations and client satisfaction.

- \*\*Legal obligations\*\* – Compliance with safeguarding, employment, and financial regulations.

4. Data Storage and Security Measures

To maintain data security:

- All personal data is stored in \*\*encrypted databases\*\* with restricted access.

- Client and childcare professional records are \*\*protected from unauthorized access\*\*.

- Documents containing personal details are \*\*securely stored and periodically reviewed\*\*.

5. Data Sharing and Confidentiality

- Client and childcare professional information is \*\*never shared with third parties\*\* without explicit consent.

- Personal data is \*\*only accessible to authorized personnel within the agency\*\*.

- Confidentiality agreements protect sensitive client and childcare professional records.

6. Retention and Disposal of Data

- Personal data is retained for a \*\*maximum of five years\*\*, after which it is securely deleted.

- Childcare professional records are maintained for future placements unless removal is requested.

- Clients and professionals may request data deletion by submitting a formal request.

7. Rights of Individuals

In accordance with GDPR, individuals have the right to:

- \*\*Access their personal data\*\* and request corrections if needed.

- \*\*Request deletion of personal data\*\*, subject to legal obligations.

- \*\*Object to data processing\*\*, where applicable.

- \*\*Obtain a copy of stored personal information\*\* upon request.

8. Complaints and Data Breach Procedures

- Any concerns about data misuse can be \*\*reported to the agency’s Data Protection Officer\*\*.

- If a data breach occurs, affected individuals will be \*\*notified immediately\*\*.

- The agency follows \*\*strict protocols to investigate and resolve data security issues\*\*.

9. Policy Compliance and Review

- This privacy policy is \*\*reviewed annually\*\* to maintain compliance with UK regulations.

- Any updates will be \*\*communicated to all professionals and clients\*\*.

- Non-compliance with this policy \*\*may result in termination of service agreements\*\*.

Conclusion

Little Footsteps Recruitment Ltd is dedicated to protecting the privacy and confidentiality of all individuals. This policy ensures compliance with GDPR and ethical handling of personal data across all business operations.