

# Workday Candidate Privacy Statement

This privacy statement sets out how we (the Institute of Environmental Science and Research Limited (“ESR”) in respect of candidates applying for ESR positions, and the Institute of Geological and Nuclear Sciences Limited (“GNS”) in respect of candidates applying for GNS positions (and together ESR and GNS are “we” or “us”)) collect, use, disclose and protect your personal information received via the Workday application (“Workday System”) when you apply for a role with either of us. It also covers the information that GNS staff can see about ESR candidates and vice versa, and what Workday Limited as ESR’s and GNS’s agent, collects and uses to enable the provision of the Workday System to ESR, GNS and its candidates. Finally, this statement sets out how you can access, correct and delete any of your personal information held on the Workday System.

## Personal information

The term ‘personal information’ covers any information about an identifiable individual. Personal information includes data such as your name, unique identifier, location, phone number, email address, and may include the content of any interactions you have with the Workday System.

## What personal information do we collect?

When you apply for a role with either GNS or ESR, you will be requested to populate the Workday System with some or all of the following personal information:

- Name, email address, phone numbers, address
- Application information including right to work, criminal convictions, pending charges, medical conditions, previous CRI work history, conflict of interests and how you heard about the job
- Curriculum vitae and work experience
- Cover letter
- Highest educational qualification, termination from any previous roles
- Optional: gender, date of birth, ethnicity

We also may collect the following types of information relating to you via the Workday System (some of which will constitute personal information):

- Background checks including psychometric or personality tests, drug and alcohol screening, criminal checks, medical and credit checks
- Information from referrals and endorsements
- Interview notes
- Reference checks

We will tell you if we are collecting such information.

### *Information that Workday Limited collects*

Workday Limited collects the above information when you populate it on the Workday System or in some cases when you visit or interact with the Workday System. Workday Limited only uses your personal information in accordance with GNS’s and ESR’s instructions – which are to manage the Workday System and provide technical, security, configuration and trouble-shooting services. Workday Limited does not interact with the detail of the personal information stored on the Workday System.

## How do we collect your personal information?

We collect some or all of the above information:

- When you access and use the Workday System

- When you register for job alerts
- When your application is referred to us; including from a recruitment agency
- When you create a candidate profile within the system – both ESR and GNS can see these details
- When you apply for a role within the system – only the hiring entity (either ESR or GNS – not both) can see these details.

*How does Workday Limited collect my information?*

Workday Limited collects some of your personal information from ESR and GNS when you use and access the Workday System.

Workday Limited also utilises cookies to deliver its service to ESR and GNS – these are for session management, security management and routing information. These cookies expire at the end of each session. **How do we use your personal information?**

We collect your personal information in order to:

- enable you to log into the Workday System to access our recruitment pages (and if you are hired by either GNS or ESR, to enable you to complete pre-employment onboarding tasks)
- to set up job alerts and manage your job application/s
- enable you to utilise the functionality of the Workday System
- enable us to contact you
- manage prospects and talent pools.

*How does Workday Limited use my information?*

Workday Limited uses personal information only in accordance with ESR's and GNS's instructions to provide the Workday System, which may include technical, security, configuration and troubleshooting requirements.

## **How do we share your personal information?**

We may share your personal information that we or you input onto the Workday System as follows:

- the following personal information will be shared with the hiring agency's (i.e. either GNS or ESR) Recruitment Team:
  - Name, email address, phone numbers, address
  - Application information including right to work, criminal convictions, pending charges, medical conditions, previous Crown Research Institute (CRI) work history, conflict of interests and how you heard about the job
  - Curriculum vitae and work experience
  - Highest educational qualification
  - Termination from any previous roles
  - Background checks including reference checks, psychometric or personality tests, drug and alcohol screening, criminal checks, medical and credit checks
  - Information from referrals and endorsements
  - Aggregated usage and analytics reports – these reports will not include any identifying personal information.
- The following personal information will be shared with the manager hiring for your role:
  - Name
  - Application information including right to work, criminal convictions, pending charges, medical conditions, previous CRI work history, conflict of interests and how you heard about the job
  - Curriculum Vitae and Work experience
  - Highest educational qualification
  - Termination from any previous roles

- Background checks including reference checks, psychometric or personality tests, drug and alcohol screening, criminal checks, medical and credit checks
- Information from referrals and endorsements.
- If you are requested to provide a referee, the following personal information will be shared with your referee for the purposes of providing a reference about you: your name and that you have applied for a role with either GNS or ESR.
- Where we are required by law to do so.

*If I am an ESR candidate, what personal information can GNS see on the Workday System relating to me (and vice versa if I am a GNS candidate, what personal information can ESR see on the Workday System relating to me)?*

The Workday System is a 'shared tenancy' which means that both GNS and ESR are using the same instance of the system. While a number of elements of the system are separated between the two entities, the following personal information is shared which means that if you are an ESR candidate, the GNS Recruitment Team will be able to see the following information about you (and if you are a GNS candidate, the ESR Recruitment Team will be able to see the following information about you):

- Name, address, email address, phone number and role/s applied for.

Only the hiring agency (so either ESR or GNS – not both entities) can see the application details.

There are system administrator roles and log management roles within the Workday System that are shared between ESR and GNS to carry out system administration duties which may relate to configuration of the system, audit and reporting or managing business processes. This means your personal information may be viewable by people holding these roles. These individuals have all been required to sign non-disclosure agreements and are only permitted to use personal information disclosed to them for the purposes of operating the Workday System.

*How does Workday Limited share my information?*

Workday Limited shares personal information with its sub-processors in order to provide the Workday services. Such subprocessors are required to abide by terms no less protective than Workday Limited is required to abide by.

## **How do we store your personal information?**

Your personal information is stored on the Workday System. Workday Limited has implemented robust technical and organisational measures designed to protect your personal information against accidental or unlawful destruction, loss, alteration, unauthorised disclosure, or access.

## **How can you access and/or correct your personal information?**

You have the right to access and correct your personal information at any time. You can logon to the Workday System and make changes in your account. You can also change the user preferences associated with your account. If you are unable to access or correct your personal information yourself, please send an email to [ESR.Humanresources@esr.cri.nz](mailto:ESR.Humanresources@esr.cri.nz) for ESR applications and [careers@gns.cri.nz](mailto:careers@gns.cri.nz) for GNS applications.

## **How long do we keep your personal information?**

If your application is successful, your personal information will be used to populate your employee profile with your employing agency. If your application is unsuccessful, we will retain your information for up to two years and may use it to contact you about other jobs that may match your skillset. If you do not wish us to do this, please go to the 'Account Settings' page in the Workday System and click 'Delete my information'.

*How long does Workday Limited keep my personal information for?*

For the lesser of the time that ESR or GNS requires it or the duration of the Workday agreement in place with GNS and ESR.

## **Processing of personal information about and provided by a referee**

*What personal information do I need to submit about my referees (if requested for referee details)?*

If we are collecting referee details from you, you will need to confirm with your referee that they are comfortable providing a reference about you. If you do not have the referee's consent, please do not provide their details to us. You will also need to seek that referee's express consent to include their name, country, email address, phone number, job title, company name and relationship type before you insert such details onto the Workday System. The fields requesting these details are not mandatory, but we encourage you to complete them all, otherwise these details will need to be confirmed by us with you or the referee at a later date.

*What is the purpose for collecting details about my referee/s and the reference they provide?*

The purpose of collection of this information is to determine your suitability for the role you have applied for and to validate the referee's details.

*Who are my referee's details and the reference they provide about me disclosed to?*

Your referee's details and the reference they provide about you will be shared with the relevant HR Business Partner, the hiring manager, the internal recruiter, the HR Coordinator and System Administrators. We may either contact your referee verbally or via a secure referencing system, Xref, which provides referees with a list of questions to answer in writing. We will tell you which method we are going to use before contacting your referee. If Xref is used, your referee will be provided with details of where to locate Xref's privacy statement, which is also available at this link: <https://www.xref.com/privacy-policy>

*How long are my referee's details and reference retained for?*

If your application is successful, the details of your referee and reference will be included in your employee profile on the Workday System. If your application is unsuccessful, we will retain reference information for up to two years unless you request that we delete it.

## **How can you make a privacy related complaint?**

If you would like to make a privacy complaint relating to the Workday System, for ESR applicants please contact [ESR.Humanresources@esr.cri.nz](mailto:ESR.Humanresources@esr.cri.nz). For GNS applicants please contact [careers@gns.cri.nz](mailto:careers@gns.cri.nz).

## **Changes to this privacy statement**

We may update this privacy statement from time to time. Any such changes will be posted here. This privacy statement was last updated on 20 March 2023. We recommend that you check back frequently to see any updates or changes.