

PRIVACY POLICY

Last updated: 1/08/2025

At Mekano Talent, we take your privacy seriously. This Privacy Policy explains how we collect, use, store, and share your personal information in line with the New Zealand Privacy Act 2020.

1. What We Collect

We may collect the following personal information from candidates, clients, or website users:

- Name and contact details (phone, email, address)
- CV, employment history, education
- References, referee contact details
- Right to work status, visa information (if applicable)
- Notes from interviews or conversations with us
- Feedback from clients or referees

2. Why We Collect It

We collect personal information to:

- Match candidates to job opportunities
- Communicate with you about roles, interviews, or applications
- Provide recruitment services to clients
- Fulfil legal and contractual obligations

We collect information directly from you or from publicly available sources (e.g. LinkedIn), referees, or third parties with your consent.

3. Who We Share It With

We may share your information with:

- Client organisations, when you've given us permission to represent you
- Referees, when you've nominated them
- Third parties that support our business (e.g. cloud storage providers) — these providers are bound by confidentiality agreements and privacy obligations

We **do not sell** your personal information.

4. How We Store It

Your information is stored securely in electronic systems that are password-protected and access-controlled. We retain your data only as long as necessary for recruitment purposes or legal requirements.

5. Your Rights

You have the right to:

- Access the personal information we hold about you
- Request correction of any inaccurate or outdated details
- Ask us to delete your information (unless we're legally required to keep it)

To exercise your rights, please contact us at hello@mekanotalent.co.nz

6. Updates

We may update this policy from time to time. The most recent version will always be available on our website: www.mekanotalent.co.nz