

## Privacy Policy

Niche Consulting Group Limited (Niche) is bound by the New Zealand Information Privacy Principles contained in the Privacy Act 1993. The purpose of the [Privacy Act 1993](#) is to promote and protect individual privacy, and in particular to establish principles on:

- a. collection, use, and disclosure of information relating to individuals; and
- b. access by individuals to information held about them.

Niche's practices are detailed below.

### **Collection, use and disclosure of information**

Niche will only collect personal information that is necessary to deliver our services, including, but not limited to recruiting, consulting, and contracting for services; and information required for administration and invoicing.

Niche will not actively seek or monitor personal information about you without your express consent unless required to do so by law.

Niche will not sell, transfer, assign or rent your personal information.

Niche will not disclose your personal information to others without your explicit consent unless it is required by law.

### **Accessing and updating information**

Niche provides candidates with the ability to upload, access and maintain their own information through the Candidate Portal.

Niche takes all reasonable steps to ensure that the information is accurate and complete at the time of collection and when used or disclosed.

Niche may retain any information about you until you advise Niche, via the Candidate Portal or by contacting a member of the Niche team, that you no longer wish to seek employment opportunities through Niche. Your details will then be de-activated and either archived or deleted permanently, according to your instructions.

Niche is not obliged to release evaluative material.

Niche may retain non-active information about you on Niche's computer system if legally required to do so. For example, the retention of payroll information for at least the statutory period of 7 years.

### **Data security**

Niche will take all reasonable steps to keep information which it holds about individuals secure.

Electronic information is stored on a secure server. When electronic information is no longer required it is permanently deleted.

Documents and papers are stored securely until they are no longer required. When physical information is no longer required it is placed in a locked confidential security bin and destroyed.

### **Complaints process**

Any queries, concerns or complaints regarding Niche's Privacy Policy or Niche's information handling should be raised in the first instance with [Niche's Directors](#). If you are not satisfied with Niche's response you can refer your complaint to the [Privacy Commissioner](#).