



Minderfinders Privacy Policy & Notice for Internal & External Service User

Who has initial access to our information?

As Data Controllers minderfinders management and staff will be the only organisation and users to have initial access to your information. We take this responsibility seriously and are committed to protecting and respecting your privacy.

How is my information used?

We maintain a secure database of Families who use our service as well as our sitters. Each sitter and family is issued with a login password in order to be able to view their information securely.

We process personal information for carefully considered and specific legitimate purposes for your and our benefit, it will only be processed to:

- a) Facilitate families in booking a sitter using our service
- b) Facilitate sitters in receiving bookings and being able to carry out bookings using our service
- c) Improve our services to you.

Whenever we process data for these purposes we will always keep your personal data Rights in high regard and take account of these Rights.

What are my Rights?

It is your information and at any time you can request access to and rectification or erasure of your personal data. You can also request restriction of processing or you can object to processing. You also have the right to data portability which means transferring it to another data controller. In addition you can unsubscribe at any time. For more information on your rights you can go to www.dataprotection.ie

Who do I contact to make a request to?

You should contact the Owner of minderfinders Josephine Ryan, by email or post (See www.minderfinders.ie website for contact details).

How long do you keep my information for?

We keep it for 7 years from the date you first register unless you advise us before the seven-year timeline you wish to have erased

Will my information be shared with anyone else?

For some Bookings a families address and contact number is available to their chosen sitter (all our sitters are Garda Vetted and interviewed before they can accept any bookings).

Otherwise than this the information you provide will never be passed on to a third party without your permission unless we are legally obliged to do so. What do I do if I'm not happy with how my information is being handled? Following an initial request to www.minderfinders.ie if you are not happy with the resolution you can lodge a complaint with the office of the data commissioner. <https://www.dataprotection.ie/docs/Making-a-Complaint-to-the-Data-Protection-Commissioner/r/18.htm>

What else should I know?

Once you are registered on our database you may occasionally receive information from minderfinders by email, SMS text or phone. You can unsubscribe from any or all of these at any time.

You may also be contacted occasionally to complete a short survey on our services. You can choose not to complete these surveys when you receive them.