

## Privacy Policy Published 25 February 2021

Get-Go's Privacy Policy has been created because we value our users and recognise their right to keep personal information private and secure, as per the Privacy Act 2020.

This policy discloses our information gathering and dissemination practices for www.get-go.nz (including as published across desktop, mobile, tablet, apps and any subdomains) (referred to in this Privacy Statement as the "Site"). Get-Go collects Personal Information and Personal Information from site visitors for the purposes of providing services to our users, and (as described below) for the purposes of better customising our services to you.

Any Personal Information and Personal Information collected from you will be used by us in accordance with and as described in this Privacy Statement. This Privacy Statement has been prepared by The Horowhenua Company Limited (NZBN: 7074114).

### Definitions

In this Privacy Statement:

- any reference to "Get-Go", "**we**", "**us**" and "**our**" includes a reference to The Horowhenua Company Limited
- "**Employer**" refers to individuals or entities that post job ads on our Site or use other products to source potential talent for job vacancies;
- "**Talent**" refers to users of the Site and "Registered Users" refers to Candidates who register on the Site for the purposes of learning and connecting to opportunities, specifically, education and employment opportunities advertised on Get-Go website;
- "**Personal Information**" has the meaning attributed to that term in the Privacy Act 2020;
- "**Privacy Act**" means the New Zealand Privacy Act 2020;
- "**Talent Search**" refers to a Get-Go product which allows Employer to search, refine and connect with Talent who maintain a Get-Go Profile and have a privacy setting of 'available to work'

### Collecting other information on Get-Go website visitors

Get-Go collects non-Personal Information on Site visits by users which may include, without limitation, which sections of the Site are most frequently visited, how often, and for how long. This data is always used as aggregated, non-Personal Information, and may be shared with Get-Go partners to provide them with information relating to how Get-Go visitors 'use' the Site. This is done for the purpose of providing you with the best and most efficient career management and recruitment services.

### IP Addresses

Get-Go's web servers gather your IP address to assist with the diagnosis of problems or support issues with our services, and to monitor the use of our Site, including the monitoring of the location of our users.

### Cookies

Get-Go uses cookies and applets to provide Candidates with a better browsing experience and tailor advertisements from Get-Go or from our business partners that appear, (on the Site or other websites) to your browsing preferences and/or your Get-Go Profile, (as defined below). These cookies and applets collect non-Personal Information such as preferences and click activity for measurement and for features such as remembering your details for 'Auto Login' (provided you have chosen this option), and remembering your search criteria for the search function.

Get-Go uses cookies and scripts in respect of Advertisers to assist Get-Go in improving website performance, making business decisions, aiding in error reporting and testing new functionality. These cookies and scripts collect non-Personal Information such as preferences and click activity for measurement and for features such as remembering your details for 'Auto Login' (provided you have chosen this option). If you do not wish to have cookies active whilst you browse the Site you can "opt out" by modifying the privacy options in your browser. However, doing so will prevent access to some areas of the Site and limit your use of some of the Get-Go services.

### **Third Party Measurement**

In order to better understand our users, Get-Go utilises third party measurement companies to assess Site and mobile Site traffic. A tracking code is used to collect the following information on the usage of the Site:

- The number of page views (or page impressions) that occur on the Site;
- The number of unique visitors to the Site;
- How long these unique visitors (on average) spend on the Site when they do visit; and
- Common entry and exit points into the Site.

This aggregated, non-Personal Information may be collated and provided to Get-Go to assist in analysing the usage of the Site. This data may be accessible by media organisations and research companies, for the purpose of conducting industry comparisons with other Internet websites.

### **Collecting information on Registered Users**

As part of registering with Get-Go, we collect Personal Information about Registered Users in order for Registered Users to take full advantage of Get-Go's services. To do this it will be necessary for Registered Users to provide additional information to Get-Go's.

### **Registration**

Becoming a Registered User allows you to take advantage of more of the tools, services and resources that may assist you in finding a job. To become a Registered User you will need to submit some Personal Information such as your name and email address. You may access your information at any time by clicking 'Edit Profile' on 'the Site'. Get-Go may also use this information in order to customise the service we provide to you.

### **Other information Get-Go may collect**

Get-Go may also collect and use information about your job seeking needs, characteristics and priorities by collecting and analysing data about how you use, or interact with, the products and services offered on the Site (including, by way of example, usage patterns around how regularly you update your profile or how often you submit job applications).

### **Storing employment files**

Registered Users may elect to store employment files in their 'Profile' area, and use those files when applying for a job and to supplement their Get-Go Profile. Remove a employment file from the 'Profile' area will mean it is no longer accessible to the Registered User. Deleted records may still be stored by Get-Go in testing or backup systems for a period of time.

Where CVs are held in testing environments, these are held in closed and secure environments and information is only used for the purpose of internal software testing. Information held in backup systems is only held for the purposes of backing up systems in

the event of a data loss.

### **Get-Go Talent Profile**

A Get-Go Talent Profile can include a CV, employment and educational history, and contact details. You may populate this information on your Get-Go Profile or the information may be automatically populated using answers to questions you have provided as part of your sign-up process. You can edit your Get-Go Profile at any time.

Employers are able to search Get-Go's database to find and contact relevant candidates. Upon registration, all Registered Users will be asked to create a personal Get-Go Profile ('Get-Go Profile') by providing some key information and selecting whether they are 'available for work' or 'not available for work'. By selecting 'not available for work', Registered Users profile will be private.

### **Online Applications**

Making an online application to a job advertisement on Get-Go is a free and optional service that requires Candidates to complete mandatory fields (for example first name, last name, telephone number and email) so that the Advertiser can identify and contact the applicant.

Registered Users will also have the option of easily attaching a saved CV. When you apply for a job advertisement on the Site, applications, including attachments and cover letters, are:

- forwarded directly on to the Advertiser and/or its nominated representative; or
- stored in the Get-Go Employer Profile. The Get-Go Employer Profile allows employers to easily and effectively manage their recruitment process via one central location made available by Get-Go.

Some employers may also require you to answer a list of questions selected by that Employer as part of your online application. By answering the Application questions you acknowledge that Get-Go will provide your answers to that employer.

By applying to a position advertised on Get-Go you are requesting that Get-Go provide the information you provide to the relevant Employer and/or their nominated representative. Any questions you have relating to a position advertised on Get-Go, your online application and/or the status of your application should be directed directly to the employer or their nominated agent, not Get-Go. Get-Go may also retain this information in order to customise the service we provide to Candidates. Get-Go reserves the right to disable or delete a saved CV or cover letter at its discretion.

Employers are asked by Get-Go to comply with all relevant obligations relating to the use and disclosure of Personal Information. The use of your information (personal or otherwise) by these Get-Go is not within the control of Get-Go and we cannot accept responsibility for the conduct of these companies. Candidates have the right to directly contact Employers to request access to any Personal Information that you have sent as part of an application or that has been provided to them as part of a Get-Go Profile.

### **Communications to and from Get-Go**

Get-Go may also provide you with selected information about job placement and career-related topics in email communications including in our email newsletter and all other communications channels. You agree that Get-Go may contact you about products and services purchased or used by you, and to offer additional products and services.

### **Research**

Get-Go may invite you through email to participate in market or other research from time to time. This includes research about our current or potential products and services, the overall employment market and/or specific segments of the employment market (“**Research**”). You may opt out of receiving Research invitations at any time by emailing [info@get-go.nz](mailto:info@get-go.nz).

### **Contractors and Partners**

Get-Go may also disclose your Personal Information to Get-Go’s service providers, contractors and partners from time to time but only for the purpose of:

- assisting us to deliver the products and services we offer to you
- enabling you to access the products or services they offer, or
- conducting Research

Third parties with whom we share your Personal Information are asked by Get-Go to comply with all relevant obligations relating to the use and disclosure of Personal Information that are outlined in the Privacy Act. Where you are asked by a third party to provide your information directly to them (for example, following a referral from Get-Go), the use of your information (personal or otherwise) by these parties partners will be governed by their own privacy policies and is not within the control of Get-Go and we cannot accept responsibility for the conduct of these entities.

### **Related Companies**

Get-Go may also disclose your Personal Information to Get-Go’s related entities from time to time but only for the purpose of assisting Get-Go to deliver the products and services offered to you. Get-Go may also receive Personal Information from Get-Go’s related entities from time to time in accordance with the privacy policy of those related entities and/or the Privacy Act (as applicable).

### **Storage & Security of Personal Information**

Get-Go takes all reasonable steps to ensure the security of our system and to protect your information from misuse, interference and loss as well as unauthorised access, modification or disclosure. Get-Go allows you to access your information at any time to keep it accurate and up to date. Any information which we hold for you is stored on secure servers, either in Australia or overseas (including the United States of America), that are protected in controlled facilities.

In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality and privacy of any Personal Information held by Get-Go. Except in the case of breaches of our obligations under the Privacy Act to protect your Personal Information, Get-Go will not be held responsible for events arising from unauthorised access of your Personal Information.

In the event of a data breach, Get-Go is committed to complying in all respects with any requirements of the Privacy Act. You can also play an important role in keeping your Personal Information secure, by maintaining the confidentiality of any password and accounts used on the Site. Please notify us immediately if there is any unauthorised use of your account by any other Internet user, or any other breach of security relating to your account.

### **Data retention**

We retain information you provide to us and which we collect about you, including Personal Information, for so long as we continue to provide services to you and specifically until such time as you request us to delete your Personal Information. To request deletion of your Personal Information, please contact [info@get-go.nz](mailto:info@get-go.nz).

## **Data transfers**

Get-Go's headquarters are located in New Zealand, and so your information may be transferred to and/or stored in, Australia or the United States. In addition, we sometimes transfer or disclose information to third parties including to persons and businesses outside New Zealand. These transfers are made in order to assist us to provide you with the products and services, and/or to improve the products and services we offer you.

Where we transfer information to persons outside of New Zealand that information will be treated according to similar (but not lesser) standards imposed by the requirements of the New Zealand Privacy Act in relation to that information by Get-Go's entry into binding contractual arrangements with such third parties.

## **Feedback and Complaints about privacy and the Get-Go website**

Get-Go welcomes ideas and feedback about all aspects of the Site. Get-Go's stores feedback that users send to us. This feedback may be used to administer and refine the service we provide and may be shared with Get-Go's partners either in aggregate form or with specific identifying characteristics removed.

If you have any complaints about our dealings with your Personal Information including any breaches by us of any privacy laws or any questions regarding this Privacy Statement you are able to submit that complaint or query by contacting us at [info@get-go.nz](mailto:info@get-go.nz) or post using the methods detailed in the "Contact Us" paragraph below. All correspondence will be followed up promptly by the Get-Go team.

## **Privacy & Site Changes**

From time to time, Get-Go may review and update its Privacy Statement. Revised versions will be made available on the Site.

## **Contact Us**

If you have any feedback or questions about this Privacy Statement, the practices of this Site, or your dealings with Get-Go, you can contact us in the following ways:

**Email:** [info@get-go.nz](mailto:info@get-go.nz)

**Post:** Level 1, The CS Law Building, 28 Queen Street, Levin 5540

## **More Information About Privacy**

For more information about privacy issues in New Zealand and protecting your privacy, visit the New Zealand Privacy Commissioner's website.