

Busy Bees Specification Hub Privacy Statement

This Privacy Statement (“Privacy Statement”) constitutes the Information Notice required under the Data Protection Act 2018 and the UK General Data Protection Regulation.

What is this document and why should you read it?

Busy Bees respects your privacy and is committed to protecting your personal data.

This Privacy Statement explains how and why Busy Bees (also referred to as “**Busy Bees**”, “**we**”, “**our**” and “**us**”) collects and processes your personal data when you respond to our communications regarding the Busy Bees Specification Hub.

“**Personal data**” is any information that relates to an identifiable natural person. Your name, address, contact details, banking details in direct debit forms are all examples of your personal data, if they identify you.

You should read this Privacy Statement, so you know what the Specification Hub is doing with your personal data. This Privacy Statement supplements other privacy notices and policies which we may make available to you from time to time and is not intended to override them. To see our full Privacy Notice please visit our website <https://www.busybeeschildcare.co.uk/>

This Privacy Notice does not form part of any contract you may have with us.

What does this Privacy Statement contain?

This Privacy Statement contains the following sections:

- What personal data do we process and where do we get it from?
- How do we use your personal data and what is the legal basis on which we process it?
- Who do we share your personal data with, and why?
- How do we protect and keep your personal data secure?
- Cookies
- How long do we keep your personal data for?
- What are your rights?
- Who to contact if you have any questions or queries?

What Personal Data is collected for Specification Hub?

Data Type	Where from	Used for	Legal Basis	Retained for
Forename & Surname	We ask you to complete these fields when registering for Specification Hub	For registration and for on-going operational communications	Consent	12 months after last use

Email address	We ask you to complete this field when registering for Specification Hub	For registration and for on-going operational communications	Consent	12 months after last use
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Who do we share this data with?

We do not share the personal data you enter into the Specification Hub with anyone. It is solely used by Busy Bees for managing the Specification Hub website and for operational communications.

Your data is kept in password-protected, limited access files within Busy Bees.

Our website is hosted by our outsourced service provider in the United Kingdom and is subject to UK GDPR under supervision of the Information Commissioners Office (ICO)

Copyright in the information you have been given belongs to Busy Bees Ltd. Copyright material must not be copied, distributed modified, reproduced, transmitted, published (including published on the internet), or otherwise made available in whole or part without prior written consent of the copyright holder.

How do we keep your data safe?

At Busy Bees we employ physical, electronic and managerial control procedures to safeguard and prevent unauthorised access, accidental loss, destruction or damage of your personal data. Our outsourced service providers who support our operations are also vetted to ensure that they have appropriate technical and organisational measures in place to protect your personal data. Your personal data will be carefully stored, password protected and accessible by a limited number of named individuals.

Cookies

Similar to other commercial websites, Specification Hub uses technology called “cookies”. We only use essential cookies which ensure the site runs efficiently.

Optional videos added to the Specification Hub may, use different cookies such as Wistia. You can manage these cookies via your computer settings.

You can find out more about cookies at <https://cookiepedia.co.uk/giving-consent-to-cookies>

Your rights under the UK General Data Protection Regulation (GDPR)?

You have certain legal rights, in relation to any personal data which we hold about you. The table below summarises those rights and how they work specifically for Specification Hub.

Your Right	What does it mean?	Limitations & Conditions on your Right
Right of access	Subject to certain conditions, you are entitled to have access to your personal data (this is more commonly known as submitting a “data subject access request”).	If you wish to see what personal data Specification Hub holds for you, please email DPO@busybees.com
Right to data portability	Subject to certain conditions, you are entitled to receive the personal data which you have provided to us, and which is processed by us by automated means, in a structured, commonly used machine-readable format.	Specification Hub holds minimum personal data (forename, surname, and email address) if you would like this data in electronic format, please email DPO@busybees.com
Rights in relation to inaccurate personal data or incomplete personal data	You may challenge the accuracy or completeness of your personal data and have it corrected or completed, as applicable. You have a responsibility to help us to keep your personal information accurate and up to date.	This right only applies to your own personal data. When exercising this right, please be as specific as possible and email your required changes to DPO@busybees.com
Right to object to or restrict our processing of your personal data	Subject to certain conditions, you have the right to object to ask us to restrict the processing of your personal data.	<p>Access to Specification Hub is completely voluntary. You have no contractual obligation to create an account / register.</p> <p>If you wish to stop receiving Specification Hub operational communications, you can opt out at any time by clicking the link in every email you receive.</p>
Right to erasure	Subject to certain conditions, you are entitled to have your personal data erased (also known as the “ <i>right to be forgotten</i> ”),	<p>Your personal data will be automatically deleted after 12 months of inactivity.</p> <p>If you want your data deleting before this, then please email DPO@busybees.com</p> <p>Please note that once your data is deleted, you will not be able to access the specifications within Specification Hub without creating a new account / re-registering.</p>

Right to withdraw consent	Where our processing of your personal data is based on your consent you have the right to withdraw your consent at any time.	<p>Access to Specification Hub is completely voluntary. You have no contractual obligation to create an account /register.</p> <p>If you wish to stop receiving Specification Hub operational communications, you can opt out at any time by clicking the link in every email you receive.</p>
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Who to contact?

If you wish to exercise any of your rights, please contact DPO@busybees.com

If you are unhappy with our response or how we manage your personal data, you have the right to lodge a complaint with the Information Commissioner's Office, which is the UK data protection regulator. More information can be found on the Information Commissioner's Office website at <https://ico.org.uk/>.