



Accentuate

Accentuate Consulting Recruitment Privacy Policy 2023

Introduction:

At Accentuate Consulting, we are committed to protecting the privacy of individuals' personal information. This Recruitment Privacy Policy explains how we collect, use, disclose, and protect the personal data of job applicants during the recruitment process in compliance with the Privacy Act 2020 in New Zealand.

Information We Collect:

During the recruitment process, we may collect the following types of personal information from job applicants:

- 1) Name, address, and contact details (email address, phone number).
- 2) Resume/CV, cover letter, work history, and educational qualifications.
- 3) Employment references and recommendations.
- 4) Skills, certifications, and other relevant job-related information.
- 5) Information provided during interviews, assessments, and any other stages of the recruitment process.

Purpose of Data Collection:

The personal information collected during the recruitment process will be used for the following purposes:

- 1) Evaluating and assessing job applicants' qualifications for employment.
- 2) Communicating with applicants regarding their application and recruitment status.
- 3) Conducting background checks and verifying information provided by applicants.
- 4) Contacting references provided by the applicant.
- 5) Complying with legal and regulatory requirements related to recruitment.

Legal Basis for Data Processing:

Our processing of your personal data is based on the following legal grounds:

- 1) Your explicit consent provided during the application process.
- 2) Processing necessary for the performance of a contract, where you have been offered a position.
- 3) Compliance with legal obligations.
- 4) Legitimate interests pursued by Accentuate Consulting, such as evaluating candidates for job vacancies.

Data Sharing and Disclosure:

We may share your personal information with the following parties:

- 1) Our internal HR and recruitment personnel involved in the selection process.
- 2) Third-party service providers who assist in background checks and assessments.
- 3) Any other parties required by law or in connection with legal proceedings.

Data Security:

We take reasonable measures to protect the security and confidentiality of your personal information. This includes implementing technical, physical, and organizational security measures to prevent unauthorized access, disclosure, or destruction.

Data Retention:

We will retain your personal information for as long as necessary to fulfil the purposes outlined in this policy and as required by applicable laws. If your application is unsuccessful, we may retain your information for future employment opportunities.

Your Rights:

You have certain rights concerning your personal information, including the right to:

- 1) Access and obtain a copy of your personal data held by us.
- 2) Correct inaccuracies in your personal data.
- 3) Withdraw your consent for processing (if consent is the legal basis).
- 4) Object to the processing of your data for legitimate reasons.
- 5) Request the deletion of your personal data (subject to legal requirements).

Updates to this Policy:

We may update this Recruitment Privacy Policy from time to time to reflect changes in our recruitment practices or legal requirements. The updated policy will be made available on our website.

Contact Us:

If you have any questions, concerns, or requests regarding your personal data or this privacy policy, please contact us at:

letstalk@accentuate.consulting

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