

Privacy notice

This is Fundamentals Child Care privacy notice.

Fundamentals Child Care respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data and tell you about your privacy rights and how the law protects you.

PURPOSE OF THIS PRIVACY NOTICE

This privacy notice aims to give you information on how Fundamentals Child Care collects and processes your personal data. It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

CONTROLLER

This privacy notice is issued on behalf of the Fundamentals Child Care so when we mention Fundamentals Child Care "we", "us" or "our" in this privacy notice, we are referring to the relevant company in the Fundamentals Child Care responsible for processing your data. We will let you know which entity in the Fundamentals Child Care will be the controller for your data when you provide us with any personal data. Unless we inform you otherwise in writing, Renishaw plc will be the data controller.

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us using the details set out below.

CHANGES TO THE PRIVACY NOTICE AND YOUR DUTY TO INFORM US OF CHANGES

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us using the contact details provided above.

THIRD-PARTY LINKS

The Fundamentals Child Care website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites

and are not responsible for their privacy statements. When you leave the Fundamentals Child Care website, we encourage you to read the privacy notice of every website you visit.

THE DATA WE COLLECT ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** including your first name, last name and title.
- **Contact Data** including your business address, email address and telephone numbers.

Unless you provide it to us, we will not intentionally collect any **Special Categories of Personal Data** about you (for example, details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, and genetic and biometric data).

HOW IS YOUR PERSONAL DATA COLLECTED?

You may give us your Identity, Contact Data by filling in forms or by corresponding with us by post, phone, email, in person or otherwise.

HOW WE USE YOUR PERSONAL DATA

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances (“lawful bases”):

- **Consent** - Where you have given us consent to use your personal data for the purposes for which we intend to use it.
- **Performance of Contract** - Where it is necessary to process your personal data to perform a contract that we have entered into with you or to take steps at your request before entering into such a contract.
- **Legitimate Interest** - Where it is necessary for the interests of our business in conducting and managing our business to enable us to give you the best products and services, and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights

before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting us.

- **Legal Obligation** - Where it is necessary to process your personal data to comply with a legal or regulatory obligation that we are subject to.

PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA

To provide you with information that you request from us.

CHANGE OF PURPOSE

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to obtain an explanation as to how we have decided that the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

DISCLOSURES OF YOUR PERSONAL DATA

We will not share your personal data with any third parties

DATA RETENTION

HOW LONG WILL YOU USE MY PERSONAL DATA FOR?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for.

YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

- Request access to your personal data - commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of your personal data - this enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- Request erasure of your personal data - this enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it.
- Object to our processing of your personal data - where we are relying on a legitimate interest and you feel it impacts on your fundamental rights and freedoms or where we are processing your personal data for direct marketing purposes.
- Request restriction of processing your personal data - this enables you to ask us to suspend the processing of your personal data in certain circumstances.
- Request transfer of your personal data - 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.

Right to withdraw your consent to our processing of your data - where our processing of your personal data is based on your consent you have the right to withdraw your consent at any time.

If you wish to exercise any of the rights set out above, please contact us.

NO FEE USUALLY REQUIRED

You will not have to pay a fee to access your personal data (or to exercise any of the other rights).

WHAT WE MAY NEED FROM YOU

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.