

Klein is Groot

KINDEROPVANG

Privacy Statement

This is the privacy statement for Klein is Groot, registered in the Hague, Laan Copes van Cattenburch 54, www.kleinisgroot.nl

Applicability

This privacy statement is applicable to all privacy sensitive information or personal information you share with us, for example via e-mail or telephone, or when we request information to draw up a placement agreement. The privacy of our customers is very important to us so we intend to treat their personal data with the utmost care. We process data according to the conditions set in the General Data Protection Regulation (GDPR). Klein is Groot is responsible for the purposes of the GDPR in relation to the processing of your personal data and the personal data of your child and in-case-of-emergency contacts. This means that only we decide which personal data is processed, with which purpose and how we do so. It is our responsibility that your personal data and those of your child and in-case-of-emergency contacts are handled in an appropriate and careful way in accordance with the GDPR. In this privacy statement we will explain which data we use and for which purposes we use them.

Overview Personal Data

Below you will find an overview of the personal data that we process:

Parents:

- Full name
- Address
- Telephone (fixed, mobile, work)
- E-mail
- Bank account number
- Annual statement child care
- Information about family structure and the names
- BSN

Child:

- Full name
- Address
- Nationality
- BSN
- Date of birth

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- Medical information child: GP, dentist, health insurance, insurance number, vaccinations, other important information
- Information with regards to your child's sleeping and eating patterns
- Other forms such as: tummy sleeping and medicine forms
- Transfer and experience book with observations about your child
- Photos that are sent to you via Whatsapp. Only when you have consented to this on the intake form
- Klein is Groot Storybook (with photos of and crafts made by your child)
- Child observations and reporting for parent meetings
- There are cameras present that make recording at set times. We do this to adhere to our four eyes policy (see camera protocol). This information is saved for a maximum of 3 weeks.

In-case-of-Emergency Contacts:

- Full name
- Phone number
- Relationship to child

Purposes and foundations for processing personal data

By agreeing to this privacy statement, you give explicit consent in the sense of article 6, paragraph 1, sub A of the GDPR to have your personal data processed for the purposes mentioned below. You have the right to withdraw the consent at any given times. However, if you refuse to provide us with certain information, we might not be able to offer our full range of services.

We process your personal data and the personal data of your child and in-case-of-emergency contact for the following purposes:

- To handle your request or registration for care
- To keep track of data that is important to care for, look after, offer guidance to and support the development of your child
- Your child's BSN number for the purposes of child care allowance
- Invoicing of child care and processing of payment
- Sending our newsletter
- To call or email you in order to provide our service
- To inform you about changes in services and products
- To provide additional services: such as informing you about workshops, events, illnesses etc.

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- For tests or inspections, such as the Municipal Health (*GGD*) inspector, internal and external audits and the accountant

We do not save your personal data or the personal data of your child or in-case-of-emergency contact for longer than strictly necessary to fulfill the purposes for which the personal data is collected.

Transferring to third parties

We can share your personal data and the personal data of your child or in-case-of-emergency contact with third parties if that is in line with the purposes mentioned above. Transferring to third parties may be necessary to execute the agreement we conclude with you, be necessary to fulfill a legitimate interest or be necessary to comply with potential legal obligations on our part. We conclude a processing agreement with any third parties to whom we transfer your data in order to ensure the same level of security and confidentiality. We are still responsible for this processing. Outside of the situations mentioned above we will only provide your data to third parties with your explicit consent.

Storage Time and Treatment

Klein is Groot will not save your data longer than necessary for the purposes for which they were collected or for which they are being used. In case an agreement is terminated, Klein is Groot deletes the data no more than 5 years after termination. Some data might have to be saved longer based on the law, for example to provide information to the Tax Authorities. In those cases, Klein is Groot saves the relevant personal data for as long as the law prescribes.

Cookies

A cookie is a small text file that is saved to your computer, tablet or smartphone when you first visit our website www.kleinisgroot.nl. U can delete those cookies at any time by clicking the links on our website at the bottom of the page which say “change cookie settings”, clicking on “strictly necessary cookies” and then clicking “enable”. You can also delete any information that was previously saved via your browser settings.

We use the following cookies:

Functional cookies: these are cookies that are necessary for the website to work on a technical level and to make it easy to use. We ensure the website works as it should and remember, for example, your preferences. We can also use these to optimize our website. These are the analytical cookies that do not invade your privacy for which we do not need your prior consent.

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Google Analytics: cookies from the American company Google are placed on this website as part of the “Analytics” service. We use that service to gain reports on the way in which the website is used and to measure its quality and effectiveness. We use Google Analytics in the way that is prescribed by the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*) so we fall under the exception to the cookie law, which means we do not need your prior consent to use Google Analytics.

Commercial purposes

Your data is not sold to or shared with third parties for commercial purposes, unless you explicitly consent to this.

Your personal data and/or the personal data of your child or in-case-of-emergency contacts can be used for market research and to optimize our service provision. The personal data will be anonymized for that purpose and will not be traceable to you, your child or your in-case-of-emergency contact.

Security

To prevent and minimize misuse of and unauthorized access to your data, Klein is Groot has taken security measures:

- 1) Data in folders on location are locked away by an electronic lock.
- 2) We have a secured website.
- 3) All means we use, such as phones, tablets and computers are all password protected
- 4) All passwords are changed twice a year.

Right of access, to correct or delete

You have the right to access your personal data and the personal data of your child and in-case-of-emergency contacts, to correct or delete them. You also have the right to withdraw any consent for your personal data or the personal data of your child or in-case-of-emergency contact. You have the right to data portability. This means you can submit a request to have the data that we possess transferred to you or another organization appointed by you via a computer file.

You can request access, correction, deletion or a transfer of your personal data and the personal data of your child or in-case-of-emergency contacts or a request to withdraw your consent or object to the processing of your personal data and the personal data of your child or in-case-of-emergency contact by contacting Marieke Scheper info@kleinisgroot.nl.

To ensure you are the one that requested access, we ask you to attach a copy of your ID to your request. You can black out your photo, MRZ (machine readable zone, the numbers at the bottom of

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the photo page), passport number and BSN to protect your privacy. We will respond as soon as possible, but always within four weeks.

We would also like to point out the possibility to submit a complaint with the Dutch Data Protection Authority, the *Autoriteit Persoonsgegevens*.

Contact

We take the protection of your data very seriously and take appropriate measure to prevent misuse, loss, unauthorized access, unwanted publication and unauthorized changes. If you are under the impression that your data is not well protected or there are signs of misuse, please contact Marieke Scheper, data protection officer for Klein is Groot at info@kleinisgroot.nl or +316-21893751.

Changes to this statement

Klein is Groot reserves the right to change our privacy statement. Any changes will be published on this website.

Last modification: 11 August 2018.