

Privacy notice: Recruitment

When you apply for a role with EA Networks, we will collect personal information directly from you as part of the recruitment process. This information is used to assess your suitability for employment and to manage your application.

You will be asked to provide us with personal information which includes but is not limited to:

Name, contact details, CV, education background, employment history, referees, driver's license details and professional licences. EA Networks may also collect personal information about you from third parties, where relevant to the role and with your consent, where required. This may include (but is not limited to) referees you have nominated, recruitment agencies, recruitment platforms, background checking providers, pre-employment medical assessment providers, pre-employment drug and alcohol testing providers, credit checking agencies where applicable, results of police checks, ACC, the Ministry of Justice, identity and right-to-work verification providers, probity checking providers, property checking providers, qualification verification providers, driver licence and driving record providers, and relevant professional registration or licensing bodies, such as the Electrical Workers Registration Board

We may also collect information from other sources relevant to our recruitment process. Where we do so, we will take reasonable steps to ensure that you are aware of that collection, including the purpose for which the information is obtained and how it will be used, either before the information is collected or as soon as reasonably practicable after collection.

We may collect and manage your application through third-party platforms (for example, online recruitment portals such as Seek or Trademe). Where such providers are used, they process and store your information as part of providing recruitment services to us. EA Networks remains responsible for the protection and handling of your personal information and for complying with its obligations under the Privacy Act 2020.

Your personal information may be used by EA Networks personnel involved in recruitment and may be shared with relevant internal decision-makers and where necessary, those assisting with recruitment and onboarding processes. The disclosure is for the purpose of processing or full consideration of your application.

Any offer of employment may be subject to satisfactory completion of relevant pre-employment checks and confirmation that you hold any licences, permits, qualifications or clearances required for the position.

If you choose not to provide information that is necessary for the recruitment process, we may be unable to fully consider your application for employment.

If your application is successful, we will retain your information as part of our employment records.

If your application is unsuccessful, EA Networks will retain your information for up to 3 months after the recruitment process concludes, for recruitment administration purpose. If you do not wish us to retain your information for this purpose, please contact Sarah Green, People Engagement & Capability Manager.

You have the right to request access to, and correction of, your personal information held by us. If you have any questions about how your information is collected or used, please contact Sarah Green People Engagement & Capability Manager

sgreen@eanetworks.co.nz