

Privacy policy:

The Privacy Act provides clear guidance on WHAT information is collected, WHY it is being collected, WHO will see it and WHAT will happen if the information is not collected. It does this through the following 13 principles:

1. **Purpose of collection** – personal information must only be collected when the collection is for a lawful purpose connected with the functions of EQUIP RECRUITMENT.
2. **Source of information** – personal information should be collected from the person who the information relates to, or when the person concerned has authorised collection from someone else.
3. **Collection of information** – ensure the individual is aware why it is being collected, who will see the information, whether information is required or voluntary, and what will happen if the information is not provided.
4. **Manner of collection** – personal information must not be collected by unlawful means or by means that are unfair under the circumstances or unreasonably intrusive (extra care must be taken with the information of young people and children).
5. **Storage and security** – ensure reasonable steps are taken to prevent the loss, unauthorised access, use, misuse, modification or disclosure of personal information. This includes data/information shared electronically by ensuring it is encrypted or password protected.
6. **Access** – people have the right to ask for access (IPP6 request under the Privacy Act) to personal information about themselves. Access can be refused where giving the information would endanger a person's safety, prevent the detection and investigation of criminal offences, or involve an unwarranted breach of some else's privacy.
7. **Correction** – people have the right to ask EQUIP RECRUITMENT to correct information about themselves (Correction request under the Privacy Act). Individuals are entitled to request corrections to personal information held about themselves and that a statement of correction be attached to the personal information if the correction isn't made. If personal information is corrected or a statement of correction is attached, recipients of the information must be informed (so far as is reasonably practicable)
8. **Accuracy** – reasonable steps are to be taken to ensure personal information is accurate, up-to-date, complete, relevant and not misleading before using or disclosing information.
9. **Retention** – information can only be kept for as long as it is necessary to carry out the purposes for which EQUIP RECRUITMENT obtained the information in the first place. IF you no longer need the information, securely dispose of it (Record Management Policy).
10. **Limits on Use** – information must be used for the same purpose for which the information was obtained.
11. **Limits on Disclosure** – disclosure of personal information is only permitted if the person concerned authorises the disclosure, the information will be in a form that does not identify the person concerned, or to uphold the law.

12. **Disclosure outside New Zealand** – EQUIP RECRUITMENT is not permitted to disclose personal information to an agency outside New Zealand if the receiving agency does not have similar safeguards to those within the Privacy Act.
13. **Unique Identifiers** - EQUIP RECRUITMENT is not permitted to use unique identifiers provided by another- agency unless that identifier relates directly to the purposes of EQUIP RECRUITMENT.

Equip Recruitment privacy statement:

We collect personal information from you, including information about your:

- name
- contact information
- interactions with us
- payment information

We collect your personal information to:

- contact you about job opportunities
- confirm roles and Health & Safety requirements
- pay you wages
- send you payslips

Providing some information is optional. If for example you choose not to enter contact details, we will be unable to provide payslips by email.

We keep your information safe by storing it in a secure online environment and only allowing certain staff to access it.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at office@equiprecruitment.co.nz or P 0508 327 927 ext 1.

Will EQUIP RECRUITMENT share or sell my personal contact details?

Equip Recruitment won't share, sell or swap your personal details. We will promote you to our customer if you have approved us doing so when seeking employment. We will always garner your permission before contacting a verbal reference which you will have pre-approved. We will use your Covid vaccination records only when an employer has evidence that they can only employ people who are vaccinated, we will ascertain your permission prior to sharing your status with the customer.