



**MARICE RECRUITMENT AGENCY LTD**  
EMPOWERING CARE · ENHANCING LIVES

# MRA DATA PROTECTION POLICY

Marice Recruitment Agency Ltd (MRA) is committed to protecting the privacy and security of all personal information processed during recruitment, onboarding, and employment.

We comply fully with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, ensuring:

## 1. Data We Collect

We only collect personal data that is necessary for:

- Recruitment and compliance checks
- DBS processing and training verification
- Employment and payroll
- Client placement and shift management

This may include identity information, contact details, work history, references, right-to-work documents, DBS checks, training records, and health information relevant to work.

## 2. How We Protect Data

MRA ensures data integrity through:

- Secure digital storage
- Restricted access controls
- Encrypted systems
- Mandatory confidentiality
- Staff training on data protection

## 3. Data Retention

- Successful applicants: retained for the duration of employment + legal retention periods
- Unsuccessful applicants: retained for up to 12 months, unless requested otherwise

## 4. Your Rights

You may request access, correction, deletion, restriction, or transfer of your personal data at any time by contacting:



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✉ [info@maricerecruitment.co.uk](mailto:info@maricerecruitment.co.uk)

## **JOB APPLICANT PRIVACY NOTICE**

This notice explains how MRA collects and uses applicant data.

### **1. What We Collect**

We may collect:

- Name, address, and contact information
- CV, work history, qualifications
- Right-to-work and ID documents
- DBS and safeguarding information
- Reference details
- Training certificates
- Relevant health information (for fitness to work)

### **2. Why We Collect It**

We process this data to:

- Assess suitability for roles
- Verify compliance (legal, DBS, training)
- Match you to client placements
- Communicate recruitment updates

### **3. Lawful Basis**

MRA processes applicant data based on:

- Legal obligation
- Contractual necessity
- Legitimate business interests
- Consent (where required)

### **4. Information Sharing**

Data may be shared with:

- Care homes, supported living and NHS clients



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- DBS and verification bodies
- Training and compliance partners
- Payroll processors

## **5. Retention**

Applicant data is stored for 12 months unless you request removal sooner.

## **6. Your Rights**

You may request access, correction, or deletion by contacting:

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## **WEBSITE COOKIE POLICY**

Marice Recruitment Agency Ltd uses cookies to provide a functional and user-friendly browsing experience.

### **1. What Cookies We Use**

- Essential cookies – required for website operation
- Analytics cookies – help us improve performance
- Functional cookies – improve user experience

### **2. Managing Cookies**

You can disable cookies via your browser settings, but some features may not work correctly.

### **3. No Advertising Cookies**

MRA does not use third-party marketing or tracking cookies.

By using our website, you consent to the use of cookies as outlined in this policy.