



## **MCLEOD DUMINY CAREERS LIMITED**

### **PRIVACY / COLLECTION STATEMENT**

#### **General**

This privacy / collection statement sets out how we collect, use and maintain any personal information that we hold about you. It also broadly sets out the details of your privacy rights and the general privacy rights of MDC Limited and its obligations attached to keeping personal information about you on our records.

#### **Your Privacy**

Your privacy is of utmost importance to us. We are committed to ensuring that your privacy is respected and maintained at all times and we comply with the Privacy Act 2020.

#### **Personal Information**

Personal information is any information or opinion about you which may include, amongst other things, references, medical history, employment history, qualifications, contact details, citizenship, residency status, working rights, etc.

#### **Collection and Use of Personal Information**

Your personal information will be collected by one of our consultants who may require it to assist them in finding a placement for you. All personal information collected will be held securely at our offices and may be accessed by our employees. Some or all of your information may be provided by one of our consultants to prospective Employers for their consideration and assessment of your suitability for a certain role that you may wish to apply for. By providing us with your personal information you consent to the distribution of such information for the purposes of finding you a placement with a prospective Employer. If you do not provide us with your required personal information it may limit our ability to find a suitable placement for you.

#### **Method of Collection**

Your personal information may be collected from you directly during interview stage with one of our consultants and by the completion of our registration paperwork. Information about you may also be collected when we take your references, verify your working rights in New Zealand, receive your results of any competency test undertaken, performance feedback or by way of a response to a job advertisement. We also reserve the right to collect personal information about you from publicly available sources and or from third parties where you expressly provide us permission to do so.

## **Our Website**

Candidate registration via our website and on-line registration with MDC Ltd will also allow us to collect personal information about you which you voluntarily give us by using our website for registration purposes. This information may also include your full name, address, phone number, email address etc. All information gathered this way is stored on our data base for retrieval and use by our consultants. By sending us your personal information, you acknowledge and accept our Privacy / Collection Statement.

## **Disclosure of Information**

We will not disclose any information about you that you provide to us through our registration process unless authorised by you to do so or unless required by law. Your personal information may be disclosed to:

- Potential and current employers;
- Referees;
- Consultants of MDC Limited;
- Our insurers;
- Any government department for verification of working rights;
- Administrative staff of MDC working alongside Consultants of MDC Limited.

## **Use of Personal Information**

Your personal information may be used in connection with the following:

- Any activities regarding actual or possible work placements in New Zealand;
- Verification of your working rights in New Zealand;
- Internal audit and quality processes;
- Any activities regarding actual or possible work placements overseas (with your prior consent) and for such information to be made to an overseas entity where the receiving party has agreed to adequately protect the information provided or where you have expressly given your permission for us to disclose such information regardless of the receiving entity having required safeguards and protection in place.

## **Consent**

We will advise you of our intentions and gain your prior consent before we refer your personal information to our clients for possible employment opportunities.

## **Protection of your personal information**

We will take all reasonable steps to ensure the protection of your personal information from being misused, lost, modified or incorrectly disclosed. Adequate safety measures will be put in place to protect your personal information such as the storing of your information in a secure manner and on a computerised data base. Access to our data base is only available to those who require access and all our staff are bound by a confidentiality agreement regarding our candidate and company information.

**Access to and Correction of Information**

Upon being so informed, we will take all reasonable steps to correct or rectify any incorrect information that we may hold about you. You have the right to request a copy of the information held by us about you. If you wish to access this information you should contact our offices and lodge a request to this effect. We can be contacted in this regard as follows:

Phone: +64274589888

Email: [kirsty@mcleodduminy.co.nz](mailto:kirsty@mcleodduminy.co.nz)

We reserve the right to refuse access to the information held by us if releasing the information held by us could:-

- Endanger someone's safety;
- Create a significant likelihood of serious harassment;
- Prevent the detection or investigation of a crime; - Breach someone else's privacy.

**External Websites**

External sites may be linked to our own web site and are not under our control. You are advised to review their Privacy Statements. You should also be aware of the inherent risks associated with the transmission of information via the internet and you should make your own assessment of the potential risk to the security of your information.