

	<b>MANAGEMENT SYSTEM</b>	Document Number
		WSF-MAS-POL-010
<b>PRIVACY POLICY</b>		Revision Number / Date
		01 / 01 Jul.23
		Page Number
		Page 1 of 6

# Privacy Policy


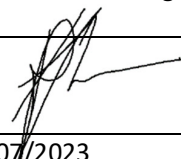
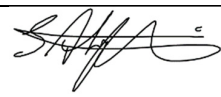


**Replacement / Revision**


This document supersedes: Rev - -

Any comments and proposals for revisions or additions must be directed in writing to Commercial Manager.

**Approval**

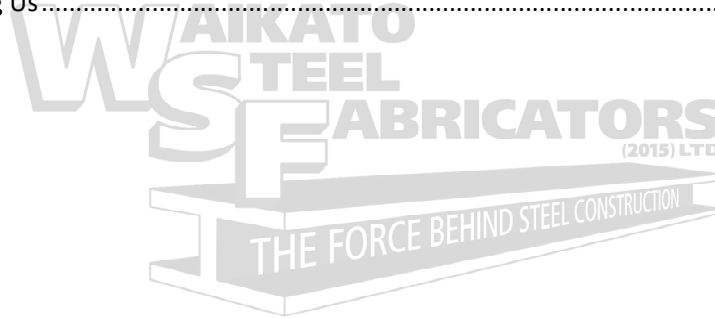
	<b>Compiled by</b>	<b>Reviewed by</b>	<b>Approved by</b>
<b>Name</b>	Karen Goodburn	Tertius Terblanche	Gary Lightfoot
<b>Designation</b>	Office Administrator & HR	Commercial Manager	Managing Director
<b>Signature</b>			
<b>Date</b>	01/07/2023	04/07/2023	06/07/2023



	<b>MANAGEMENT SYSTEM</b>	Document Number
		WSF-MAS-POL-010
<b>PRIVACY POLICY</b>	Revision Number / Date	
	01 / 01 Jul.23	
	Page Number	
		Page <b>3</b> of <b>6</b>

## Contents

1. Introduction .....	4
2. Changes to this Policy .....	4
3. Who do we collect your personal information from. ....	4
4. How we use your information .....	4
5. Disclosing your Personal Information .....	4
6. Accessing and Changing your Personal Information .....	5
7. Storage of Personal Information.....	5
8. Internet Use .....	5
9. Cookies.....	6
10. Contacting Us.....	6



	<b>MANAGEMENT SYSTEM</b>	Document Number
		WSF-MAS-POL-010
<b>PRIVACY POLICY</b>	Revision Number / Date	01 / 01 Jul.23
	Page Number	
		Page 4 of 6

## 1. Introduction

Waikato Steel Fabricators (2015) Ltd (we, us, our) complies with the New Zealand Privacy Act 2020 (the Act) when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

This policy sets out how we will collect, use, disclose and protect your personal information.

This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see [www.privacy.org.nz](http://www.privacy.org.nz)

## 2. Changes to this Policy

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised policy.

This policy was last updated on 12 March 2021.

## 3. Who do we collect your personal information from.

We collect personal information about you from:

- you, when you provide that personal information to us, including via the website and when you fill in a Credit Account Application form.
- you, when you send us a job application.
- you, as an employee for payroll purposes.
- you, as an employee for medical health purposes and,
- from medical health providers, for pre-employment medical checks and company health monitoring.
- Drug testing facilities, for drug test results from pre-employment and / or random testing

## 4. How we use your information


We Will use your personal information:

- To verify your identity.
- To provide services and products to you.
- to undertake credit checks of you (if necessary).
- For the purpose of registering a Personal Properties Security as stated in the Credit application Terms of Trade, unless this clause (14.) has been crossed out by you.
- To respond to communications from you,
- For IMS payroll,
- For Inland Revenue,
- For determining your fitness for work.

## 5. Disclosing your Personal Information

We may disclose your personal information to:

- a credit reference agency for the purpose of credit checking you.
- a person who can require us to supply your personal information (e.g. a regulatory authority).
- any other person authorised by the Act or another law (e.g. a law enforcement agency).
- Inland Revenue or Ministry of Justice for employee related attachment orders and tax purposes.

	<b>MANAGEMENT SYSTEM</b>	Document Number
		WSF-MAS-POL-010
	PRIVACY POLICY	Revision Number / Date
		01 / 01 Jul.23
		Page Number
	Page 5 of 6	

## 6. Accessing and Changing your Personal Information

Subject to certain grounds for refusal set out in the Act, you have the right to access your readily retrievable personal information that we hold and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

If you want to exercise either of the above rights, email us at [reception@wsf.co.nz](mailto:reception@wsf.co.nz). Your email should provide evidence of who you are and set out the details of your request (e.g. the personal information, or the correction, that you are requesting).

As an employee, you have a right to request or update your own personal information.

## 7. Storage of Personal Information

Your information is stored in hard copy and soft copy versions. This information will include:

- Customer Contracts and Credit application forms
- Customer communication
- Employee HR, Training and Health information

It is Waikato Steel Fabricators' responsibility to make sure it is protected from loss, accidental or unauthorised disclosure, access, use or modification or any other misuse.

1. Hard copy information is stored in locked filing cabinet.
  - a. It can only be accessed by Authorized staff.
  - b. This information (if no longer relevant) is shredded after 7 years or destroyed by NZ Document Destruction Services Ltd
2. Soft copy information is stored electronically on a limited access drive on the company Server.
  - a. Only management staff or authorised staff have access to this drive.

## 8. Internet Use

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk.

If you post your personal information on the website's Contact Form, you acknowledge and agree that the information you post is publicly available.

If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

	<b>MANAGEMENT SYSTEM</b>	Document Number
		WSF-MAS-POL-010
PRIVACY POLICY	Revision Number / Date	01 / 01 Jul.23
	Page Number	
		Page 6 of 6

## 9. Cookies

We use cookies (an alphanumeric identifier that we transfer to your computer's hard drive so that we can recognise your browser) to monitor your use of the website. You may disable cookies by changing the settings on your browser, although this may mean that you cannot use all the features of the website.

## 10. Contacting Us

If you have any questions about this privacy policy, our privacy practices, or if you would like to request access to, or correction of, your personal information, you can contact us at [reception@wsf.co.nz](mailto:reception@wsf.co.nz).

