

# Workday Employee Privacy Statement

This privacy statement sets out how we (the Institute of Environmental Science and Research Limited (“ESR”) in respect of ESR staff, and the Institute of Geological and Nuclear Sciences Limited (“GNS”) in respect of GNS staff (and together ESR and GNS are “we” or “us”)) collect, use, disclose and protect your personal information received via the Workday application (“Workday System”). It also covers the information that GNS staff can see about ESR staff 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 each of its staff. Finally, this statement sets out how you can access and correct 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?

The Workday System has been pre-populated with your name, email address, start date, job position, employee ID, salary, ethnicity, birth date, visa information (if applicable), banking details, your manager’s name, home and work address, home and work telephone numbers, cost centre, work status (i.e. part-time/full-time etc), compensation and related payroll information, and performance ratings and course completion records from prior years (ESR employees only). We also collect the following types of information relating to you via the Workday System (some of which will constitute personal information):

- Driver’s licence (optional to provide)
- Passport (optional to provide)
- Emergency contact details, including legal name and relationship to you.

### *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:

- at the time you joined ESR or GNS as a staff member
- when you access and use the Workday System.

### *How does Workday Limited collect my information?*

Workday Limited collects some of your personal information from ESR and GNS which is pre-populated on the Workday System, and also 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
- you to utilise the functionality of the Workday System, including completing your leave and time recording
- us to pay you
- us to understand and manage our workforce
- us to manage our jobs, compensation and organisation structure
- us to complete reporting and analytics
- us to meet reporting obligations.

*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 trouble-shooting 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 People and Culture Team:
  - Job and position information and history including but not limited to FTE, contract type, length of service etc
  - Compensation information and history, including salary, allowances (including Kiwisaver), and one time payments
  - Leave requests, balances and all timesheet entries
  - Personal information including address, date of birth, gender, ethnicity, visa details
  - Job application details
  - Education
  - Pay information including deductions, allowances, IRD number and tax code, bank account and other information required to pay our employees
  - Emergency contacts
  - Performance ratings, associated comments, and feedback given and received
  - Any career preferences and skills (inputted by you into the system)
  - Any succession planning information (if applicable, this will include your name relating to a particular position)
  - Any assessment of potential (if applicable, this will include your name with a rating descriptor).
- the following personal information will be shared with your manager:
  - Job and position information and history including but not limited to FTE, contract type, length of service etc
  - Compensation information and history, including salary, allowances (including Kiwisaver), and one time payments
  - Leave requests, balances and all timesheet entries
  - Preferred name
  - Emergency contacts
  - Education
  - Performance ratings, associated comments, and feedback given and received
  - Any career preferences and skills (inputted by you into the system)
  - Any succession planning information (if applicable, this will include your name relating to a particular position)
  - Any assessment of potential (if applicable, this will include your name with a rating descriptor).

- the following personal information will be shared with the Finance Team:
  - Name
  - Job and position details, including FTE, contract end dates for budgeting purposes and cost analysis
  - Compensation information and history, including salary, allowances (including Kiwisaver), and one time payments for budgeting purposes and cost analysis
  - Bank account information (for reimbursement of expenses, or payroll recoveries)
- please refer to information shared between GNS and ESR in the following section
- where we are required by law to do so.

*If I am an ESR staff member, what personal information can GNS and GNS staff see on the Workday System relating to me (and vice versa if I am a GNS staff member, what personal information can ESR and ESR staff 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 staff member you will be able to see the following information about GNS staff members (and vice versa):

- Name, position title, organisation department, employment type, work location, work address, work email address, work phone number and manager name, upcoming absences (marked as generic 'leave'), management chain, organisation data such as cost centre, paygroup, any data regarding mentorships (names of mentors and mentees, their position and work address, and skills a mentor is able to mentor in).

Visibility of work and home contact information can be restricted by you as a user. All home contact information should be set to 'Private' to protect your privacy. Work contact information should be set to 'Public'.

The system administrator roles within the Workday System are shared between ESR and GNS to carry out system administration duties which relate to configuration of the system, audit and reporting or managing business processes. 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.

Finally, in order to operate the Workday System, there are some security roles within ESR and GNS that require access to the logs behind the system. 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 subprocessors 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 staff and [careers@gns.cri.nz](mailto:careers@gns.cri.nz) for GNS staff.

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

We only keep your personal information for as long as we require it. Sometimes this requirement will be mandated by law.

*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.

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

If you would like to make a privacy complaint relating to the Workday System, for ESR staff please contact the People and Culture Team in the first instance ([ESR.Humanresources@esr.cri.nz](mailto:ESR.Humanresources@esr.cri.nz)) or contact ESR's Privacy Officer directly. For GNS staff 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.