

## Personnel Privacy Notice

### 1. Introduction

We have over 11,000 Hato Hone St John members (comprised of paid employees, volunteers and contractors) making us one of New Zealand's largest employers.

It is our intention to create a positive workplace environment in which highly talented and committed people can flourish. It is also important to us that our people trust us to treat their personal and health information with care and respect. This privacy statement explains what information we collect about our prospective and current personnel and how we process it.

This privacy notice must be taken together with Hato Hone St John's Privacy Notice which can be found at [Hato Hone St John Privacy Notice](#).

### 2. Personal and health information we collect about our prospective and current personnel.

When you apply to work with us, and when you are employed, contracting or engaged in a volunteer arrangement with us, we collect personal information and health information (information) from you directly (for example, when you complete an application for employment or volunteer arrangement), we collect information about you with your authorisation from third parties (for example, from your nominated referees or health information), and information about you will be generated during your employment (for example, where your manager creates a development plan for you).

We need to collect this information in order to meet our obligations to you as an employer and to meet our legal obligations in respect of health and safety and employment practice.

#### 2.1 Information we collect from you directly

The information we collect from you directly may 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, engagement 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
- interview notes
- 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

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- schemes you are a part of
- your date of birth and country of birth
- whether you have a spouse or relative working for Hato Hone St John
- emergency contact information and details about your next of kin, and
- your passport details, where necessary to facilitate travel or for banking purposes

## **2.2 Information we collect from third parties**

The information we may collect from others, with your authorisation, will include:

- criminal conviction information, or Police vetting information, where this is relevant to your employment or engagement
- any information provided by your nominated referees
- confirmation of your academic qualifications, where this is relevant to your employment or engagement,
- confirmation of your registration status and whether you hold a current Annual Practising Certificate; and
- health information from your medical practitioner, including any changes to your health or medical conditions that might impact on your employment or engagement or leave entitlements or on our workplace health and safety obligations

## **2.3 Information generated during your employment or engagement**

The personal information that may be generated during your employment or engagement may include:

- interview notes
- your photograph
- salary and benefit information
- information about your employment status and terms of employment
- information about your professional development and training
- information about your clinical competence
- performance information, including information generated during your performance reviews and on an ad hoc basis
- information about disciplinary action, complaints or personal grievances
- where applicable and with authorisation, health information from a medical practitioner, including any changes to your health or medical conditions that might impact on your employment or engagement or leave entitlements or on our workplace health and safety obligations
- leave information, including leave taken and ongoing leave entitlements, and
- information generated by your employment activities

## **2.4 Information generated by your employment or engagement activities**

At times, you will generate information as you go about your duties as a member of the Hato Hone St John workforce. It may not always be apparent to you that this information is being generated or collected. Some examples are referred to below.

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#### **2.4.1 Email, internet, intranet, systems and vehicle use**

We may monitor email, internet, intranet and systems use to ensure that personnel adhere to the requirements of our organisational policies. There should be no expectation of privacy in respect of the use of Hato Hone St John's devices or systems.

#### **2.4.2 Information relating to safety, security and of Hato Hone St John premises and property**

We use CCTV cameras on Hato Hone St John premises and property and we may collect still or video footage of your activities for work related purposes including safety and security purposes.

#### **2.4.3 Information about your use of Hato Hone St John's external website**

We collect and process personal information about users of our websites and web-based services for the primary purposes of delivering any services or functionality requested by users and for improving the online experience for our users. For more information about this please read Hato Hone St John's Privacy Notice ([Hato Hone St John Privacy Notice](#)) We also collect personal information when you use our wi-fi network.

#### **2.5 Information we collect as part of talent research**

Our internal recruiters collect and use publicly available contact and other information about individuals who we might want to employ or engage in the future. We may also collect non-public personal information from sources such as SEEK Talent Search. We use this contact information to stay in touch with these people. We provide the opportunity to opt out of this within the communications we send.

### **3. How we process information about our prospective and current members**

Our lawful basis for processing information about prospective and current members is that it's to meet our obligations to you as an employer, to meet our legal obligations in respect of health and safety and employment practice, and to meet our legitimate interests and work-related purposes, including finding and attracting the best people.

We may transfer your personal information to other countries for processing, support, storage and other necessary activities and by undertaking employment or a volunteering or contracting role with Hato Hone St John, you consent to the transfer of information to countries outside New Zealand which may have different personal data protection rules than in New Zealand. If we do this in this way, we will take steps to ensure that your privacy continues to be protected according to New Zealand privacy law.

#### **3.1 How we use your information**

Where other personnel have access to your personal information, they may only disclose information for the purposes which are clearly related to the scope of their role, within the delegated and functional authorities held by them and required or permitted by law.

We may use your information to:

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- decide on your employment or engagement application, including verifying your qualifications, registration status and experience with referees and third parties
- determine and process your pay and other entitlements
- communicate with you
- inform you about the range of facilities, services and benefits available to members
- inform you about opportunities to engage with and support Hato Hone St John
- administer your employment or engagement, including administration of ACC requirements
- determine your development and training requirements and provide any training needed
- determine your clinical competence and manage your performance, including conducting performance reviews
- provide assistance to members with disabilities on request
- provide associated services such as security, parking and information technology
- investigate any disciplinary issues or complaints about you or another personnel
- ensure the health and safety of any personnel, and assist you in the event of an emergency
- comply with legislative reporting and recordkeeping requirements and our obligations under relevant legislation
- conduct benchmarking, analyses, quality assurance and planning activities, including statistical and management reporting
- set budgets, including research budgets for the purposes of making funding applications, and
- contact you, after your employment or engagement with Hato Hone St John ceases, to seek your feedback in relation to quality assurance and planning activities

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.

### 3.2 How we share your information

In order to meet the purposes set out above, and use it in the ways we've outlined, we must share your personal information internally with people who have a legitimate role in the recruitment, management, administration and safety of members or the compiling of information for external agencies. We'll only share your information when, and to the extent, it is necessary to achieve our purposes. 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.

For more details about how we treat information we hold about you, including storage, how we manage privacy breaches and complaints, accessing and correcting your information please read Hato Hone **St John's Privacy Policy for Personnel Personal Information**.

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