

## **Notification for Email Correspondents & Points of Contact**

Clover Childcare Services (including associated undertakings and licensees) is committed to protecting and respecting your privacy.

This notification sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

For the purpose of the General Data Protection Regulation (GDPR) we are a controller of your personal data, our registered offices and contact details are:

Clover Childcare Services Ltd  
The Old Rectory  
Old Rectory Road  
Brumstead  
Norwich  
NR12 9EU

### **Nature of data**

Your email address is automatically included as part of any email we receive from you and in storing your email we inevitably store this data; any other personal data included in the email will also be stored. Our email software may automatically extract your email address and our staff may add your name and possibly phone number, job title and place of employment.

### **Source of Information**

We may receive and process information about you from:

yourself (data you provide)  
other email correspondents

### **Lawful Basis**

Our lawful basis for processing this data is:

our legitimate interest to communicate via email in the normal course of business

The consequences for you if we are unable to process this data would be:

we would not be able to receive email from or send email to you

### **Retention**

Most email correspondence will be retained for the duration of our contract with the existing client, contact or suppliers, unless you request, we delete it beforehand, however depending on the nature of the communication we may retain it for up to 7 years to meet our legal obligations (for example under the Finance Act 2008).

## Recipients

To the extent that is necessary to meet our legitimate interest your data may be shared with:

our email service provider (Microsoft)

## Uses made of the information

We use information hold about you in the following ways:

to communicate with you

## Disclosure of your information

Where we may occasionally be required to disclose certain information to additional third parties. We will disclose data only when and to the extent that we have a legal obligation to do so.

Such third parties may include:

law enforcement (by warrant or subpoena)

courts, tribunals, regulatory bodies or other judicial bodies

## Your rights

You have the following qualified rights with regards to your personal data:

- Access – you may request we provide you with the data we hold
- Rectification – you may request we correct any inaccurate data
- Erasure – you may request we erase your data
- Restriction – you may request we stop processing your data but retain it
- Objection – you may object to us processing your data
- You can exercise your rights at any time by contacting us at – [dan.knight@cloverchildcareservices.co.uk](mailto:dan.knight@cloverchildcareservices.co.uk)

Or by contacting our Data Protection Officer at [dpo@theprivacyworx.com](mailto:dpo@theprivacyworx.com)

You also have the right to lodge a complaint with the [Information Commissioner's Office](#)

## Changes to this notification

Any changes we may make to this notification in the future will be posted on this page and where appropriate notified to you by e-mail.

## Contact

Questions, comments, and requests regarding this notification are welcomed and should be addressed to [dpo@theprivacyworx.com](mailto:dpo@theprivacyworx.com)