



Robyn Young HR

Level 1, 267 Broadway Avenue, Palmerston North 4410

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www.robynyoung.co.nz

Privacy Policy

Introduction

Robyn Young HR Limited trading as Robyn Young HR ("RYHR" or "we" or "us") understands that your privacy is important and recognises the importance of respecting client privacy.

When you work with RYHR, we may collect information that can personally identify you.

In this privacy policy, we explain the circumstances in which we may collect Personal Information and how we may use it. By engaging or otherwise interacting with RYHR you consent to the terms of this privacy policy.

Personal Information

We may receive Personal Information from you, if you wish to do any of the following things:

- sign up to receive email updates from us;
- submit a request for us to respond to your queries;
- request human resources support;
- request support with your recruitment including advertising your vacancy on our website and social media platforms; and
- when you apply for a position advertised on our website.

If you choose to give us personal information, we may use it to support our client relationship with you.

What Personal Information will we collect?

In these instances, we may collect the following personal information ("Personal Information") from you:

- personal details, including name and date of birth;
- contact information including email address, phone number and address;
- government identifiers, such as driver's licence or passport number;
- financial information such as bank account details;

- any information requested for purposes of providing human resources or recruitment support;
- records of your interaction with us; and
- your business interests.

When we collect your Personal Information, we will hold this on our client database. Your Personal Information will be handled in accordance with the New Zealand Privacy Principles for the protection of personal information as set out in the Privacy Act 2020 (the “Act”).

We will take reasonable steps to keep your Personal Information confidential and to protect it from misuse, unauthorised access, modification or disclosure.

We have implemented and will maintain current standards of technology and operational security to protect your Personal Information from any such interference.

Non-Personal Information

We may also collect non-personal, de-identified and aggregated information (“Non-personal Information”) for data research and analytical purposes. Non-personal Information may be stored in offshore databases. We will comply and will procure that our offshore service providers comply (as applicable) with data protection laws under IPP 12 of the Act and with data protection laws of other jurisdictions in which we hold Non-personal Information.

We take our obligations under the Act and other applicable data protection laws seriously, therefore in addition to this policy, we also include terms in our agreements with our clients that describe how we:

- handle Personal Information and Non-personal Information during the delivery of our professional services; and
- handle the transfer of Personal Information and Non-personal Information offshore, ensuring that third parties are required to protect the information in a way which provides comparable safeguards to the Act and New Zealand data protection laws.

Use of Personal Information

We will not disclose Personal Information to a third party without first seeking and obtaining your consent, except in the circumstances explained below.

If you choose to give us Personal Information, we may use it to:

- support our client relationship with you;
- reply to your queries;
- carry out your instructions, provide our services, and otherwise fulfil our professional duties;

- improve or update our services or business;
- promote or market our service offerings;
- protect our rights, property or safety or those of third parties;
- satisfy any specific purpose which we notify you of at the time Personal Information is collected; and
- comply with any legal requirement, including any applicable law, court order, other judicial process, or the requirements of a regulator, and as otherwise required or permitted by law.

Promotional Purposes

We may use your Personal Information for marketing purposes, where:

- you have provided us with your express or inferred consent in accordance with New Zealand laws which may be done by:
 - entering your name and email address into our website to sign up for updates; or
 - registering to advertise your vacancy on our website;
- we have provided a simple method by which you can request not to receive marketing communications from us and you have not made such a request to us.

If you wish to opt out of receiving marketing communications from us, you may do so at any time by using the "Unsubscribe" link at the bottom of our emails to you, or by contacting us directly at hello@robynyoung.co.nz.

Updating Personal Information

You have the right to ask for a copy of any Personal Information we hold about you, and to ask for it to be corrected if you think it is wrong. You may also request for your Personal Information to be removed from our database. If you would like to do any of the above, please contact us at hello@robynyoung.co.nz or (06) 213 7676 or Level 1, 267 Broadway Avenue, Palmerston North, 4410.

Third party links

Our website and emails may provide you with links to other internet sites ("Third Party Sites") that are not operated by us, and which have different information privacy and collection practices. This may include links to recruitment websites in relation to our recruitment support, or links to the Ministry of Business, Innovation and Employment (MBIE) in relation to our human resources support.

If you choose to link from this website to a Third Party Site, you acknowledge that RYHR has no responsibility for the privacy of any Personal Information that you may submit to the operator of that website.

Cookies

Cookies are pieces of information that a website transfers to your computer's hard disk for record-keeping purposes. We currently use cookies on our website. You can control the extent to which your device allows cookies to be set on it by changing the settings on the software your device uses to access the internet (your browser software) however disabling website cookies may cause some page errors and reduced functionality.

Reviews and Updates

From time to time, we may revise this privacy policy and we suggest that you should periodically review our current privacy policy which will be available on our website. We will not contact you each time we amend this privacy policy.

How to contact us

If you have any questions about this privacy policy or our use of your Personal Information, please contact us at hello@robbyoung.co.nz or (06) 213 7676 or Level 1, 267 Broadway Avenue, Palmerston North, 4410.