

## Terms

The engagement of employees introduced will be deemed as an Acceptance of the terms and conditions below:

Sleeptight Nannies is an introduction agency. The agency carefully chooses nannies by personally interviewing them, verbally checking their references and seeing original copies of ID and qualifications. The agency does not directly or indirectly employ the nanny.

It is the sole responsibility of the client to go ahead with an engagement of the Nanny. Sleeptight Nannies advises clients to make their own enquiries and verify references. The final decision to employ the Nanny rests with the client. The agency gives no guarantee with regards to the suitability of the Nanny.

All information on Nannies is confidential and clients are not allowed to pass details on to third parties.

The client agrees to notify the agency when an engagement is confirmed. The client will be invoiced by the agency the agreed fee. This will be paid within 14 days of the date of the invoice.

Refunds will be made in the circumstances below;

- Up to 1 week -100% of fee refunded
- 1 - 3 weeks -90% of fee refunded
- 3 - 5 weeks -80% of fee refunded

Thereafter no agency fee will be refunded.

When the employee fails to turn up and no suitable replacement can be found- full refund.

If engagement by either party terminated within:

If a client withdraws an offer of employment before the candidate has started work and after the engagement has been confirmed a fee equal to one half of the introduction fee will be payable.

Where nannies are employed on a temporary basis and the period of employment is extended, the Client will be invoiced the appropriate fee.

The client agrees to provide the employee with a Contract of Employment and is responsible for all National Insurance and taxation matters.

The Agency will not be liable under any circumstance for any loss, damage or expense suffered or incurred by the client either directly or indirectly from any act or omission of any applicant introduced by the Agency even if such act or omission is negligent or fraudulent or reveals any dishonesty.

## Data Protection Act Policy

We abide by the Data Protection Act 1998 Nannies are fully aware we hold information they have submitted to us and what we will do with it and will have given their consent. The information held will be up to date, correct and held securely. We will not store or in any way hold data longer than necessary. Data held on nannies will be accessible for them to see if requested. Any inaccuracies reported to us will be amended as soon as possible. Data held will solely be used for the purpose of the business. We will not share data with any other body or organisation unless permission to do so is granted by the person the information belongs to.

We are registered with ICO (Information Commissioner's office)