

## Privacy statement

### Personal data that I process

Carlijn Childminder Cares processes your personal data because you use my services and/or because you give it to me yourself. Below you will find an overview of the personal data that I process about you and/or your children:

- First and last name
- Gender
- Birthplace
- Date of birth
- Address
- Telephone number
- E-mails
- Social security number
- Consent forms
- Child tracking system

### Special data that I process if necessary

Special data that I process in order to be able to perform my task as a childminder are:

- Information about the child's health (medication, allergies)

### For what purpose I process personal data

Your personal data will be processed for the following purposes:

- Recording an agreement between the childminder, the childminder and the childminder agency.
- Maintaining contact with parents, guardians and caregivers of the children;
- Keeping records that are important for the reception, care, guidance and development of the child;
- If I am legally obliged to do so.

### How long I keep personal data

Your personal data will not be kept longer than necessary for the purpose for which it was provided, or is required by law. Data that is not necessary to store after termination will be deleted within 1 year.

### Where I store personal data and how I secure

it I take the protection of your data seriously and I have taken appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification.

- My laptop is protected with a username and password;
- I keep my paper file in a locked cupboard; The data in this folder will be stored for a maximum of 1 year after termination.
- Contracts and/or permission forms can be found online on the secure website of Gastouderbureau Maki, Toppie, 4 kids and Gastouderland. This website is password protected and username.

If you have the impression that your data is not properly secured or there are indications of abuse, please contact me using the details below.

### Who has access to your data

Apart from me as a childminder, no one else has access to your data.

### When I share personal data with third parties

Your data will not be sold to third parties and your data will only be shared if this is necessary for the execution of my agreement with you, or to comply with a legal obligation.

I enter into a processing agreement with companies that process your data on my behalf to ensure the same level of security and confidentiality of your data. I remain responsible for this processing myself.

### **Viewing, modifying or deleting**

data You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent to the data processing or to object to the method of processing your personal data and you have the right to data portability. This means that you can submit a request to me to send the personal data I hold about you to you or another organization, or an organization named by you.

### **Contact**

If you have any questions about this, you can contact me using the details below:

### **Complaints**

You can report complaints about the incorrect implementation of the privacy policy to me. In addition, you have the right to submit a complaint about the processing of your personal data or that of your child to the Dutch Data Protection Authority.