



Bank of New Zealand

Recruitment Privacy Statement

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1. Summary

We value your trust and respect your privacy

This statement sets out how Bank of New Zealand (BNZ) will collect, use, share, and protect your personal information if you apply to work with us at BNZ. Personal information includes any information about you or information that could identify you.

For example, this includes:

- your name and contact details
- information we collect or create during our recruitment processes, such as job references or credit checks.

We've used examples in this privacy statement to help explain some points. These examples describe common scenarios, but do not cover all situations.

We only use information if we're allowed to

Whenever we use personal information we comply with the laws of New Zealand, including the Privacy Act 2020.

If you live outside New Zealand, other international privacy or data protection laws may apply to you. For example, the General Data Protection Regulation (GDPR) may apply if you are based in the European Union.

If your application is successful

We will use personal information we have collected from you or created as part of the recruitment process to manage your employment with us. This will happen from the time you accept an offer of employment, or we confirm an independent contractor relationship. Your personal information will be handled in accordance with the BNZ Employee Privacy Statement which is always available on BNZ's intranet, 'Mercury'.

If your application is unsuccessful

We will delete any personal information we have collected or created as part of the recruitment process after two years. This is in line with the BNZ Records Retention Policy.

If you are also a BNZ customer

BNZ's Master Privacy Policy will cover our interactions with you as a BNZ customer. You can find a copy of the BNZ Master Privacy Policy online.

[Read our Master Privacy Policy](#)

2. Who we are

BNZ is a registered bank under the Reserve Bank of New Zealand Act 1989. BNZ is a subsidiary of the National Australia Bank (NAB) group of companies.

Our registered address is:

Level 4, 80 Queen Street, Auckland, New Zealand.

In this document, 'BNZ', 'we', 'us', or 'our' means Bank of New Zealand, and all our wholly owned businesses. It also includes any third parties that act on our behalf to provide us with employment-related services, such as:

- recruitment agents
- third parties who carry out due diligence on candidates
- companies that handle personal information on our behalf, such as data storage providers.

We use Workday to help with our recruitment process. If you apply to work with us via our [Careers website](#), you will be using the Workday platform.

'You' and 'your' means individuals who apply to work with BNZ through bnzcareers.co.nz or any other channel.

'Privacy Act' means the Privacy Act 2020 and any laws that change or replace it.

3. How we collect personal information

When you apply to work with us, we collect your personal information in three ways.

1. We ask you directly.
2. We generate information about you during the application process.
3. We ask third parties for information about you, with your authorisation or where the law allows us to.

For example, we collect your contact details; we may make notes during a job interview; and we may do a credit check via a third party.

We will collect information about you during the application process

The information we may collect from you directly or create during the application process includes:

- basic facts like your full name and contact information, including address, email address and phone number
- your pronoun(s), ethnicity, cultural affiliations, the languages you speak, your date and place of birth
- your social media handles, for example, on LinkedIn
- your education, experience, references, work history information, and any other information you give us in your CV or that you provide during the recruitment process
- results of any psychometric testing or other assessments
- health, wellbeing, or disability information, where relevant to your application or to our health and safety obligations
- immigration-related information including your immigration status and your right to work
- emergency contact information and details of your next of kin
- copies of identification documents, such as your passport, driver licence, birth certificate, firearms licence and marriage certificate
- membership of a trade union or professional association
- information about conflicts of interest, gifts, directorships or shareholdings
- information you provide to BNZ during interviews (including video or phone interviews)
- information you provide to BNZ's People Team about any recruitment concerns or questions you have.

We may collect information about you from third parties

With your authorisation, we may collect information about you from third parties, including:

- any information provided by your nominated referees
- a criminal conviction check from the Ministry of Justice
- information to confirm your academic or other qualifications
- health information, for example, if we require you to submit medical certificates as part of joining BNZ
- credit information, including bankruptcy and insolvency information
- information to assist with recruitment due diligence (such as matching against sanctions, and other screening watchlists)
- information to confirm your employment history
- information to reveal any record of money laundering or terrorism financing, or to identify if you are a politically exposed person, in line with requirements for anti-money laundering and countering finance of terrorism (AML/CFT)
- additional checks as required by the Reserve Bank for executive or senior leader roles
- other probity checks if required by the seniority of the role.

We may collect information from public sources

We may also collect information that you have made public, including on social media platforms, if we consider the information relevant to your application.

4. How we use personal information

We will use your information to assess your application

We'll use your personal information to:

- communicate with you about your application
- assess your eligibility and suitability for the role you have applied for
- carry out pre-employment checks that are relevant to your application, such as credit checks, criminal history checks, AML/CFT checks, and sanctions checks
- meet our obligations under AML/CFT and other laws, report internally and externally on our recruitment processes (using only anonymised and/or aggregated information).

We will only share your personal information with people who need to help with recruitment, including the BNZ People Team and the BNZ People Leader(s) who will manage you if you are successful.

If you provide your consent during the application process, we may also use your personal information to consider you for other roles within BNZ.

We will share relevant information with your referees

We will contact your nominated referees and share relevant information about you (such as the role you have applied for) to obtain a reference.

We may share your personal information with external agencies

We will share your personal information with third parties who act on our behalf to verify information you have provided and to carry out relevant checks.

External agencies we may contact include:

- employment agents who have been involved in your application, to advise them of the outcome
- people or agencies you authorise us to disclose your information to, such as credit reporters
- sanctions authorities, such as the Ministry of Foreign Affairs and Trade, the Department of Foreign Affairs and Trade (Australia), the UN Security Council, and the EU.

5. How we protect personal information

We take reasonable steps to ensure your personal information is protected against loss, unauthorised access and disclosure, or any other misuse. We have strict 'need-to-know' access controls for who can see your personal information.

If we use a third party to process or store your personal information, we also make sure that those third-party service providers meet our privacy and security requirements. We have contracts with our third-party service providers that ensure we maintain control over our data, including documents stored or processed on our behalf.

6. You have the right to manage your personal information

You have privacy rights. You can access, correct, and raise concerns about the privacy of your personal information.

You can access your information

You have the right to know what information we hold about you. We'll be as open as we can with you, but we may need to withhold personal information occasionally, for example if the information:

- relates to evaluation information provided to us in confidence (such as a job reference)
- includes personal information about other people.

If we need to withhold any information, we'll tell you why.

You can correct your information

You have the right to ask us to correct personal information that you think is wrong. If we cannot correct your information, for example if we don't agree that

it's wrong, we'll tell you why. You can then ask us to attach your correction request to the information as a statement of correction.

You can access or correct your personal information by emailing privacy@bnz.co.nz.

You can ask us to delete your information

You can ask us to delete your personal information in Workday by logging in and selecting 'Delete My Information'. We may hold some information outside Workday which will be deleted in line with BNZ's Records Retention Policy. For example, emails and notes may have been generated outside Workday if you have taken part in the interview process.

7. How to get in touch with us

Let us know if you have any concerns about the way we've collected, used, or shared your personal information. Also tell us if you're concerned about the way we've handled your request to access or correct your information.

First, email BNZ.Careers@bnz.co.nz.

If you've raised concerns and we've been unable to resolve them for you, you can complain to the Office of the Privacy Commissioner. You can do this by:

- completing an online complaint form at www.privacy.org.nz
- writing to the Office of the Privacy Commissioner, PO Box 10-094, The Terrace, Wellington 6143.

