

Privacy Policy

This Privacy Policy applies to all personal information collected by Trade Assist Limited via the website located at www.tradeassist.net

How to contact us about privacy

Your privacy is very important to us. Our company standards require us to protect information about you and your rights to privacy. Privacy law in New Zealand places strict requirements on us to treat information collected from you as confidential, to store your information securely and to allow you access to check and correct the information we hold about you. For those reasons, please read the following details carefully and get in contact with us if you have any questions. You can contact us on: info@tradeassist.net or 0800 999 599.

Collection and Purpose

We may collect personal information from you in the normal course of providing services to you as a potential employee. This includes information collected from our website. If you input any personal information into the website and this includes your curriculum vitae, or similar, it will be uploaded from our website.

In addition, we also collect cookies from your computer, which enables us to tell when you use the website and also to help customise your website experience.

The purpose for which we collect personal information is to provide you with the best service experience possible on the website. Some provision of personal information is optional. However, if you do not provide us with certain types of personal information, you may be unable to enjoy the full functionality of the website and our services. If you are submitting your information as a candidate for employment, we collect information to assess your suitability for a position(s) and for other purposes such as contacting references and performing background checks.

Disclosure

We customarily disclose personal information to our directors, officers and employees for assessing your suitability for a position(s) and to potential employers with your consent.

We also disclose personal information to our service providers who assist us in operating the website and where required by law to do so.

We will only disclose personal information to an unrelated third party with your consent.

Where applicable information is shared with these third parties, they are obliged to observe the confidential nature of such information and are prohibited from using any or all of this information other than for the purpose for which it was provided. We will not sell or trade your personal information.

Access and correction

The Privacy Act 1998 allows you to get access to, correct, or delete, the personal information we hold about you in certain circumstances. If you would like to obtain such access, please contact us on the details set out above.

We will try to ensure that all information we collect, use or disclose about you in accordance with this Privacy Policy is accurate. We expect that you will promptly notify us of any changes to your personal information. If you are an applicant for an employment position(s) you must provide personal information which is in all respects true, accurate and current and is not in any respect misleading or deceptive or likely to be misleading or deceptive.

Security

We understand the importance of your personal information and we have processes in place to ensure the security of your personal information, including encryption of all data when it is transferred to our service providers and limitations on access to personal information within our organisation. We have appropriate procedures in place to keep your personal information secure, prevent unauthorised access or disclosure and to ensure the appropriate use of information.

Privacy Complaints

If you consider that we have breached your rights to privacy in any way please contact us on the details set out above. All such complaints will be taken seriously and handled with fairness and discretion. We will always try to respond promptly. If you wish to submit a complaint, please provide us with all of the relevant details. Once submitted, we will assess your complaint and then write to you advising whether we consider that your complaint is properly dealt with under the Privacy Act and, if so, to offer a resolution which is consistent with our obligations under the Privacy Act.