

Privacy Policy

Introduction This is the privacy policy for MRL Legal Ltd www.mrllegal.co.uk ("Site").

The Site is operated by MRL Legal Ltd (a company incorporated in England and Wales with company number 15463473) ("we", "us" and "our").

For the purposes of the Data Protection Act 2018 and any Act that replaces it (the "Act") and the General Data Protection Regulation (GDPR), the data controller is MRL Legal Ltd who can be contacted at 44 Baker Street London W1U 7AL, and you may contact us with any queries about this policy by email to info@mrllegal.co.uk.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Information we may collect from you

We may collect and process the following information about you:

- information (such as your name, email addresses both personal and employment, personal postal address and telephone numbers both landlines and mobile numbers, personal and employment) that you provide us either by email, visiting or uploading material including C.V's to our website, applying for any jobs advertised on our website or otherwise;
- we may keep a record of any correspondence, meeting and telephone conference notes;
- employment history information to include details on current and previous roles and representations, salary expectations and achievements;
- professional qualifications and education information, to include details of memberships, education and qualifications to establish suitability for the role/recruitment process;
- information you have made publicly available on any networking website, such as LinkedIn;
- information you have made publicly available on the internet, on websites to include by way of example Law Society, and individual profiles as appear on employer websites;
- IP Address information (see below);

- Identity verification information including your passport, driving licence, or other photo ID, a bank statement or a utility bill, and copy documentation to confirm an individual's eligibility to work in the UK criminal records checks, qualifications and memberships;
- banking details to include sort code, bank account number for the purposes of payments of introduction fees;

You are under no obligation to provide any such information. However, if you should choose to withhold requested information, we may not be able to provide you with certain services.

How long we hold your personal data for

We will keep your personal data for as long as we need to in order to fulfil the purpose we collected it for, which may be an ongoing purpose. For example, if you're a candidate, we will retain your personal data for the duration of our business relationship with you and beyond, as we often support candidates with job placements over many years and potentially throughout their careers.

We keep some personal data for longer than others. To determine the appropriate retention period for personal data, we consider factors such as the purposes for which we process your personal data, including any legal, regulatory, accounting and reporting obligations, the nature and amount of personal data that we hold about you, and the potential risk of harm to you from unauthorised use or disclosure of your personal data.

Where we process your personal data for direct marketing purposes, we will do so until you ask us to stop, and for a short period after this (to allow us to implement your request). We also keep a record of the fact that you have asked us not to send you direct marketing or to process your data indefinitely, so that we can respect your request.

IP Addresses

When you visit the Site, we may automatically collect additional information about your electronic device, such as the type of internet browser and operating system you use, any website from which you have come to the Site and your IP address (the unique address which identifies your computer on the internet) which is automatically recognised by our web server, for system administration. This information is only used to assist us in providing an effective service on the Site and to collect broad demographic information for aggregate use.

Cookies

When you interact with the Site, we try to make that experience simple and meaningful. When you visit the Site, we use small text files called 'cookies' which are stored on your browser or hard drive of your computer to assist in personalising your browsing experience by displaying content that is more likely to be relevant and of interest to you and to help us improve our Site. A number of cookies we use last only for the duration of your web session and expire when you

close your browser. Other cookies are used to remember you when you return to the Site and will last for longer. Some cookies we use are essential for the Site to operate.

If you submit details to us or if you continue to use our Site, you are agreeing to our use of cookies. If you are uncomfortable with the use of cookies, you can disable cookies on your computer by changing the settings in the preferences or options menu in your browser. You can set your browser to reject or block cookies or to tell you when a website tries to put a cookie on your computer. You can also delete any cookies that are already stored on your computer's hard drive. To find out more about cookies, including seeing what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org. If you do not wish to accept cookies from our website, please leave this site immediately and then delete and block all cookies. Alternatively, you may opt out of receiving information from us by e-mail, telephone, or post.

Google Analytics

The Site may use Google Analytics, a web analytics service provided by Google Inc ("Google") to help us to analyse the traffic to the Site. The type of information collected includes the time of visit and the type of operating system you are using. This information is only used to assist us in providing an effective service on the Site. After 60 days the information is deleted. Further information can be found at <https://policies.google.com/privacy/update?hl=en-GB&gl=uk>

Uses made of your information

We will use the information you provide for the following purposes:

- to enable us to provide you with the services and information as outlined on/ through the Site
- to audit the downloading of data from the Site to compile anonymous statistics, for example, website usage statistics; improve the layout and/or content of the pages of the Site and customise them for users to improve the marketing of our services;
- to identify visitors to the Site, which we consider necessary for the legitimate interests of running our business and improving the services that we provide;
- to send you information about goods and services that we think you may find useful or which you have requested from us, which we consider necessary for our legitimate interests to develop our products/services and grow our business, to alert you to new features, special events, and service offerings;
- to manage our relationship with candidates and clients, to process and respond to enquiries and requests; and
- to fulfil our legal obligations.

You can tell us not to contact you with information regarding our products and services at any time by following the unsubscribe instructions on any communications we send to you. You can also exercise the right at any time by contacting us using the “contacting us” details at the end of this privacy policy.

External links

The Site may, from time to time, contain links to external sites. We are not responsible for the privacy policies or the content of such sites.

Sharing and Storage of Personal Data

- a We may disclose your personal information to any of our agents or contractors who assist us in providing the services we offer, processing transactions, fulfilling requests for information, receiving and sending communications, updating marketing lists, analysing data, providing support services or in other tasks, from time to time. Our agents and contractors will only use your information as instructed by us and only to the extent necessary to perform their functions.
- b We use reasonable security measures to help protect your personal data however, no method of storage of information or transmission via the internet can be 100% secure. For example, emails or other messages sent via your web browser or CV's shared with Clients may not be encrypted by the recipient. Where the security of your personal data is beyond our control, we cannot guarantee the privacy of such information.
- c We may store or send some or all of your personal data to third party providers who help us with our operations and are based in countries outside of the UK. We will take all reasonable steps to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the Data Protection Legislation.
- d The security of your personal data is important to Us, and to protect your data, We take a number of important measures, including the following:
 - limiting access to your personal data to those employees with a legitimate need to know and ensuring that they are subject to duties of confidentiality;
 - having procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner's Office where We are legally required to do so.
- e. If We sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that We have used it, as specified in this Privacy Policy.

- f In some limited circumstances, We may be legally required to share certain personal data, which might include yours, if We are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.
- g If any of your personal data is shared with a third party, as described in this Policy, We will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the Law.

Your rights

You have rights in relation to our use of your personal data. These include the right to:

- access your personal data;
- have your personal data erased; and
- have any inaccurate data corrected.

As well as these rights of access, erasure and amendment, you may have other rights such as the right to restrict processing and the right to data portability. You also have the right to complain to the Information Commissioner's Office if you believe we are in breach of our data privacy obligations.

Changes to our privacy policy

We reserve the right to change this privacy policy from time to time by changing it on the Site. This privacy policy was last updated on 1 February 2024. Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified by e-mail.

Contacting us

Please submit any questions, concerns or comments you have about this privacy policy or any requests concerning your personal data by email to info@mrlegal.co.uk or write to us at:
MRL Legal Ltd

44 Baker Street London W1U 7AL