



## POLICY & PROCEDURES



Policy Title	<b>Privacy Policy – Website</b>
Applies to	All relevant stakeholders
Purpose	Count Me wants you to feel confident using our web site. In order to gain your confidence Count Me's web site Privacy Statement has been included on line so as to provide you with a clear indication of how Count Me complies with privacy legislation.
Policy	<p><b>Respecting your internet privacy</b></p> <p>Your privacy is important to Count Me.</p> <p>If you visit an area of the Count Me web site to which you are not required to log on in order to read, browse or download information, Count Me's systems may record the date and time of your visit, the pages visited and any information downloaded. Count Me's systems will not record any information that would identify you personally without your consent.</p> <p>Any personal information that you submit to Count Me through the web site will only be used for the following purposes:</p> <ul style="list-style-type: none"> <li>▪ Candidate Information submitted and obtained from a Candidate and other sources in connection with applications for employment</li> <li>▪ Candidate information submitted and obtained from a Contractor and other sources in connection with applications for contracting projects/assignments.</li> <li>▪ Work Quality Evaluation Assessments</li> <li>▪ Information about incidents in the workplace;</li> <li>▪ Employee Records (Personal Information pertaining to Internal and External staff - as defined)</li> <li>▪ Information submitted and obtained in relation to absences from work due to leave, illness or other causes;</li> <li>▪ Information obtained to assist in managing client and business relationships.</li> <li>▪ If you complete an online registration form on a Count Me web site, the information that you enter into the form will only be collected if you actually submit the form (by post, in person or via the Internet).</li> </ul> <p>Count Me may also use the information collected to notify you about changes to our web sites, and to inform you of services, opportunities and special events that Count Me believes that you will find valuable.</p> <p>From time to time we may also use the information to send you information about us, our related companies and possibly about third parties (we will send such information directly to you - your information will not be provided to third parties without your consent).</p>

To facilitate our efficient use of your information, and to provide you with the best recruitment and contracting services and/or opportunities, it may sometimes be necessary for Count Me to disclose your information to third parties. However, this disclosure will only occur in the following circumstances:

**To our employees, contractors and agents**

From time to time we may engage or employ other companies and individuals to perform functions on our behalf. Examples may include, bulk recruitment exercises or administrative functions associated with the Count Me's business activities. Such parties will have access to only that personal information required by them to perform their functions, and may not use such information for any other purposes.

**Where required by law**

In certain circumstances we may be required by law to disclose your personal information, for example, where disclosure is ordered by a Court, or subpoenaed in relation to third party litigation. We also reserve the right to choose to disclose your information to law enforcement agencies in circumstances described in the National Privacy Principles and other applicable laws and regulations, including for the purpose of investigating alleged contraventions of the law.

**With your consent**

Other than as outlined above, we will endeavour to provide you with notice (which may occur via your nominated e-mail) when we wish to provide personal information about you to third parties, and provide you with the opportunity to chose not to share that information.

By visiting this site you are agreeing with and consenting to the practices described in this Privacy Statement. Should you not agree with this Privacy Statement you should cease using the web site immediately.

This Privacy Statement may be updated from time to time as the web site and its content develops and matures. We encourage you to check this Privacy Statement regularly.

**Cookies**

Count Me uses "cookies" to enable its web site to interact with your browser so as to provide you with better service and a more effective web site. "Cookies" are small pieces of information stored by your browser on your computers hard drive. Cookies are used to maintain session information between your browser and Count Me application, and are required for Count Me's application to operate. The Count Me web server can later retrieve these cookies if you visit again.

Count Me allocates a cookie to each Internet browser that visits its web site. This cookie does not allow Count Me to collect personally identifiable information about you. Count Me's web server uses this cookie to:

- allocate a unique identification number to your Internet browser;
- identify pages you have accessed on the Count Me web site to determine if you have previously visited that web site.

If you wish to make full use of the Count Me web site, you should configure your browser to accept cookies. Count Me's web site also uses cookies for its secure services such as its online recruitment and registration. It is necessary for you to configure your browser to accept cookies if you wish to use these services.

### **IP address**

Count Me's web servers gather your IP address to help diagnose problems with our service, to administer our site, and to gather broad demographic information. Demographic information is gathered in aggregate only and cannot be traced to an individual user.

### **Online applications**

Online application is a free and optional service that does not require registration. It requires you to complete mandatory fields (eg, first name, last name, phone and email). You can choose to write or attach a cover letter and attach a resume. This email will be directly sent to the Count Me Branch with whom you have registered.

### **User feedback**

Count Me welcomes ideas and feedback from you about all aspects of the Site. Count Me stores feedback that users send to us. This feedback is used to administer and refine Count Me service, and, at times, may be shared with Count Me's partners either in aggregate form or with specific identifying characteristics (eg, email address, name) removed. We may also use the information and ideas you send us to improve or promote the site, but we will not publish your name in association with any information you provide without contacting you and gaining your permission.

### **Confidentiality of personal information**

Count Me recognises that information related to your job search is highly personal and sensitive. You may choose to send or store personal information with Count Me. This could include job applications sent directly via email to Count Me, or making your resume available for searching by Count Me representatives. These services are optional. Count Me will not sell, trade, rent, lend or give your personal information to others without your authorisation. If you contact us with a request for assistance in using site features or report an error, authorised Count Me Staff may access your user registration details solely in order to diagnose your problem and identify solutions.

### **Opt-out**

You may opt-out of receiving communications from us by writing to:

Count Me Limited, [fredmamia@count-me.co.nz](mailto:fredmamia@count-me.co.nz) or [titamamia@count-me.co.nz](mailto:titamamia@count-me.co.nz).

**Off site links**

Count Me may provide links to other sites. Count Me is not responsible for the privacy practices or content of these web sites. Your activity on those sites is covered by the privacy policies on those sites.

**Syndicated content**

Count Me syndicates its content to, and distributes its content through, other sites on the Internet. Your activity on these sites is covered by the privacy statement on the site in question.

**How secure is your information?**

We attempt to keep our server secure and free from unauthorised access and use, by enforcing physical security at the premises in which the server is located, and by using industry standard technological measures to prevent unauthorised remote access to the server.

Unfortunately, no server on the Internet or any data transmission over the Internet can be guaranteed to be 100% secure. Despite our best efforts to keep our server and transmissions to and from our server secure, we are unable to absolutely guarantee security and there will always be a risk of unauthorised access to your information. Although we will take all reasonable steps to keep secure any information that we hold about you, we will not be held responsible for events arising from unauthorised access to such information.

**Contacting us**

If you have any questions about this privacy statement, the practices of this site, or your dealings with us, please email us on [fredmamia@count-me.co.nz](mailto:fredmamia@count-me.co.nz) or [titamamia@count-me.co.nz](mailto:titamamia@count-me.co.nz)

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