

Dentons Kensington Swan Privacy Notice

Recruitment

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This privacy notice sets out how Dentons Kensington Swan (“we”, “us”, or “Dentons”) collects, uses, and discloses information collected when you apply for a position with us and/or use our MyDentons recruitment portal.

We may also collect, use and disclose information to the extent applicable law does not prohibit it.

Should you be successful in your employment with us, you acknowledge that we may collect, use and disclose the information set out below, and the additional information described in our Employee Privacy Notice, in accordance with our Employee Privacy Notice.

1. What kind of Information do we collect?

Information we collect may include personal information about you. The personal information we collect may include:

- a. your name, address, email address and telephone number;
- b. information about your right to work in New Zealand;
- c. information about your qualifications, employment history and right to work in New Zealand;
- d. any other information we may reasonably require for the purposes set out in paragraph 5, and you may agree to provide to us, from time to time

2. Collection of Information: The information collected by us may include personal information:

- a. provided by you through registering an account on our MyDentons recruitment portal (**‘Portal’**), submitting an application through the Portal or otherwise submitting information to us through the Portal; or
- b. provided to us by you through any other method (including, without limitation, meetings, correspondence and discussions);
- c. through tracking your use of the Portal, including the content you access and any services you utilise and information collected through automated technology as further detailed below.

If you apply for a position with us, we may collect your personal information from third parties such as recruitment service providers, referees, former employers and educational institutions. We may use that personal information to assess suitability for positions within Dentons and to make contact about relevant positions.

3. Consequences for failure to provide: You may decide not to provide your personal information to us. However, if you do not provide it, we may not be able to provide you with access to the Portal or certain parts of the Portal, or you may not be able to submit applications for employment with Dentons.

4. Automatic Data Collection Technologies: As you navigate through and interact with the Portal, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns. Some of this information may be linked to you personally. This information helps our

Portal function correctly, helps us understand the needs of our users and may be used for the other purposes set out in this privacy notice. Examples of this information include:

- a. traffic data, location data, logs and other communication data;
- b. data related to your use of the Portal. This includes the pages you visit, the resources and services that you access; the time you spend on each page, the date and time of your visit, referring pages (pages you came from or go to) and statistical and other aggregated data derived from your use of the Portal;
- c. information about your device, computer and network connection, including your IP address, operating system, hardware version and browser type; and
- d. if you allow our Portal to deliver content based on your location (for example by enabling this feature on your mobile device) we may collect location data (such as through GPS, Bluetooth, or WiFi signals) including for the automated delivery of relevant content and advertising to you.

The technologies we use for this automatic data collection may include log files, usage monitoring software and cookies. Cookies are small pieces of information that are stored on a user's device that can identify the device you are working from. The cookie file gives us details such as your IP address, platform, browser and domain (whether you are accessing the Portal from NZ or elsewhere). We may use the information generated by cookies to personalise your experience on the Portal, make it easier for you to navigate our Portal, and improve your experience by storing your search, posting and other viewing and usage history, and your login details (if you choose) enabling you to use certain services as a registered user without having to log on each time. We may also use cookies to provide you with certain advertisements which may be of interest to you. If you disable cookies it may limit your access to some of the Portal's content and features. You can choose to refuse cookies by turning them off in your browser and/or deleting them from your hard drive. You do not need to have cookies turned on to use our Portal, but your experience may be affected.

5. **Use of information:** Your personal information may be used by us (and our employees, officers, agents, contractors and affiliates) for any purpose which is stated to you at the time of collection or that you otherwise authorise and for the following purposes:
 - a. to process your application for employment with Dentons;
 - b. to contact you in relation to applications you have submitted through the Portal;
 - c. to contact you in relation to other roles at Dentons which we consider may be of interest to you;
 - d. verification of your identity for use of the Portal, and to assist you if you forget your username or password for any of the services we provide to you via the Portal;
 - e. to maintain the Portal and underlying systems;
 - f. to assist us in performing our functions and activities;
 - g. to communicate and manage our relationships with stakeholders;
 - h. analysis in aggregate form (identifiable characteristics removed so that you will remain anonymous);
 - i. to communicate with you; and
 - j. to comply with our legal obligations.
6. **Information Sharing and Disclosure:** We may disclose your personal information:
 - a. within the Dentons organisation for the purposes set out in section 5 above;
 - b. to third parties, including other members of the [Dentons Global Network](#), in accordance with the uses set out above;
 - c. if you have requested or authorised us to do so;

- d. to our contractors, suppliers and other third parties, including cloud service providers, to enable them to provide services and products to us in relation to the Portal;
- e. where we are authorised or required to do so by law.

From time to time we may be required to disclose your personal information to recipients located outside NZ, and we will do so in accordance with our obligations under the Privacy Act 2020.

- 7. **Data Access and Correction:** Under the Privacy Act 2020, you have rights of access to and correction of personal information that we hold. This can be done by contacting us by email at **Privacy.Officer.nz@dentons.com**.
- 8. **Changes in privacy notice:** We reserve the right to make changes to our privacy notice or alter our Portal's functionality. Any changes made will be updated in this privacy notice accordingly, so we encourage you to review the policy for the latest information on our privacy practices.
- 9. **Contact Details:** If you have any questions about our privacy notice, or any other matter, please feel free to contact us. You can reach us in one of the following ways:

Contact: Privacy Officer

Email: Privacy.Officer.nz@dentons.com

Mail: Privacy Officer, Dentons Kensington Swan, 18 Viaduct Harbour Ave,
Auckland, New Zealand, 1010

This privacy notice was last updated on 31 March 2023