

# Your Privacy at Busy Bees



## About This Notice

At Busy Bees, we respect your privacy and want you to understand what information we collect about you, why we collect it, how we use it, and the choices and rights you have.

## Your information and the Apprenticeships Website

If you complete a "Register Your Interest" form on the Busy Bees Apprenticeships website, the personal information you provide is protected using strong security measures. Information is encrypted, secure backups are maintained, and only authorised recruitment staff can access your details when necessary.

## What is Personal Information?

Personal information (sometimes called "personal data") is information that can directly or indirectly identify you.

Examples include:

- Your name
- Date of birth
- Address
- Phone number
- Email address
- Photographs
- Health information
- Information about your learning, development, or support needs

## What Information Do We Collect?

If you complete a "Register Your Interest" form on the Busy Bees Apprenticeships website, we collect the following personal information:

### Basic Information

- Name (forename and surname)
- First part of your postcode, for example NG10
- Email address
- Mobile phone number (optional)
- Date of birth

## Where Do We Get Your Information From?

We get this information:

- Directly from you

## How Do We Use Your Information?

We only use this information to match you

to apprenticeships near you or within your chosen Busy Bees locations and inform you about those opportunities.

## Meet Legal Requirements

Sometimes the law requires us to keep or share certain information with organisations such as safeguarding agencies, local authorities, or regulators. If legally required, we will share you information with those agencies.

## Improve Our Services

We may use information to understand how well our services are working and how they can be improved.

## Who Do We Share Your Information With?

We do not sell your personal information. We do not use your information for marketing purposes or use your information for targeted advertising.

We only share it when there is a valid reason.

We may share information with:

- Other Busy Bees companies where necessary
- IT and service providers who help run our systems
- Local authorities
- Safeguarding agencies
- Regulators such as Ofsted
- The police or other public authorities when required by law

Anyone who receives your information must protect it and only use it for authorised purposes.

## Is My Information Safe?

Yes. We take protecting your information seriously.

We use:

- Secure computer systems
- Encryption
- Multi-factor authentication (MFA)
- Access controls
- Security checks
- Compulsory staff data protection training
- Contracts with suppliers to keep information protected

# Your Privacy at Busy Bees



We work hard to prevent information from being lost, damaged, misused, or accessed by people who should not see it.

## How Long Do You Keep My Information?

We only keep your information for as long as we need it. If you complete a "Register Your Interest" form on the Busy Bees Apprenticeships website we will keep your personal information for two (2) years unless you ask us to delete it sooner.

After two (2) years when we no longer need your information, we securely delete or destroy it.

## Your Rights

Data protection law gives you important rights.

You Can:

- Ask for a copy of the information we hold about you
- Ask us to correct information if it is wrong
- Ask us to delete information in some situations
- Ask us to stop using information in some situations
- Ask us to give you a copy of information you provided in a format you can reuse
- Withdraw your consent where we rely on your consent

To read more about your General Data Protection Regulation (GDPR) rights please go to your local regulator's website. Details of these are below.

To exercise any of your rights please email **DPO@BusyBees.com**

## What If I Am Not Happy?

If you have questions or concerns about how we use your information, please contact us first.

Email: **DPO@BusyBees.com**

If you wish to raise a data protection related complaint, please follow our Compliments & Complaints procedure which can be found on our website <https://www.busybeeschildcare.co.uk>

If you are not satisfied with our response, you can complain to your local data protection regulator:

- UK: Information Commissioner's Office (ICO) <https://ico.org.uk/>
- Jersey: Jersey Office of the Information Commissioner (JOIC) <https://jerseyoic.org>
- Guernsey: Office of the Data Protection Authority (ODPA) <https://www.odpa.gg>
- Ireland: Data Protection Commission (DPC) <https://www.dataprotection.ie/en>

## Quick Summary

**We collect information to help keep you safe, support your development, provide our services, and meet legal responsibilities.**

**We only use your information when we have a valid reason, we protect it carefully, and you have rights over how it is used.**

For more information, contact the Busy Bees Data Protection Team at **DPO@BusyBees.com**.