

Mayne Wetherell: Recruitment Privacy Policy

1. Personal information

- 1.1 Personal information is information about an identifiable individual and includes the individual's name, address, email address, and telephone numbers. We collect information about you whenever you interact with us, for example when you apply for a position at Mayne Wetherell and provide us with your supporting documentation.
- 1.2 We may store personal information we collect in any format we choose at our offices or at premises outside our offices, including data storage facilities or online storage located within or outside New Zealand, which may be operated by independent service contractors.
- 1.3 Where your personal information is transferred outside New Zealand, you may be informed of the existence or absence of an adequacy decision by the European Commission regarding the intended recipient of the personal information. In the absence of an adequacy decision, we will ensure the intended recipient has provided appropriate safeguards and that requisite rights and remedies in relation to the personal information remain available, or we will obtain your explicit consent for the transfer.

2. Purposes for which we use your personal information

- 2.1 Personal information we collect and hold may be used by us (as applicable):
- (a) to recruit for employment opportunities at Mayne Wetherell; and
 - (b) to comply with our legal obligations.
- 2.2 We may also use personal information (as applicable):
- (a) for sending you Mayne Wetherell publications and invitations to seminars and functions; and

(b) for specific purposes we tell you about or you authorise.

- 2.3 We may not be able to consider any application for employment at Mayne Wetherell that you submit if you do not provide us with necessary personal information when requested to do so.

3. Collection of personal information

- 3.1 You authorise us to collect information about you, to obtain, exchange, hold and use such information, and to make any other enquiries we think appropriate to:
- (a) confirm information provided to us about you is true; and
 - (b) evaluate your suitability for a position at Mayne Wetherell (including contacting your referees using the information that you have provided).
- 3.2 You authorise any person (including your tertiary institution(s) and referee(s)) to disclose information (including academic records and employment history, as applicable) to us in response to such enquiries.

4. Legal basis for the collection of your personal information

- 4.1 We process your personal information based on your written or oral consent. You may withdraw your consent at any time. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.
- 4.2 By giving us personal information, you acknowledge and agree that we may retain any files and documents (physical or in electronic format) for so long as we consider reasonable in context for the purposes of our business. This does not apply to documents (physical or in electronic format) which you expressly request us to destroy and which we are not otherwise required to hold.

5. Disclosures

- 5.1 We may need to disclose personal information to third parties (including other entities or individuals who assist us in the recruitment process or who perform functions on our behalf, such as mailing houses, hosting and data storage providers). We may disclose personal information if:
- (a) it is required or authorised by you; and
 - (b) it is required or authorised by law, regulation (including of any foreign jurisdiction) or the Lawyers and Conveyancers Act (Lawyers: Conduct and Client Care) Rules 2008.

6. Contacting Mayne Wetherell

- 6.1 Under the Privacy Act 1993, individuals have rights of access to, and to request correction of, their personal information. You may also have rights under the EU General Data Protection Regulation to erasure of personal information or restriction of processing of personal information or to object to processing, as well as the right to data portability and the right to lodge a complaint with a supervisory authority. If you have any questions about this Privacy Policy or requests relating to your personal information, please contact us:
- (a) by letter addressed to the Office Manager;
 - (b) at support@maynewetherell.com; or
 - (c) by telephoning us on +64 9 921 6000.

7. Updates to this policy

- 7.1 We reserve the right to update this Privacy Policy from time to time. Any change we make applies from the date the updated Privacy Policy is posted on our recruitment website.