

Privacy Notice (website)

Casa dei Bambini Montessori Nursery takes your privacy seriously and in accordance with the General Data Protection Regulation (GDPR) this privacy notice for our website has been adopted. Our website is www.casadeibambiniryde.com The Data Processor for the setting is Sarah Archer, who will collect and process the data. The Data Protection Officer is Susan Blissett, who is responsible for overseeing how data is handled, staff training and ensuring compliance with the GDPR.



The categories of information that we collect and hold:

On our 'contact us' and 'job vacancies' page:

- Personal information such as your name and email address (aswell as your phone number if you provide us with this).
- Any information you provide to us in your message to us.

Why we collect and use this information

We use this data:

- To contact you with information about our services and to answer any questions that you have for us.
- To contact you regarding any job vacancies if you are interested in working for us.
- To comply with the law regarding data sharing

The lawful basis on which we use this information

We must have a legal basis for collecting this data; the lawful base we use is:

Legitimate Interests – The processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is good reason to protect the individual's personal data which overrides the legitimate interest.

Storing data

The information you provide to us on our 'contact us' and 'job vacancies' page on our website will only be used for the reasons listed above. We will not share this information with anyone else. The information will be stored on our email system and the wix.com web application. It will only be used to contact you to respond to your initial query and where you have another query and/or your child is going to start at the setting. We will usually contact you through email, although we may telephone you if more appropriate. In the case of you filling out the 'contact us' form, once the correspondence has finished we will delete the email thread. If you fill out the 'consideration for future job vacancies' form, we will keep your details for 6 months.

Our website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to tell you about our services on offer to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

How we use Cookies

A cookie is a small file which asks permission to be placed on the hard drive of your computer. Cookies helps analyse web traffic or lets you know when you visit a particular site. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes. Cookies in no way give us access to your computer or any information about you.

When visiting our website, a pop up box will appear telling you about how we use cookies. Here you can click 'got it,' and there is also a link where you can find out more about cookies. You can also choose to accept or decline cookies, by modifying your browser settings to decline cookies if you prefer. This may prevent you from taking full advantage of our website.

Below, are the cookies used on wix.com:

<u>Cookie Name:</u>	<u>Life Span:</u>	<u>Purpose:</u>
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.
svSession	Persistent (2 years)	Identifies unique visitors and tracks a visitor's sessions on a site.
hs	Session	Security
XSRF-TOKEN	Session	Security
SSR-caching	Session	Indicates how a site was rendered.
smSession	Persistent (2 weeks)	Identifies logged in site members.
TS***** (where * is random letters/ numbers)	Session	Security

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact [Susan Blissett](#) (Data Protection Officer).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress

- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations
- withdraw consents

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Updates to this Policy

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make changes to this policy, the date below will be updated so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Susan Blissett (Data Protection Officer)
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