Employee Privacy Policy

LAST UPDATED: 08/11/2026

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1. Who we are and who this notice covers

Snapdragons Nurseries Ltd (Snapdragons, we or us) is responsible for the personal information described in this notice. Our Head Office address is 43 Bath Road, Atworth, Melksham, Wiltshire, SN12 8JW. You can contact us at privacy@snapdragonsnursery.com.

This notice explains how we collect and use personal information about job applicants, employees and former employees in connection with recruitment, employment and related obligations. It applies to information collected on paper, in person and through our systems.

2. Information we collect

Depending on your role and circumstances, we may collect contact and identification details; date of birth and nationality; recruitment and application information; qualifications, training, supervision and appraisal records; working hours, attendance, holiday and absence information; payroll, tax, bank and pension details; employment and disciplinary records; and information needed for safeguarding and suitability checks.

Some information receives additional protection. This may include health or disability information and information about racial or ethnic origin. Accident records and disciplinary records may contain sensitive information, but are not automatically special category data. We may also process criminal offence information, including information relevant to DBS checks, where lawful and necessary.

We collect information from you, including through application, new starter, supervision and appraisal forms, and during employment. Depending on the circumstances, we may also receive information from referees, recruitment agencies, training providers, occupational health professionals, public authorities and DBS checking services.

3. Why we use information and our lawful bases

We use personal information only where we have a lawful basis under the UK General Data Protection Regulation (UK GDPR). The basis depends on the specific activity. We have set out the principal purposes below.

3.1. Recruitment and pre-employment checks: to assess applications and take steps requested by an applicant before entering a contract; to meet applicable legal

obligations; and, where appropriate, for our legitimate interest in recruiting suitable staff.

3.2. Employment and pay: to administer the employment contract, pay wages and provide contractual benefits; and to comply with legal obligations such as tax and employment requirements.

3.3. Workforce management, training and service quality: to manage staffing, performance, development and training, meet applicable legal obligations, and pursue our legitimate interests in operating a safe and effective nursery. Where we rely on legitimate interests, we balance them against your rights and interests.

3.4. Health, safety and safeguarding: to comply with applicable legal obligations and, where appropriate, pursue our legitimate interests in protecting children, staff and others. In an emergency, protecting someone's vital interests may be relevant.

3.5. Communication and record keeping: to contact you about your employment, nursery updates and payslips, administer our systems, and establish, exercise or defend legal claims where appropriate. The basis depends on the communication or activity.

Where we rely on consent for a specific optional activity, we will explain the choice at the time. You can withdraw consent at any time without affecting the lawfulness of earlier processing. We will not assume consent for processing that is necessary for employment.

4. Special category and criminal offence information

Health, disability and ethnicity information are examples of special category information. In addition to an Article 6 lawful basis, we must identify an applicable Article 9 condition for each use. Depending on the purpose, this may include processing necessary to carry out obligations or exercise rights in employment law, subject to the applicable conditions and safeguards under the Data Protection Act 2018.

Where we process criminal offence information, including relevant DBS information, we must identify an Article 6 lawful basis and satisfy the applicable requirements under Article 10 and the Data Protection Act 2018.

5. Whether information is required

We will tell you when we ask for information whether you must provide it by law or contract, whether it is needed to enter a contract, and the possible consequences of not providing it. Some information is optional; where that is the case we will make this clear.

6. Who we share information with

We share information where necessary and lawful, and limit it to what is needed. Depending on the purpose, recipients may include our local authority, Ofsted, payroll and pension providers, training providers, professional advisers, regulators and public authorities.

We use Microsoft, Famly, Cintra, Signable and Best Practice to support services including data storage, nursery management, payroll, contract signing and training. Some providers act on our instructions; others may be independent controllers. We use appropriate contractual and security arrangements for providers acting on our behalf.

We do not always need consent to share information. We will identify an appropriate lawful basis and any additional conditions that apply.

7. International transfers

Some suppliers may store, access or process information outside the UK. Where UK data protection law restricts a transfer, we will use a permitted transfer mechanism, such as UK adequacy regulations or appropriate safeguards, and provide information about those safeguards on request.

8. How long we keep information

We keep information only for as long as needed for the purposes described above, including applicable legal obligations and the handling of claims. Different records may need different retention periods. At the end of the applicable period we securely delete, destroy or anonymise the information, or review whether a lawful reason remains to retain it.

9. Monitoring at work

We use Microsoft Communication Compliance, DNSFilter and Jamf in connection with our communications, network or devices. CCTV is also used within all of our settings for both safeguarding and training purposes.

Any monitoring must be necessary, proportionate and transparent, with appropriate safeguards. We will assess its impact and consider less intrusive ways to achieve the purpose. Where required, we will carry out a data protection impact assessment before monitoring begins.

10. Security and breaches

We use appropriate technical and organisational measures to protect personal information, including restricting access to those who need it. We require appropriate safeguards from our service providers.

We assess and respond to personal data breaches and notify the Information Commissioner's Office and affected individuals when required by law. Where appropriate, we will provide information about the breach and the steps being taken.

11. Your data protection rights

Depending on the circumstances and subject to legal conditions and exceptions, you may ask to access, correct or erase your personal information, restrict its use, or receive certain information in a portable format. You may object to processing based on legitimate interests, and have an absolute right to object to direct marketing. You may also have rights concerning solely automated decisions that produce legal or similarly significant effects.

Where we rely on consent, you may withdraw it at any time. To exercise a right, contact privacy@snapdragonsnursery.com or speak to your HR Manager or Nursery Manager. We will consider your request and explain our response. We may need to verify your identity.

You can complain to the Information Commissioner's Office at https://ico.org.uk/concerns/. You may contact the ICO directly; you do not have to complain to us first.

12. Changes and contact

We review this notice when our practices or legal requirements change. We will make the updated notice available and inform staff of material changes through an appropriate channel.

For questions or concerns about this notice or our use of your information, contact privacy@snapdragonsnursery.com, your HR Manager or Nursery Manager, or write to Snapdragons Nurseries Ltd at the address above.