

Purpose

Enviro Waste Services Limited (“**EnviroNZ**”) is committed to compliance with the Privacy Act 1993, soon to be replaced by the Privacy Act 2020 (“**Act**”). The Act sets out principles which govern the way personal information may be collected, used, disclosed, stored and accessed by others.

This Policy relates to personal information collected by EnviroNZ, including personal information of its employees, customers, contractors and suppliers (“**you**”), and outlines how EnviroNZ deals with personal information in compliance with the Act.

If you have any concerns regarding this Privacy Policy, please email us at: privacy@enviroz.co.nz

Collection of Personal Information

Personal information is any piece of information that relates to a living, identifiable human being. This includes name, postal address, email address, telephone number, location, drivers licence details, financial information, health information and purchase records.

In general, we may collect personal information from or about you in the following ways:

1. from you directly where reasonable and practical to do so. For example, EnviroNZ may collect personal information via telephone or letter, or when you provide a resume/CV, submit a form online or enter an agreement with EnviroNZ; and
2. from an external third-party including recruitment agencies, public sources and referees. For example, EnviroNZ employees are required to undergo a criminal record check, medical examination and drug and alcohol testing prior to and during the course of their employment with EnviroNZ. The results may be provided to EnviroNZ directly.

EnviroNZ does not collect personal information unless it is necessary for EnviroNZ to perform one or more of its functions and activities, or another purpose set out below.

EnviroNZ will take reasonable steps to destroy personal information when it is no longer required for such functions and activities or other purposes.

For security, training, dispute resolution and quality purposes, EnviroNZ may monitor and record your communications with EnviroNZ (including email and telephone) and operate video and audio surveillance devices in EnviroNZ premises. You will be advised when this is happening.

For further information on EnviroNZ’s video footage collection and storage practices, see the document titled “Privacy Statement: Video Footage” at <https://www.envirowaste.co.nz/privacy/> (external) and “Worker Privacy Statement – Technology and Data” (internal) – as applicable.

There are various EnviroNZ internal policy documents which require, or provide an option for, the collection of EnviroNZ’s employees and contractor’s personal information. Employees and contractors are deemed to consent to the collection, use and disclosure of personal information detailed in those policy documents (as applicable), as well as this Privacy Policy.

Use and disclosure of personal information

In general, we may use your personal information for one or more of the following purposes:

- To perform EnviroNZ's functions and activities, including:
 - Establishing and administrating customer accounts;
 - Providing waste disposal and other services for its customers;
 - Complying with our policies and contracts with you and third parties;
 - Communicating with you; and
 - Improving our services;
- For the purpose notified to you at the time it was collected;
- A range of other business managerial, operational and administrative purposes including internal auditing, administration, health and safety, security, insurance, verifying identity, credit checks, debt collection, dispute resolution, investigating misconduct;
- For management or statistical purposes. On these occasions we will use the information to analyse and examine trends and demographics to help us offer improved services;
- To consider applications for employment, manage employee performance and administer an individual's employment, for example making salary payments and assessment of leave requests; and/ or
- To comply with our legal obligations, including in response to requests from Police.

In general, we may disclose your personal information to the following people:

- Employees within EnviroNZ;
- To service providers, contractors and suppliers;
- To related companies, business partners and joint venture companies;
- To government agencies and authorities;
- Third parties and advisors involved in a purchase or potential purchase of or by EnviroNZ; and/ or
- To EnviroNZ's customers or prospective customers (concerning the personal information of EnviroNZ's employees and contractors and only where reasonably required).

Disclosures of personal information to third parties will always be for a purpose detailed or referred to in this Privacy Policy or in accordance with the Act.

Some of the third parties that EnviroNZ may disclose personal information to (including suppliers and related companies) may be located in countries overseas. In such circumstances, EnviroNZ will ensure that your personal information will receive protections which are similar to the protections provided in New Zealand under the Act.

We will not use or disclose your personal information other than as set out above unless we have your express consent, or unless we believe on reasonable grounds that use or disclosure is permitted under the Act.

Access to Personal Information

Under the Act you have the right to access and correct the personal information which we hold about you. You can do this by sending an email to privacy@enviroNZ.co.nz or to the team or department directly i.e. Payroll or People & Culture . You can also verbally request a copy of your health records from the Health and Safety Team.

We will comply with any request to access your personal information held by us to the extent required by the Act. If we do not allow you to access your personal information, we will provide you with the reasons for our decision. We will also advise you of your right to make a complaint to the Privacy Commissioner.

Changes to the Policy

This policy may change from time to time and for any reason. Where appropriate, you will be notified of these changes.

A record of changes made to this Privacy Policy is set out below:

Date	Description of Change
21 September 2020	Document Created
21 September 2020	Other document titled "Privacy Policy" renamed "Worker Privacy Statement – Technology and Data"