

Privacy Statements for Job Applicants

Waipa Networks Team Member Privacy Commitment

At Waipa Networks we are committed to protecting the privacy of personal information that you have provided to us. All applicant information is gathered, processed and secured in accordance with the Privacy Act 2020.

Purpose of collecting information

All information gathered as a result of recruitment and selection activities is collected for the purpose of selecting the best people to work in our team. This information is protected in different ways under the Privacy Act and can only be used for the purposes for which it was collected. This document is to let you know how we collect, use and disclose your personal information.

How We Collect Personal Information

We collect personal information in a number of ways through the recruitment process, including:

- when you provide information by phone or in documents such as an application form or a CV; this may be directly on our website, through a recruitment agency website, via e-mail or delivery of hard copy of such information;
- through interviews with you in person or by telephone;
- by contacting the individuals that you have nominated as your referees;
- through the administration and assessment of the results of aptitude tests and the interpretation of the results of such tests;

Our recruitment process

We strive to put the best person in the right role. Our goal is to work with people's strengths and potential in order to get the best out of them. We are keen on recruiting people who are passionate about what they are doing, and are focused to achieve the best result.

Registration

If this will be your first time applying for the role you will be asked to register with our business partner People4Success and submit your contact details, type of roles that you're interested, location, your experience level, any relevant work permit etc

Applying for a job

If you have interest in a position at Waipa Networks, you will be able to apply for the role by simply clicking on the apply button, and updating your most recent CV and cover letter.

Shortlisting

We create a list of applicants whose skills and experience closely match with the role requirements and let those who have not been successful at this point know.

Phone screen

Your interest and your experience will be crossed checked with you on the phone, where you will also be able to ask questions about the role that might not have been covered by the advertisement.

Interviews

Interviews may be conducted via telephone, in person or through online video technology (such as Zoom), depending on the situation. We will try to get the better idea of who you are and if you are a good fit for the team. You are also able to ask questions and find out if this is the right role and we are the right company for you. Our interviews will touch on behavioural questions as well as technical questions relating to the role you've applied for.

Second interview and further assessments

Depending on the level and requirements of the role you might be invited to attend a second interview.

At this interview your competency and role-specific technical skills may be assessed.

Background and reference checks

If you have been successful in the process so far, we will proceed further with due diligence. With your consent, we will conduct checks such as: employment reference checks (preferably from your current or most recent past employer), credit, criminal background, academic qualifications etc.

Pre Employment Drug and Health check

As we are operating in a safety sensitive workplace, any employment offer will be subject to a delivery of a clean pre-employment drug and health check. This will be arranged prior to your start date.

Your time to shine

Once the successful candidate has signed the contract, it will be their time to shine. We will make sure that all evaluative data of all applicants are destroyed after the recruitment process has been completed. The successful candidate's documents such as CV, Cover letter, copy of qualifications and work permit will be saved in a personnel file and will be protected under the Privacy Act.

How We Use Your Personal Information

We will only disclose your personal information to people to whom it is relevant. This may include hiring managers, people within the Culture, Capability and Performance Team, and people within the Payroll and Finance team.

We may also disclose your personal information to the following parties outside of Waipa Networks or People4Success:

- government bodies or law enforcement agencies as required/authorised by law;
- organisations and government agencies that provide background checks, including credit, criminal and education background checks (provided you have been informed and have agreed to this as part of a recruitment process for a role you have applied for);
- any other person or organisation where you have given us specific consent to share your personal information with such person or organisation

You Can Access Your Personal Information

Your information is protected in different ways under the Privacy Act and can only be used for the purposes for which it was collected. You can look at any information we hold on you at any time. The exception to this is any evaluative material according to Principle 6, Privacy Act 2020.

Safeguarding Information

We will take appropriate measures to ensure there are safeguards in place that are reasonable in the circumstances to prevent loss, misuse or disclosure of personal information, as per Principle 5 in the Privacy Act 2020

Questions or Concerns

You have the right to complain to us if you feel we have collected, used, or disclosed your personal information in an improper way. You may do so by lodging a complaint in writing with our Privacy Officer, and you will be entitled to a response within 30 days.

Our Privacy Officer is our Stakeholder Services Manager, Kerry Watson. You can contact him at privacy@waipanetworks.co.nz

If you feel further action is required to address your complaint, you may seek the involvement of the Privacy Commissioner.