



Snuggle Staffing Ltd

Privacy Policy

Company Number: 15835225

Company Address: 6 Aire Street, Bingley, BD16 2BQ

Telephone: 0113 873 0900

Email: info@snugglestaffing.com

Data Protection Officer: Ollie Bellerby (Business Director)

Effective Date: March 2026

1. Definitions

- **Personal Data:** Any information relating to an identified or identifiable natural person.
- **Special Category Data:** Personal data revealing racial or ethnic origin, political opinions, religious beliefs, health data, or biometric data.
- **Processing:** Any operation performed on personal data including collection, recording, storage, use, disclosure or deletion.
- **Data Controller:** The entity which determines the purposes and means of processing personal data.
- **Data Processor:** An entity that processes personal data on behalf of the Data Controller.
- **UK GDPR:** The United Kingdom General Data Protection Regulation.
- **ICO:** The Information Commissioner's Office, the UK supervisory authority for data protection.

2. Introduction

Snuggle Staffing Ltd ('we', 'us', 'our') is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, disclose and safeguard personal data in accordance with UK GDPR and the Data Protection Act 2018.

3. Who We Are

Snuggle Staffing Ltd is a temporary staffing agency supplying chefs and catering professionals to care homes and healthcare providers across the United Kingdom. We act as a Data Controller in relation to candidate and client data.

4. Categories of Personal Data Collected

- Identity Data (name, date of birth, national insurance number, passport details)
- Contact Data (address, email address, telephone number)

- Employment Data (CV, references, qualifications, work history)
- Compliance Data (DBS checks via Checks Direct, right-to-work documents)
- Financial Data (bank details processed via Sage Payroll)
- Technical Data (IP address, browser type, website analytics data)

5. Lawful Basis for Processing

We process personal data under the following lawful bases: contractual necessity, legal obligation, legitimate interests, and consent where applicable.

6. Data Sharing & Processors

We may share data with the following third parties where necessary:

- **Sage Payroll** (Payroll Processing)
- **Checks Direct** (DBS Compliance Checks)
- **Isimio CRM** (Candidate & Client Management)
- **Care Home Clients and Healthcare Providers**
- **Regulatory Bodies and Law Enforcement** where required by law

7. Data Retention

We retain personal data only for as long as necessary for recruitment, legal, tax, and regulatory purposes. Candidate data is typically retained for up to 6 years following last engagement unless otherwise required by law.

8. Data Security

We implement appropriate technical and organisational security measures including restricted access controls, secure CRM systems, encrypted storage where applicable, and secure payroll processing.

9. International Transfers

Where data processors operate outside the UK, we ensure appropriate safeguards such as standard contractual clauses are in place to protect personal data.

10. Your Data Protection Rights

- Right of Access
- Right to Rectification
- Right to Erasure
- Right to Restrict Processing
- Right to Data Portability
- Right to Object
- Right to Withdraw Consent

You may exercise your rights by contacting info@snugglestaffing.com. You have the right to lodge a complaint with the ICO.

11. Data Breach Procedures

In the event of a personal data breach, we will assess risk and notify the ICO within 72 hours where required. Affected individuals will be informed where there is a high risk to their rights and freedoms.

12. Cookies

Our website uses cookies and similar technologies. Please refer to our separate Cookie Policy for further information.

13. Policy Review

This Privacy Policy is reviewed annually and approved by the Director of Snuggle Staffing Ltd.

Signed: 

Approved by: Ollie Bellerby

Position: Director

Date: 03 March 2026