

# WELLINGTON FREE AMBULANCE RECRUITMENT PRIVACY STATEMENT

Wellington Free Ambulance (WFA) is committed to protecting your privacy. This statement explains how we collect, use, store, and share your personal information during the recruitment and pre-employment process, and outlines your rights under the Privacy Act 2020.

We may update this Privacy Statement from time to time. Please check it regularly for any modifications or updates.

## 1. Personal Information We Collect

As part of applying for a role with WFA, we may collect and hold the following personal information:

- A form of ID (either your NZ Driver's Licence or your passport) – used to verify your identity at the interview stage and, if you progress, to complete a **Ministry of Justice** criminal record check
- Your first and last name
- Your contact details (email address and phone number)
- Your right-to-work status (e.g. Citizenship, Residency or work visa)
- Any information contained in your CV or cover letter
- Any other documents you provide, such as evidence of qualifications or certifications required for the position
- The position(s) you are interested in being considered for
- Your responses to questions asked through our application form or during interviews
- Your financial information (e.g. bank account number, tax code declaration – IR330, KiwiSaver election) – this is collected only if you are offered and accept a position

## 2. How We Collect Your Information

We collect information directly from you through your application, communications, interviews, and assessments.

We may also collect information from third parties such as:

- Recruitment agencies or referees (with your consent)
- Background-checking agencies, such as the Ministry of Justice
- Professional or registration bodies (for example, Te Kaunihera Manapou the Paramedic Council)

### 3. How We Use Your Personal Information

We use your personal information for recruitment, selection, and pre-employment purposes, including:

- Assessing your suitability for current or future vacancies
- Verifying your identity, qualifications, and right to work in New Zealand
- Corresponding with you about your application
- Conducting reference, criminal record, or health checks (where applicable)
- If the role you are applying for requires you to be registered with a particular regulatory body (including Te Kaunihera Manapou the Paramedic Council), we will use the information you provide to verify your registration. We may also use your information to carry out searches on relevant Tribunal Services websites (for example, the Health and Care Professions Tribunal Service)
- For general administrative purposes, including preparation of employment offers, onboarding, and creating your personal file if you are successful
- To provide assistance to applicants or employees with disabilities (where requested and appropriate)

We will not use your personal information for unrelated purposes unless authorised or required by law.

### 4. Sharing of Personal Information

Your information will be accessible only to those directly involved in the recruitment process, including the hiring manager, selection panel members, or administration staff.

We may share your personal information with third parties for the purposes described above, including:

- **Ministry of Justice** – to complete a criminal record check.
- **Talegent** – psychometric testing provider (only if such testing forms part of the recruitment process).
- **Xref** – online reference check provider (used in some instances in place of verbal reference checks)
- **Southern Cross Healthcare** – if a pre-employment health check is required for your role. You will submit information directly to Southern Cross; WFA will generally not do this on your behalf. If there was an instance where the organisation needed to send this information directly to Southern Cross we would gain your verbal consent prior.

If any third-party service providers are based outside New Zealand, we will ensure that appropriate safeguards are in place to protect your personal information in accordance with the Privacy Act 2020.

### 5. Data Retention and Destruction

We retain your personal information only as long as necessary for the recruitment and pre-employment purposes described above, or as required by law.

Unsuccessful candidate information is generally retained for up to 12 months after the recruitment process ends, unless you consent to us keeping it longer for future opportunities.

After this period, all personal information (digital and paper) will be securely destroyed or anonymised.

## **6. Data Security**

We take reasonable technical and organisational measures to protect your personal information against loss, unauthorised access, use, modification, or disclosure.

## **7. Your Rights**

You have the right to:

- Access personal information we hold about you
- Request correction of any information that you believe is inaccurate, incomplete, or out-of-date

To make a request, please email [work.hr@wfa.org.nz](mailto:work.hr@wfa.org.nz) and include:

- Your full name
- Your preferred contact email address
- Contact phone number
- Details of the information you wish to access or correct

Before releasing or changing any information, we may need to verify your identity by asking for further details or sighting identification.

## **8. Requesting Information on Behalf of Someone Else**

If you are requesting personal information on behalf of another person, you must provide written authorisation or documentation proving you have the authority to act on their behalf.

## **9. Questions or Complaints**

If you have any questions or concerns about how your personal information has been managed, please contact us at [work.hr@wfa.org.nz](mailto:work.hr@wfa.org.nz).

If you are not satisfied with our response, you may contact the Office of the Privacy Commissioner at [privacy.org.nz](http://privacy.org.nz).

## **10. Updates to This Statement**

We may update this Privacy Statement periodically to reflect changes in our practices or legal obligations. Any updates will be posted on our website with the effective date clearly shown.