

FREIGHTWAYS APPLICANT AND CANDIDATE PRIVACY POLICY

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This document explains the approach adopted by the Freightways Group and its related companies (“We”, “Us” or “Our”) involving the collection, use, storage, disclosure and retention of personal information, under the Privacy Act 2020, obtained by us through any pre-employment application process.

Personal Information

Personal information means information about an identifiable individual.

Freightways and your privacy

Freightways may collect personal information from you directly or through a third party provider. This includes through website facilitates, which assist with our candidate application process by collecting and passing the information you provide through this website to us.

What personal information do we collect and hold

We will collect and retain personal information from you in relation to the pre-employment application process, including (but not limited to):

- Name;
- Date of birth;
- Contact details;
- Education, qualifications and references from your institutions of study;
- Work history and references;
- Job history;
- Drivers Licence status;
- Citizenship / work visa status;
- Curriculum vitae information;
- Medical information;
- Criminal record; and
- Other information provided by you to evaluate your suitability for a position.

How we collect your personal information

We collect and retain your personal information in a number of ways, for example:

- When you provide your personal data via application forms (including online applications), resumes and covering letters, update your profile through a website, speak via telephone or use video recorded interviews etc;
- From third parties, for example your previous or current employers, in order to verify details about you and/or your application to work for us; and
- In various other ways that you interact with us during the recruitment process.

We also proactively look for great talent to become part of our team through referrals and by using career profiles and contact information on publicly available websites like 'LinkedIn'.

How we use your personal information

The purposes for which we will use the personal information we collect about you, include:

- Processing your job application, including assessing your suitability for the role, and where relevant, offering you a job with us; and

- Carrying out due diligence checks on you, including checking references in relation to your education and your employment history.

We will not use your personal information for any purpose other than those set out above, except where you give your consent, or the use is required or authorised by law.

We may retain your information to assess your potential suitability for future job opportunities. We may contact you from time to time about opportunities. You can advise us if you no longer wish to be contacted.

Disclosure of your personal information

We will not disclose your personal information, except in connection with the purposes described above, unless:

- We disclose it for a secondary purpose directly related to the purposes described above;
- You consent to the disclosure;
- The information is publically available information;
- The disclosure is necessary for the maintenance or enforcement of the law;
- The disclosure is necessary to prevent a serious threat to public health or safety; and/or
- The disclosure is otherwise required or authorised by law.

Taking care of your personal information

We store information in different ways, including in paper and electronic form. The security of your personal information is important to us and we will take reasonable steps to protect it.

How long do we store your personal information

Your personal information will be destroyed when it is no longer reasonably required for the purposes set out above.

Correcting and accessing your personal information

You can contact us if you think there is something wrong with the information we hold about you and we will try to correct it. We will try to help where we can, and if we cannot, we will let you know in writing. You have a right to request a copy of the information we hold about you, to seek correction or deletion of your information, and to lodge a complaint if you have concerns about how we have managed your information.

If you have any questions or would like to exercise these rights and your question or request relates to one of the Freightways Brands, please contact us using the brand specific contact from our privacy contacts page: <https://www.freightways.co.nz/privacy-contacts-for-freightways-brands/>

If your privacy question or request is more general, please send an email to privacy@freightways.co.nz.

Your personal information and privacy

This policy applies to all applicants for an employment or contractor position, referees, and potential candidates we have contacted.



What if you don't want to provide us with your personal information

You may choose not to provide your personal information to us by selecting 'I decline'. However, if we cannot obtain the personal information we need, we may be unable to progress or administer your application or contact you if a suitable opportunity is identified in the future.