

360 Recruit Privacy Policy

Last Updated: August 2026



360 Recruit Limited ("360 Recruit", "we", "us" or "our") is committed to protecting the privacy and personal information of our candidates, clients, contractors and other individuals we interact with.

We collect, use, store and disclose personal information in accordance with the Privacy Act 2020 (New Zealand) and applicable privacy principles.

1. Information We Collect

360 Recruit may collect personal information relevant to recruitment and employment purposes, including:

- Name and contact details
- Address and location
- Curriculum vitae (CV), employment history and qualifications
- Skills, licences, registrations and certifications
- References and referee information
- Work eligibility and visa information
- Identification documents where required
- Availability and employment preferences
- Pay rate or salary expectations
- Information provided during interviews, applications or communications with us
- Criminal history, Ministry of Justice, police vetting or other background checks where relevant, lawful and authorised
- Health and safety information where reasonably required for a particular role or workplace
- Payroll, tax and bank account information where required for employment or contractor payments

2. Purpose of Collection

Personal information collected by 360 Recruit is used for recruitment, employment and related workforce management purposes only.

This may include:

- Assessing suitability for employment opportunities
- Matching candidates with suitable vacancies
- Presenting candidates to prospective employers or clients
- Contacting candidates regarding current or future employment opportunities
- Conducting interviews and recruitment assessments
- Verifying qualifications, licences, registrations and work eligibility
- Conducting reference and background checks
- Managing temporary, contract and permanent placements
- Payroll, timesheets and employment administration

- Meeting health and safety obligations
- Meeting legal, regulatory and contractual obligations associated with recruitment and employment

We will not sell personal information to third parties.

3. Sharing Personal Information

Where reasonably necessary for recruitment purposes, we may disclose relevant personal information to:

- Prospective or existing employers and clients
- Referees nominated by the candidate
- Background checking and verification providers
- Payroll, timesheet and workforce management providers
- Government or regulatory authorities where required by law
- Professional advisers and service providers supporting our recruitment operations

Where appropriate, candidate information will only be provided to prospective employers or clients in connection with genuine recruitment or employment opportunities.

4. Storage and Security

360 Recruit takes reasonable steps to protect personal information against loss, unauthorised access, misuse, disclosure or alteration.

Information may be stored electronically within our recruitment, payroll, email, cloud-based and business management systems.

Access is limited to authorised personnel and service providers who require the information for legitimate recruitment or business purposes.

5. Retention of Information

We may retain candidate information so that we can consider candidates for current and future employment opportunities.

Personal information will only be retained for as long as it is reasonably required for recruitment, employment, legal or legitimate business purposes.

Individuals may request that their information be updated or deleted, subject to any legal obligations requiring us to retain certain records.

6. Access and Correction

Under the Privacy Act 2020, individuals have the right to request access to personal information we hold about them and to request correction of information they believe is inaccurate.

Requests can be made by contacting 360 Recruit using the details below.

7. Website and Online Applications

When individuals submit information through our website, job advertisements, online application forms or recruitment platforms, that information may be collected and stored for the recruitment purposes described in this policy.

Our website may also collect basic technical information such as IP addresses, browser information and website usage data where necessary for website operation, security and performance.

8. Third-Party Platforms

360 Recruit may use third-party recruitment, job advertising, payroll, timesheet, communications and cloud-based systems to provide our services.

Where personal information is processed through these providers, we take reasonable steps to ensure it is handled appropriately and used only for legitimate business and recruitment purposes.

9. Privacy Breaches

If a privacy breach occurs that may cause serious harm, 360 Recruit will take appropriate steps in accordance with the Privacy Act 2020, including notifying affected individuals and the Office of the Privacy Commissioner where required.

10. Changes to This Policy

360 Recruit may update this Privacy Policy from time to time to reflect changes to our business practices, technology or legal obligations.

The most current version will be made available through our website.

11. Contact Us

For questions regarding this Privacy Policy, or to request access to, correction of, or deletion of personal information, please contact:

360 Recruit Limited
Your Talent Partner
New Zealand

Email: admin@360recruit.co.nz
Website: www.360recruit.co.nz