**Inland Revenue’s Privacy Notice for Recruitment**

Inland Revenue is committed to keeping your personal information secure and confidential and complying with the Privacy Act 2020.

This privacy notice describes how we collect and use personal information about you during the recruitment process. We seek to reduce bias in our selection processes, therefore demographic personal information such as gender identity, date of birth, and ethnicity are not provided to hiring leaders – we only use that information for aggregated reporting (i.e. not any identifying information) and testing of our processes for bias.

**What information do we collect?**

In connection with your application to work with us, we will collect, store, and use the following personal information about you:

* Information you provide to us on the application form,
* Information you provide in your CV, covering letter/email or other documentation,
* Any information you provide to us in correspondence with our Talent Acquisition team
* Any information you provide to us and your panel members as part of your interview; and
* Any personal information provided to us about you by your referees [if applicable]
* Any current Inland Revenue employee information held on your personnel file.

Inland Revenue also undertakes pre-employment checks at appropriate stages of the recruitment process. Any offer of employment at Inland Revenue, is conditional on:

* the outcome of a criminal record check with the Ministry of Justice,
* an Inland Revenue tax check,
* right to work in New Zealand,
* consented serious misconduct checks.

**How is the information collected?**

We collect this personal information from:

* You, the candidate,
* Your named referee,
* Recruitment agencies (if relevant),
* Your personnel file if you are, or have previously been, employed by Inland Revenue
* From publicly accessible sources, such as LinkedIn, etc.,
* From third parties such as the Ministry of Justice and previous employers with your consent.

**How we will use the information about you**

We will use the personal information we collect about you to:

* Assess your skills, qualifications, and suitability for the role.
* Communicate with you about the recruitment process.
* Carry out reference checks, eligibility to work in New Zealand, criminal record checks and tax checks where applicable.
* Keep records related to our hiring processes.
* Comply with legal or regulatory requirements.
* For public sector statistical or research purposes. Your information will not be published in a form that could identify you.

**Who has access to data?**

Your Candidate information will be shared internally only for the purposes of the recruitment process. This includes members of the IR People and Workplace Services as well as Talent Acquisition, the Hiring Leader and Panel interviewers involved in the recruitment process.

Inland Revenue prides itself on being an inclusive workplace where everyone can thrive. We want to ensure that all of our processes are free from bias and a positive experience for anyone who comes into contact with us. To help us understand how well we are meeting our goals we ask some optional demographic questions about yourself. Your responses to these questions remain completely confidential and are only used for research and reporting purposes. Your responses are not linked to your application to work at Inland Revenue and will not be visible to the hiring leader or Talent Acquisition Team. If you are succesful in securing a role this information will be transferred to our HR system for administrative, research and reporting purposes.

If your application for employment is successful and we make you an offer of employment, we will share minimal information in order to obtain a criminal record check and consented serious misconduct checks.

**How do we protect data?**

We take the security of your data seriously. We have appropriate security measures in place to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. In addition, we limit access of your personal information to those people who have a business need to know.

**For how long do we keep data?**

Inland Revenue is required to comply with the Public Records Act 2005. If your application for employment is unsuccessful, we are required to retain your information for 12 months. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If your application for employment is successful, personal information gathered during recruitment will be transferred to your personnel file. Note, your gender identity, date of birth, and ethnicity are not made available to your hiring leader and are used only for aggregated reporting and to check our processes are free from bias.

**Your rights**

Under the Privacy Act 2020, you have the right to request a copy of your personal information and ask us to change your information if it is incorrect.

If you would like to exercise any of these rights, please contact either [IRDCareers@ird.govt.nz](mailto:IRDCareers@ird.govt.nz) or [privacy.officer@ird.govt.nz](mailto:privacy.officer@ird.govt.nz)

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application further.