

Privacy & Data Protection Policy

Nurec Healthcare Limited



1. Introduction

Nurec Healthcare Limited (“we”, “our”, “us”) is an employment business specialising in the recruitment of professionals within the Health and Social Care sector. This Privacy Policy outlines how we collect, use, store, and share your personal data in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable privacy laws. We are committed to protecting the privacy and security of your personal information. Our Privacy Policy can be found on our website or via request to: staffing@nurec.co.uk.

2. Data Controller Details

Nurec Healthcare Limited

Breckland Business Centre, Room 434, St Withburga Lane, Dereham, NR19 1FD

Email: staffing@nurec.co.uk

Phone: 01362 562348

3. What Information We Collect We collect, store, and process personal data from job applicants, candidates, workers, clients, and other relevant third parties. This may include:

Personal Identification Data:

- Full name
- Date of birth
- Gender
- National Insurance number
- Passport, driving licence, or other identity documentation

Contact Information:

- Home address

- Email address
- Phone numbers

Right to Work and Compliance Data:

- Immigration status
- DBS (Disclosure and Barring Service) checks
- Professional registration (e.g. NMC, HCPC)
- References and employment history
- Training certificates and qualifications

Employment & Payroll Information:

- Bank details
- Timesheets
- Tax information (e.g. P45, UTR)
- Payslips and payment history

Recruitment and Matching Data:

- CVs and application forms
- Job preferences (location, availability, salary)
- Interview notes and feedback
- Client and candidate communications

Equal Opportunities & Diversity Data:

- Ethnicity
- Disability status
- Gender identity
- Sexual orientation (where voluntarily provided)

We only collect diversity data to monitor equal opportunities and comply with our obligations as a responsible recruiter. It is processed on a strictly confidential and anonymised basis, wherever possible.

4. How We Use Your Information

We process your personal data for the following legitimate business purposes:

- Recruitment Matching – Identifying and matching candidates to suitable roles in the health and social care sector.
- Client Submissions – Sharing candidate profiles, CVs, and relevant checks with clients.
- Compliance & Legal Obligations – Ensuring eligibility to work, right to work checks, safeguarding, regulatory and contractual requirements.
- Payroll & Financial Management – Administering timesheets, payments, and statutory deductions.
- Diversity and Equal Opportunities Monitoring – Promoting inclusivity and monitoring fair recruitment practices.
- Audit and Quality Assurance – Providing information to third-party auditors, clients, and regulatory bodies.
- Communication – Keeping you informed about job opportunities, updates, and company news.

5. Lawful Bases for Processing

We rely on the following legal grounds to process personal data:

- Consent – for optional data such as diversity monitoring or marketing.
- Contractual necessity – to perform our contract with you or to take steps at your request.
- Legal obligation – to comply with relevant employment and safeguarding laws.
- Legitimate interest – for the efficient running of our recruitment services.

6. Sharing Your Information

We may share your personal data with:

- Clients – healthcare providers and organisations seeking staff.
- Payroll providers – for processing payments and deductions.

- Auditors and Inspectors – to meet compliance requirements.
- Regulatory authorities – such as the CQC, HMRC, DBS, or professional regulators.
- Technology providers – for secure CRM, email, payroll, and timesheet systems (e.g. cloud platforms, applicant tracking systems).

All third parties must adhere to strict confidentiality and data protection standards, and appropriate data processing agreements are in place.

7. Data Retention

We retain your data only for as long as is necessary:

- Candidate records – up to 6 years after last contact, or in accordance with legal requirements.
- Payroll and financial records – 6 years for HMRC compliance.
- DBS checks and right to work – retained in line with statutory guidance.
- Diversity data – anonymised or deleted after statistical reporting.

You can request deletion of your data at any time, subject to legal or contractual constraints.

8. Data Security

We implement appropriate technical and organisational measures to protect your data against loss, misuse, or unauthorised access, including:

- Encrypted systems and secure cloud storage
- Access controls and user authentication
- Staff data protection training and confidentiality agreements

9. International Transfers

We do not routinely transfer your personal data outside the UK or EEA. If this is ever necessary, we will ensure appropriate safeguards are in place as required by UK GDPR.

10. Your Rights

Under data protection law, you have rights regarding your personal data, including:

- Access – request a copy of your data
- Rectification – correct inaccurate data
- Erasure – request deletion of your data
- Restriction – limit processing of your data
- Data portability – transfer your data to another provider
- Objection – to certain types of processing (e.g. marketing)
- Withdraw consent – where processing is based on your consent

To exercise any of these rights, contact us at staffing@nurec.co.uk

We aim to respond within one month.

11. Contact & Complaints

If you have questions about this policy or how your data is handled, please contact our Data Protection Officer at:

Email: staffing@nurec.co.uk

Phone: 01362 562348

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) at <https://ico.org.uk> or by calling 0303 123 1113.