

Privacy policy

Privacy and confidentiality are key values at Mac Recruitment. Our view is candidates come first, this means we are committed to protecting any personal information that you give to us. This document is here to inform you about the personal information we collect, use, store and how we disclose your personal information for recruitment. We treat any personal information submitted by you and any information retrieved by Mac Recruitment in accordance with this privacy policy and the Privacy Act 2020.

Information that we collect

When you apply to work for us through our website, contacting a consultant or through a job board, we will gather personal information in order to assist with the employment processes.

The information that we collect from you may include:

- Your name, date of birth phone number, email address, address;
- Identification
- Bank details, IRD number, tax code
- References
- Emergency contact information; medical information that may be relevant to work
- Education, qualifications, work history
- Information disclosed in an application, cover letter, curriculum vitae or interview
- Email communications and your written and verbal interactions with us; and/or
- Any other personal information you provide us

We will also conduct pre-employment checks which mean we will gather information about you from third parties. These checks may include:

- Reference checks;
- Credit check (if the position involves significant financial risk and our clients(s) require it);
- Drug and alcohol screening and/or testing;
- Criminal conviction report;
- Psychometric testing;
- Anti-money laundering checks; and/or
- Whether you have a right to work in New Zealand if you are not a New Zealand citizen

We will only collect information that is required for the employment position. If we indicate that some information may be helpful but not essential we will indicate that it is optional. We only collect your personal information for the purpose of employment. You are not compelled to provide us with any information but it may affect our ability to assist your employment.

Purpose of information

All information that we collect is used for the following purposes:

- To contact you regarding employment opportunities
- Assess your suitability for employment
- Verification of identity
- Provide you with information about job vacancies

- Communicate with you (for example to provide support, or correspond with you about your application and role with us)
- To provide our clients with reporting specific to the services we deliver to them
- Comply with any legal obligations.

If we need to use your personal information for any reason that is not listed above, we will explain to you at that time why we need to use it in that way, and ask for your consent.

How we collect personal information

We collect your personal information, for the identified purposes, the ways in which we may collect your information include:

- When you provide information by phone or in documents such as an application form or a resumé either in digital form or hard copy
- Through interviews with you in person or on the telephone
- By conducting reference checks with the individuals that you have nominated for referees.
- From Clients to whom services are supplied as part of our temporary staffing business;
- Through the administration and assessment of the results of pre-employment tests and the interpretation of the results of such tests.
- We may collect Web Site visitors' contact information (such as their email address).

Who sees your personal information

We may disclose your personal information to:

- Our staff
- Our clients if we are putting you forward for a job.
- Third parties to conduct pre-employment checks. The third parties may include a nominated credit check organisation, the Ministry of Justice, a drug and alcohol testing organisation, a nominated psychometric testing organisation, and/or Immigration New Zealand VisaView
- Government departments or agencies whose mandates allow them to require us to provide it; and/or
- Any other person or organisation that you have authorised us to disclose your information to.

If we need to disclose your personal information for any reason not listed above, we will explain why and ask for your consent.

Consent

We seek and confirm your consent to use your personal information as explained above. If you supply further personal information it is assumed the consent we originally received is applicable to personal information supplied at a later time. Consent may be provided in writing or verbally, or it may be implied, such as when you send us unsolicited personal information, in paper copy or electronically. Your consent can be withdrawn if you notify our team. If you have received this form in hard copy, we will ask you to sign one copy signifying your consent. If you receive this via email, as a reply to the receipt of unsolicited personal information, your consent will be presumed and you do not need to return anything.

If you do not wish to have your personal information used for a particular purpose you can contact us to notify us of your wishes. Our practice is that if we wish to collect Personal Information via the Internet about you (such as name, contact information or other registration information), we will:

- Expressly ask you for that Personal Information
- Tell you how we intend to use that Personal Information if you choose to give it to us when we request it. For instance, we may wish to use that Personal Information to personalise and tailor our information, services or products for you; to identify who we are communicating with; or, to inform you of further information relating to our services or products, or to this Web Site
- Not share your Personal Information with persons or entities unless in accordance with this Privacy Code

Safeguarding

We will take all appropriate measures to ensure that all the personal information you have supplied is stored securely, whether in electronic form paper.

Unfortunately, no data transmission over the Internet can be guaranteed as totally secure. We cannot ensure or warrant the security of any information you transmit to us or from our online products or services and you do so at your own risk. Once we receive your transmission, we will take reasonable steps to preserve the security of this information in our own systems.

Accessing your information

You agree that any information you give to Mac Recruitment will be accurate, correct and up to date.

You need to inform us if any of your personal information changes, to ensure that the details we hold about you are correct.

You are entitled to access the personal information that we hold about you, and to request that we amend that information if it is incorrect. There are some exceptions to this set out in the Privacy Act. For example, if somebody provides us with a reference in confidence, we are not able to disclose that to you even though it contains your personal information.

We will retain your personal information for as long as it is required to achieve the purposes set out in this Privacy Policy. We will review all information that we hold regularly to determine whether it is necessary to retain it. If we consider it no longer necessary to hold certain personal information, we will delete or destroy it.

Contact

If you have any questions or concerns about your privacy please contact Hamish at hamish@macrecruitment.co.nz