# Vector Group Recruitment Privacy Statement

Vector Limited and its related entities in both New Zealand and Australia (Vector, we, our, us) is committed to protecting your personal information. We have created this privacy statement (the **Recruitment Privacy Statement**) to help you understand how we collect, use and protect your information when you apply for any role with us. If you become an employee of Vector Group, the Vector Group Employee Privacy Statement will apply to how we collect, use and protect your information when you work with us.

This statement is provided for your information and doesn't limit or exclude your rights, or our rights and responsibilities, under the Privacy Act 2020 and, where applicable, the Australian Privacy Principles contained in the Privacy Act 1988 (Cth), along with any other applicable legislation.

Please read this Recruitment Privacy Statement carefully. By confirming you have read and agree to this Recruitment Privacy Statement during the recruitment process, you are authorising Vector to disclose and collect personal information for the purposes of conducting some, or all, of the pre-employment screening checks specified in section 1 below as part of our recruitment process.

## 1. What information does Vector collect?

Vector collects and uses personal information about you during our recruitment process in relation to your application for employment. Vector will only collect personal information by lawful and fair means, that does not intrude to an unreasonable extent upon your personal affairs.

Personal information will be collected from you either directly or through our cloud-based supplier (the Recruitment System), and other people or companies whom you have authorised to provide information to us. Personal information will be used only for the reasons it was collected (as set out in section 3 below). Personal information will not be passed on to any other person or agency without your consent (except as set out in section 3 below).

When you have submitted an application for employment with Vector we may conduct some, or all, of the following pre-employment screening checks with third parties:

- Confirmation of education and/or previous employment
- Immigration status
- Drug and alcohol testing
- Psychometric testing / skills testing
- Reference checks of referees you nominate
- Criminal history
- Credit check / Bankruptcy
- Directorship search
- Confirmation of professional memberships
- Company checks
- Medical assessments

- Vehicle and traffic related enquiries
- Identification checks

We reserve the right to determine, at the time, which of the above screening checks we will undertake, which will depend on the particular position for which your application is made and Vector's policies in place at the time.

You authorise us to disclose your personal information to relevant third parties for the purpose of completing such pre-employment screening checks in relation to your employment at Vector.

## 2. Storage and sharing of information

When you submit your online job application, you will be asked to create a personal account which will collect and store your personal information in the database of Vector's Recruitment System.

Some personal information obtained during the recruitment process may be securely stored in Vector's electronic databases, in which case it may be hosted or maintained in a third party's data centre, service platform, cloud based solution or other infrastructure, who provides hosting services to us.

Vector uses third-party suppliers to carry out some or all of the pre-employment screening checks noted above in section 1. Any such supplier will hold this personal information we provide them or they have collected about you in accordance with their applicable privacy policy and Vector's Privacy Statement and, advise Vector of the applicable results, as relevant.

## 3. Use and disclosure

The personal information we collect about you during recruitment is only used by us to assess your suitability for the job/s you apply for and, with your consent, it may also be stored by us and used to assess your suitability for other roles within Vector. If you become an employee of Vector, certain personal information that is applicable to your recruitment for a role shall be stored by us in accordance with the Vector Group Employee Privacy Statement, which will be made available to you.

Any personal information we collect about you will only be shared with:

- Vector staff who are involved in the recruitment decision making process; and
- any third-party suppliers (which may be located overseas) solely for the purposes of performing any pre-employment screening checks when we are assessing your suitability for employment;
- anyone else authorised by you.

## 4. Protecting your personal information

We will take all reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete, up to date and stored by us in a secure environment protected from unauthorised access, modification or disclosure.

## 5. Access, correction and quality of personal information

At any time, you may access your personal account on our Recruitment System to:

- update, create new applications and activate, deactivate or delete your account at any time; or
- update your profile and/or résumé to ensure the information Vector holds about you is complete, accurate and up to date.

It is your responsibility to keep your login and password details private to prevent unauthorised access to your personal account.

Should you wish to request access to or correction of any other personal information we may hold about you, please email recruitment@vector.co.nz.

## 6. Destruction of your information

We take all reasonable steps to ensure your personal information is appropriately disposed of once it is no longer needed for the purpose for which it was collected.

## 7. Changes to our recruitment privacy statement

We may change this Recruitment Privacy Statement from time to time. If we do, we will notify you by posting an updated Statement on the Recruitment System. Any change we make to the Recruitment Privacy Statement applies from the date we post it on the Recruitment System.

## 8. Privacy complaints and comments

If you want to contact our Privacy Officer directly you can do so at privacy@vector.co.nz.

## 9. Openness

If you have questions as to how your personal information is handled, your Vector recruitment contact will be able to explain our process further to you, email recruitment@vector.co.nz.