

## **Privacy Policy**

Alles Kidz Kinderopvang values the protection of your personal data. In this privacy policy, we aim to provide clear and transparent information about how we handle personal data.

We do everything we can to safeguard your privacy and therefore handle personal data with care. Alles Kidz Kinderopvang complies with all applicable laws and regulations, including the General Data Protection Regulation (GDPR).

This means that we will, in any case:

- Process your personal data in accordance with the purpose for which it was provided; these purposes and types of personal data are described in this privacy policy;
- Limit the processing of your personal data to only those data that are minimally required for the purposes for which they are processed;
- Ask for your explicit consent if we need it for the processing of your personal data;
- Have taken appropriate technical and organizational measures to ensure the security of your personal data;
- Not pass on any personal data to other parties unless this is necessary for carrying out the purposes for which they were provided;
- Be aware of your rights regarding your personal data, inform you of these rights, and respect them.

As Alles Kidz Kinderopvang, we are responsible for the processing of your personal data. If, after reviewing our privacy policy, or more generally, you have any questions about it or wish to contact us, you can do so using the contact details provided at the end of this document.

### **Processing of Personal Data of Clients**

Personal data of clients are processed by Alles Kidz Kinderopvang for the following purposes:

- Administrative purposes
- Child-related data necessary for the development of your child
- Communication with authorities, municipality, GGD (Municipal Health Service), and school
- Execution of the placement agreement

For the above purposes, Alles Kidz Kinderopvang may request the following personal data from you:

- Name
- Address
- City of residence
- Phone numbers
- Phone numbers of third parties authorized to pick up your child in case of emergency

- Email address
- Gender
- Date of birth
- Citizen Service Number (BSN)
- Copy of passport
- General practitioner details

Your personal data will be stored by Alles Kidz Kinderopvang for the aforementioned processing purposes for the following duration:  
For the duration of the agreement and thereafter only in the financial administration for a maximum of 7 years.

### **Processing of Personal Data of Children**

Personal data of children are processed by Alles Kidz Kinderopvang for the following purposes:

- Administrative purposes
- Execution of the placement agreement

For the above purposes, Alles Kidz Kinderopvang may request the following personal data:

- First name
- Middle name (if applicable)
- Last name
- Address
- Date of birth
- Citizen Service Number (BSN)
- Phone number
- Email address
- Gender
- Dietary preferences (ethnic background)
- Health information

**As we require (some of) the above data for daily use, it will be visibly present within the group. We also need to take this information with us during outings or emergencies.**

### **Retention Period:**

Your personal data will be stored by Alles Kidz Kinderopvang for the aforementioned purposes for the duration of the placement agreement and for an additional 5 years thereafter.

### **Disclosure to Third Parties:**

The data you provide to us may be shared with third parties if this is necessary for fulfilling the purposes described above.

For example, we use third parties for:

- The development and safety of your child;  
In such cases, we may share personal data with parties with whom we do

not have a data processing agreement in place, such as **Veilig Thuis**, municipalities, and the **GGD** (Municipal Health Service).

We always make the necessary agreements with these parties to ensure the safety of your personal data.

- Taking care of (financial) administration.

We will not share your data with other parties unless legally required or permitted.

An example of this is if the police request (personal) data from us as part of an investigation. In such cases, we are obligated to cooperate and provide the requested data.

We may also share personal data with third parties if you give us written permission to do so.

### **Within the EU:**

We do not share personal data with parties located outside the EU.

### **Minors:**

We only process personal data of minors (individuals under 16 years of age) if written consent is provided by a parent, guardian, or legal representative.

### **Retention Period:**

Alles Kidz Kinderopvang does not store personal data longer than necessary for the purpose for which it was provided, or as required by law.

### **Security:**

We have taken appropriate technical and organizational measures to protect your personal data against unlawful processing. For example, we have taken the following measures:

- All individuals who can access your data on behalf of Alles Kidz Kinderopvang are bound by confidentiality.
- We use a username and password policy on all our systems.
- We pseudonymize and encrypt personal data when necessary.
- We create backups of personal data to be able to restore it in the event of physical or technical incidents.
- We regularly test and evaluate our measures.
- Our employees are informed about the importance of protecting personal data.

### **Your Rights Regarding Your Data:**

You have the right to access, correct, or delete the personal data we have received from you.

You may also object to the processing of your personal data (or part of it) by us or by one of our processors.

You also have the right to have the data you have provided to us transferred to yourself or, on your behalf, directly to another party.

We may ask you to identify yourself before we can comply with such requests.

If we are processing your personal data based on your consent, you always have the right to withdraw that consent.

**Complaints:**

If you have a complaint about the processing of your personal data, we ask you to contact us directly.

If we cannot resolve the matter together, we find that very unfortunate.

You always have the right to file a complaint with the **Dutch Data Protection Authority (Autoriteit Persoonsgegevens)**, which is the supervisory authority for privacy protection.

**Questions:**

If you have any questions or comments regarding our Privacy Statement, please contact us!

**Alles Kidz Kinderopvang**

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