

## Privacy Policy

Technical Recruitment Solutions is committed to protecting the privacy of our candidates and clients. We will ensure that the information you submit to us via our website or through any other means is held securely and only used for recruitment purposes, as set out in this policy.

## The Information We Collect and How We Use It

Technical Recruitment Solutions may collect your personal details, including but not limited to your name and contact details and other relevant information from your CV, supplied by you or in the public domain. This information is held, used and disclosed by us as follows:

1. to provide our recruitment services to you;
2. to maintain our business relationship, where you are a user of our website / services, whether a client or candidate;
3. to enable you to submit your CV for general applications, to apply for specific jobs or to subscribe to our job alerts or other e-news (Please see the separate section on your CV below which outlines additional uses and disclosures);
4. to match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (including any relevant sensitive information) to clients in applying for jobs;
5. to answer your enquiries;
6. to direct-market products and services – for example, advising you of news, industry updates, events, vacancies, reports and other relevant information (Where we do so, you will be able to unsubscribe from such communications if you choose);
7. to fulfil contractual obligations with our clients;
8. where you are registered as a candidate on our database, your personal information is accessible to our consultants to enable them to assess your suitability for vacancies;

9. to enable the development and marketing of other products and services and to improve our customer service and to make our services more valuable to you;
10. to trusted third parties where we have retained them to provide services that you or our clients have requested, such as reference, qualification and criminal reference checking services (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests;
11. to third parties who perform functions on our behalf and who also provide services to us, such as IT consultants and developers carrying out testing and development work on our business technology systems, research and mailing houses and recruitment coordinators. (These third parties comply with similar undertakings of privacy and confidentiality as Technical Recruitment Solutions);
12. we may also release personal information to regulatory or law enforcement agencies, if required to do so by law;

Please note - we take the utmost care in protecting your data and adhere to all relevant laws in this regard. Your information, whether private or public will not be sold, exchanged, transferred or given to any other party for any reason whatsoever unless specifically for recruitment services to you and not without your consent unless required by law.

By using our website and services you consent to our privacy policy.

### **Curriculum vitae ("CV") and your information**

We give you the option of submitting your CV via our website, direct email or by providing your CV to one of our consultants. You can do this either to apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up. Your CV will be stored in the Technical Recruitment Solutions database and will be accessible only by Technical Recruitment Solutions consultants and support staff for up to a year, unless we otherwise hear from you.

Our data is held securely by Bullhorn ([www.bullhorn.com/](http://www.bullhorn.com/)). Their Privacy Policy is: <https://www.bullhorn.com/privacy/>

You have the right at any time to ask us for a copy of the information supplied by you that we hold, although we may ask you to verify your identity prior to releasing any such information. You can access, update or request removal of your CV / information at any time simply by contacting us at [enquiry@trs.co.nz](mailto:enquiry@trs.co.nz) or by phone at 04 472 6558.

## **Use of Cookies**

We use Cookies solely for the purpose of improving our website and the services we offer to you.

## **Changes to our Privacy Policy**

This privacy policy may be changed by Technical Recruitment Solutions at any time. If we change our privacy policy in the future, we will advise you of these changes or updates by a prominent notice on our website and/or by email. Continued use of this website or our services after such changes will constitute your acceptance of such changes.

If you have questions or concerns about our online privacy commitment, please feel free to e-mail us at [enquiry@trs.co.nz](mailto:enquiry@trs.co.nz) or call us on 04 472 6558.

## **Equal Opportunities**

Technical Recruitment Solutions is an equal opportunities employer and a company committed to diversity. This means that all job applicants will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

## **Contact**

If you have any enquires you can contact us at: [enquiry@trs.co.nz](mailto:enquiry@trs.co.nz)  
Data Protection Officer - Louise Walker

### **Our head office is at:**

Technical Recruitment Solutions Ltd

342 Lambton Quay

Wellington

New Zealand

Phone: 04 472 6558

Email: [enquiry@trs.co.nz](mailto:enquiry@trs.co.nz)

**We know. We find. We care.**