# **HALL’S GROUP RECRUITMENT Privacy POLICY**

# Introduction

If you are a potential employee or contractor of Hall’s Group, you may be required to provide personal information so that we can assess your suitability. Information collected includes reference checking, curriculum vitae, previous employment or contracting history, evidence of passing all required drug and alcohol tests and any other information provided by you to us.

The application information and contact details of job applicants are held for a minimum of 12 months and used for the purpose of sending any future job opportunities. If a potential employee becomes an employee or contractor this information will be transferred to an electronic personnel file which will be kept in accordance with this policy.

1. Your Privacy when applying for a role at Hall’s Group

Hall’s adheres to the following privacy concepts that underpin our recruitment process:

* Data minimisation – we will collect and retain only the personal information we really need to fulfil our recruitment process.
* Security – we take all reasonable steps to ensure that applicants’ personal information is protected against loss or unauthorised processing.
* Use limitation – we use and share personal information only in the ways we say we will, and only where necessary to conduct the necessary checks to determine an applicant’s suitability for the role.
* Rights focused – we will make sure that applicants can exercise their important privacy rights, including to access and correct their information, or request for their information to be removed from our records in the event that they are not successful in their application.

1. Personal information we collect about our prospective employees

When you apply to work with us, we collect personal information from you directly (for example, when you complete an application for employment), we collect personal information from third parties (for example, from your nominated referees).

### 3.1 Information we collect from you directly.

The personal information we collect from you directly will include:

* contact information, including your name, address, email and phone number.
* education, experience and work history information and any other information you provide to us in your CV.
* health information, including information about any disabilities or other conditions that might impact on your employment or on our workplace health and safety obligations.
* psychometric testing information, where this is relevant to your employment.
* information about your immigration status and your right to work.
* information about any criminal convictions or pending criminal charges relating to you.
* your gender and racial or ethnic origin, for statistical purposes and promotion of equity and diversity.
* your trade union membership information, to ensure that you are employed on the correct employment agreement.
* your declaration of any conflicts of interest.
* your driver licence number, where this is relevant to your employment.
* payroll information, including your tax number and any bank account numbers you provide to us, your tax code details and details about any savings or superannuation schemes you are a part of.
* your date of birth, marital status and country of birth.
* whether you have a spouse or relative working for Hall’s.
* emergency contact information and details about your next of kin.

### 3.2 Information we collect from third parties.

The personal information we collect from others with your consent will include:

* criminal conviction information, or Police vetting information, where this is relevant to your employment.
* information related to anti-money laundering, including a credit check, where this is relevant to your employment.
* any information provided by your nominated referees.
* confirmation of your academic qualifications, where this is relevant to your employment, and
* health information from your medical practitioner, including any changes to your health or medical conditions that might impact on your employment or leave entitlements or on our workplace health and safety obligations.

We may also collect personal information you have made public on any social media platforms you use, where this may be relevant to our decision to employ you, particularly when we are recruiting for senior roles.

## How we process personal information about our prospective employees

Our lawful bases for processing personal information about prospective employees are to meet our legal obligations in respect of health and safety and employment practice, and to meet our legitimate interests, including finding and attracting the best people.

### 4.1 How we use your information.

We will use your personal information in the manner set out below. Where we need to use information in a way we have not anticipated here, we will only do so if required or permitted by law.

We may use your personal information to decide on your employment application, including verifying your qualifications and experience with referees and third parties.

### 4.2 How we share your information.

In order to meet the purpose set out above, and use it in the way we’ve outlined, we must share your personal information internally with people who have a legitimate role in the recruitment process. We’ll only share your information when, and to the extent, it is necessary to achieve our purpose. Where we need to share information in a way we have not anticipated here, we will only do so if required or permitted by law.

People who may have access to your personal information include People and Capability, for the purposes of managing the recruitment and employment process, as well as the relevant manager that the role reports to, for the purposes of determining suitability for the role.

## How we store and protect your personal information

### 5.1 Storage and retention

We generally retain personal information about unsuccessful applicants for a minimum of 12 months. We retain this information to enable us to keep in touch with them in case other suitable roles become available.

### 5.2 Security

Wherever your personal information is stored, we take reasonable steps to ensure that it is protected against loss or unauthorised access, modification, use or disclosure. For example:

* Hall’s systems are protected by firewalls and modern encryption standards
* Hall’s systems are password protected, and access is monitored and audited
* Access to the personal information we store is limited to those staff members who have a legitimate business requirement to use it.
* We have a data breach management procedure in place, and
* Information is backed up regularly, and backups are encrypted and held in secure storage facilities’

## Accessing and controlling your personal information

We generally retain personal information about unsuccessful applicants for a minimum of 12 months. We retain this information to enable us to keep in touch with them in case other suitable roles become available.

If you wish to update any of your information post your application to Hall’s or if you do not wish for us to retain your information, you can request your information to be removed from our records by:

* Emailing us at [people@halls.co.nz](mailto:people@halls.co.nz)
* Writing to The Privacy Officer, 1 Spartan Road Takanini, 2105

1. Making a complaint

If you have any concerns about the way we’ve collected or processed your personal information, let us know, so we can try to put the matter right. If we can’t resolve your concerns, you can also make a complaint to the Office of the New Zealand Privacy Commissioner by:

* Calling them on +64 9 373 7999
* Completing an online complaint form at [www.privacy.org.nz](http://www.privacy.org.nz/)
* Writing to the Office of the Privacy Commissioner, PO Box 10-094, The Terrace, Wellington 6143, New Zealand