

GRADA RECRUITMENT PRIVACY POLICY/DATA PROCESSING POLICY

This Privacy Policy/Data Processing Policy (“policy”) sets out how Grada Recruitment Limited (“we, us, our, Grada”) collect, use and protect personal information about you in connection with our recruitment activities. Personal information means information, whether written, verbal or electronic, that directly identifies an individual or that makes an individual identifiable when combined with other information.

By using our website, you acknowledge that you have read and understood this policy and agree to the use of your personal information by us as set out in this policy.

We may change this policy from time to time by uploading a revised policy on our website. Unless stated otherwise, the change will apply from the date that we upload the revised policy. By continuing to use our website and interacting with us, you agree to the terms of the revised policy.

WHO WE COLLECT PERSONAL INFORMATION FROM/HOW WE COLLECT PERSONAL INFORMATION

We collect personal information from you directly or from third parties.

We collect personal information about you when you provide that information to us via our website, when you submit a job application on our website, submit your CV to us, when we conduct interviews with you or through any other contact you have with us.

For job candidates, we may also receive personal information about you from third parties where you have authorised this, such as from referees or in connection with background or employment checks.

We will only contact the referees that you have nominated. If the referees you have provided are not suitable and we require information from any other third parties, we will ask for your consent prior to contacting that person.

Cookie Policy

We use cookies on our website to recognise your browser or device and to help us make your interactions with our website more meaningful. They help us better understand how you are using our website, what your job interests are or the kind of talent you are looking for so that we can personalise your experience while you are on our website.

Cookies are small text files that are stored on your computer, mobile device or any other device which you use to access our website. Cookies collect and process personal information such as IP addresses, search and browser history and other types of data which will help us to provide a more meaningful experience to the users.

We use strictly necessary cookies to help enable you to use some of the features on our website and help to authenticate users and prevent fraudulent use of user accounts. We also use session cookies to personalise your experience on our website and remember your preferences.

If you do not want Cookies to be placed on your device or wish to restrict the use of cookies, you can set or change your Cookies preferences at any time and withdraw your consent to the Cookies.

WHAT PERSONAL INFORMATION WE COLLECT

We will only ask for personal information that will assist us in matching the right talent with the right business. For job candidates, this would be personal information that is relevant to your job interests, job application or suitability for a particular role.

This information includes but is not limited to your name, contact details, where you reside, educational background, employment background, job qualifications and work eligibility.

HOW WE USE YOUR PERSONAL INFORMATION

If you get in touch with us via our “Leave us a message” function on our website, requesting a call back, contacting or responding to one of the Grada team members or submitting a job application, we use your personal information to communicate with you about your request, job application or job interests.

We use your personal information to connect the right person with the right role or to discuss recruitment solutions with you.

During the recruitment process for a particular role, we may hold information about you in our database to facilitate the recruitment process. Further information regarding our retention policy is set out below.

You may be requested to complete a background check or employment check in connection with the recruitment process. We may disclose your personal information to third parties with your consent for these purposes. Further information regarding this is set out below.

We may also use your personal information to:

- (a) verify your identity when you request to access and/or correct any of the personal information we hold about you;
- (b) provide services to you and improve the services we provide to you;
- (c) with your consent, undertake checks for qualifications, criminal convictions, police vetting where applicable and credit checks for jobs in New Zealand involving significant financial risk and otherwise as permitted by law;
- (d) comply with applicable laws and regulations;
- (e) protect and/or enforce our legal rights and interests.

We will not use the personal information we have obtained in a recruitment process for any purpose other than those set out in this policy, except with your express consent.

DISCLOSING YOUR PERSONAL INFORMATION TO THIRD PARTIES

We may disclose your personal information to third parties directly involved in the recruitment process. Where we disclose personal information of candidates to potential employers, the information is provided to them for the sole purpose of enabling the potential employer to determine the suitability of a candidate for employment and engagement. We require that the potential employers agree to comply with the Privacy Act in New Zealand and that they will not disclose the personal information to any other person without prior written consent. By providing your personal information to us, you acknowledge the above and permit us to disclose your personal information to third parties directly involved in the recruitment process for the sole purpose of determining the suitability of a candidate for employment.

With your prior consent, we may also disclose your personal information to background or employment check service providers where we undertake background and reference checking and testing but only to the extent necessary for the background or employment check to be completed. We require these service providers to have in place measures designed to ensure that your personal information is only used for the intended purpose.

We may further disclose your personal information where required by law or any court or in response to a legitimate request by a law enforcement agency.

PROTECTING YOUR PERSONAL INFORMATION

We are committed to safeguarding your personal information. We will take all reasonable steps to keep your personal information safe from loss, unauthorised access or other misuse. We hold all personal information received electronically in secure systems. If we hold paper files or other documents containing your personal information, we will do all we reasonably can to protect this information.

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk.

RETENTION POLICY

We will not hold your personal information for longer than is necessary or required under the law.

We will securely destroy the records when we consider that the personal information is no longer required to be held or in accordance with legislation.

ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION

You are responsible for ensuring that the personal information you provide to us is true, accurate and up to date.

Subject to certain grounds for refusal set out in the Privacy Act 2020, you have the right to access to and correction of any of the personal information we hold about you. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

If you would like to exercise these rights, please email us.

CONTACTING US

If you have any questions about our privacy policy, our privacy practices or if you would like to request access to, or correction of, your personal information, please contact us.