

PINZ Privacy Policy

Polytechnics International (New Zealand) Limited and its related companies ('PINZ') are committed to ensuring that your personal information is handled responsibly and in accordance with New Zealand Privacy laws. The PINZ Privacy Policy ('the Policy') outlines how PINZ collects, discloses, uses, stores or otherwise handles your personal information.

To assist in the provision of its services, PINZ collects and stores consultant personal information.

Collecting Your Personal Information

The Policy relates to personal information collected by any means. It is PINZ practice to collect personal information directly from you. However, there may be occasions when PINZ will source personal information from an external third party, or a publicly available source.

Use of Personal Information

Personal information used by PINZ generally relates to a consultant role application or resume, and may include, for example, your name, contact details, career history, details of any competency tests or other information relating to your career.

As a general rule, PINZ does not collect sensitive information about you. However, in circumstances where PINZ requires sensitive information from you for the purpose of providing our services, or if the law requires PINZ to provide such information, PINZ will first seek your consent to collect and use it.

Use by Third Parties

PINZ may use and disclose your personal information to third parties for the purposes for which it was collected, or for a related or ancillary purpose such as providing you with one of our services.

Accordingly, PINZ may disclose your personal information to a number of third parties, including but not limited to:

- PINZ's related entities;
- clients who may wish to engage your services as a consultant;
- PINZ suppliers or service providers;
- your nominated referees;

- any government authority, or workers compensation body;
- any law enforcement body, including the New Zealand Police; or
- any educational or vocational organisations to the extent necessary to verify your qualifications.

PINZ generally operates with a third party under confidentiality so information disclosed to a third party is generally subject to PINZ confidentiality provisions. By submitting your personal information to PINZ, you consent to any and all such disclosures and use of any and all such information and waive any and all claims and causes of action you may have in any way arising from any and all such disclosures and use.

Data Quality

PINZ takes reasonable steps to ensure that the personal information it collects is accurate, up to date and complete. In circumstances where your personal information has changed please advise PINZ in writing in order that our records can be updated.

Data Security

PINZ takes reasonable steps to protect the personal information we hold from loss, unauthorised access, and misuse. The use of locks and security systems assist PINZ in protecting your personal information.

Your personal information may be stored in hard copy documents, or electronically on PINZ's software or systems.

Information Collected on PINZ's Website

By using the PINZ website, you consent to the terms of this Privacy Policy. Users are advised that there are inherent risks in transmitting information across the internet.

When you access our website, PINZ captures user data and preferences collectively in order to optimise the services provided. PINZ will not supply this data to third parties for any reason whatsoever, unless required to by law.

PINZ may also collect personal information that individuals choose to provide via online forms or by

email. Any personal information provided online is treated in the same manner as any personal information collected through other means (unless specifically outlined in this Policy).

Changes to This Policy

PINZ may change this Policy from time to time for any reason and will update the Policy accordingly.

Contacting PINZ

Please contact PINZ if you have a request relating to any of the following:

- to access to your personal details collected by PINZ;
- to change any of your personal details;
- to request your personal details be removed from the PINZ database; or
- any general queries relating to this Privacy Policy.

If you have any further questions relating to this policy, please contact the General Manager – Corporate service at PINZ on +64 4 472 6039 or email pinz@pinz.co.nz