

## Mayne Wetherell: Privacy Policy for Recruitment website

### 1. Introduction

- 1.1 This policy relates to the collection, storage, use and disclosure of personal information obtained by us, Mayne Wetherell in respect of you.
- 1.2 **Personal information** is information about an identifiable individual (including an individual's name, address, email address, and telephone numbers). We may collect personal information whenever you interact with us. For example, when you apply for, or accept a position at Mayne Wetherell.
- 1.3 We collect and 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.

### 2. Purposes for which we use personal information

- 2.1 Personal information which we collect and hold may be used by us:
  - (a) to recruit for employment opportunities at Mayne Wetherell;
  - (b) to onboard you as an employee of Mayne Wetherell;
  - (c) to maintain appropriate emergency contact details about you if you accept a position at Mayne Wetherell;
  - (d) to comply with our legal obligations; and
  - (e) to engage in further correspondence with you.
- 2.2 We may also use personal information:
  - (a) to send you Mayne Wetherell publications and invitations to seminars and functions; and
  - (b) for other specific purposes we notify you of, or which you authorise.
- 2.3 We may not be able to consider any application for employment at Mayne Wetherell, or continue your engagement with Mayne Wetherell 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;
  - (b) verify your identity;
  - (c) evaluate your suitability for a position at Mayne Wetherell (including contacting your referees using the information that you have provided);
  - (d) perform necessary background checks; and
  - (e) enforce debts and legal obligations (including recovery of money owed to us).
- 3.2 You authorise third parties (including your tertiary institution(s) and referee(s)) to disclose information (including academic records and employment history) to us in response to enquiries referred to in clause 3.1.

### 4. Storage

- 4.1 We may store personal information in any format we choose at our offices or at premises outside our offices, including data storage facilities and online storage located within or outside

New Zealand and Australia, which may be operated by independent service contractors.

- 4.2 By giving us personal information, you acknowledge and agree that we may retain any stored personal information (physically or electronically) for so long as we consider reasonable in context for the purposes of our business. This does not apply to personal information 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) in the course of our dealings with you. Specifically, we may disclose personal information if:
  - (a) it is required or authorised by you;
  - (b) it is required in order for us to carry out our obligations to you;
  - (c) 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; or
  - (d) it is required in order for us to enforce money owing to us.
- 5.2 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 country in which the intended recipient of the personal information is based. 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 of your personal information.

### 6. Contacting Mayne Wetherell

- 6.1 Under the Privacy Act 2020, individuals have rights to access, and to request correction of, their personal information. You may also have rights under other foreign legislation 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) using your typical Mayne Wetherell contact;
  - (b) by letter addressed to the Office Manager at Level 5, Bayleys House, 30 Gaunt St, Auckland CBD;
  - (c) at support@maynewetherell.com; or
  - (d) 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 changes we make will apply from the date the updated Privacy Policy is posted on our recruitment website or otherwise communicated to you.
- 7.2 This policy was last updated on 27 September 2022.