



# Gingham Nanny Agency

## Privacy Notice (2026)

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### Who We Are

Gingham Nanny Agency is a specialist childcare and recruitment agency providing work-finding services to families and childcare professionals. For the purposes of data protection law, we act as a **Data Controller** when processing your personal data.

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### How We Collect Your Data

We may collect your personal data in the following ways:

- Directly from you (e.g. registration forms, applications, website enquiries)
  - Through communication (email, phone, meetings)
  - From third parties such as job boards, referrals, or professional contacts
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### What Data We Collect

We may collect and process the following:

- Personal details (name, address, contact information)
  - Employment history and qualifications
  - Identity documents (e.g. passport, DBS)
  - References and background information
  - Sensitive data where required (e.g. health information for placements)
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### Lawful Basis for Processing

This information is confidential to Gingham Nanny Agency Ltd  
[info@ginghamkids.co.uk](mailto:info@ginghamkids.co.uk)  
(01223) 919690



We process your data under the following legal bases:

- **Consent** – where you have given clear permission
  - **Contract** – to provide recruitment or training services
  - **Legal obligation** – to comply with UK law (e.g. safeguarding, HMRC)
  - **Legitimate interest** – to match candidates with suitable roles and improve our services
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## **How We Use Your Data**

We use your personal data to:

- Match you with suitable roles or candidates
  - Communicate opportunities and services
  - Carry out compliance checks (e.g. DBS, references)
  - Manage placements and ongoing relationships
  - Process payments and payroll where applicable
  - Meet safeguarding and legal requirements
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## **Who We Share Your Data With**

We may share your data with:

- Families and clients (for recruitment purposes)
- Case managers and professionals involved in care packages
- DBS and background checking providers
- Payroll providers and accountants
- Regulatory bodies where required

We only share data that is necessary and relevant.

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## **International Transfers**



We do not routinely transfer your data outside of the UK or EEA.  
If this becomes necessary, we will ensure appropriate safeguards are in place.

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## **Data Retention**

We retain your data only for as long as necessary:

- In line with the **Conduct of Employment Agencies Regulations 2003**
- To meet legal, tax, and safeguarding requirements
- For legitimate business purposes

You may request deletion of your data at any time (see Your Rights below).

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## **Your Rights**

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure (“right to be forgotten”)
- Restrict or object to processing
- Request data portability
- Withdraw consent at any time

To exercise your rights, please contact us using the details below.

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## **Safeguarding & Sensitive Data**

Due to the nature of our work, we may process sensitive data where necessary. This is always handled with strict confidentiality and only where required for safeguarding, compliance, or placement suitability.

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## **Photography & Marketing**

This information is confidential to Gingham Nanny Agency Ltd  
[info@ginghamkids.co.uk](mailto:info@ginghamkids.co.uk)  
(01223) 919690



We may occasionally use images or testimonials for marketing purposes. This will **only be done with your explicit consent.**

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## **Contact Details**

**Data Controller:** Dee Modric

 [info@ginghamkids.co.uk](mailto:info@ginghamkids.co.uk)

If you have any concerns, you also have the right to contact:

**Information Commissioner's Office (ICO)**

 <https://ico.org.uk>

 0303 123 1113

## **Updates to This Policy**

We may update this Privacy Notice from time to time to reflect changes in law or our services.

The most recent version will always be available upon request.