Privacy Notice for Job Applicants

Savills (NZ) Limited, its subsidiaries and affiliates (as identified to you during your application process), ("Savills," "we," or "us") is the company that is recruiting for the job vacancy you have applied for. Savills will process your personal information as described in this Privacy Statement and will be responsible for complying with applicable data protection laws.

Savills respects your privacy and will treat your personal information as confidential. We will use and share your personal information as described in this Privacy Statement.

Personal Information

When you apply for a job at Savills, we will ask you to provide us with personal information about yourself so we can evaluate your application. All information is provided on a voluntarily basis and you determine the extent of information that you provide to Savills.

The kind of personal information we collect about you may include:

- name
- mailing or street address
- email address
- telephone number
- age or birth date
- profession, occupation, or job title
- financial information
- education and employment history
- background information such as education history, degrees, certificates, licenses, transcripts, credit history and/or criminal background screenings (where relevant to your application)

Information from other third parties

From time to time, we may obtain information about you from public sources or third parties. For example, we may conduct background screenings through our third-party service provider and verify information that you have in your application that relates to your past education, employment, credit and/or criminal history, as allowed by applicable law.

Savills will use your personal information for the following purposes:

- recruitment, selection and appointment for job opportunities
- HR administration if you become an employee of Savills
- verification of your employment reference(s) that you have provided and background checks
- for future opportunities (unless you have told us that you do not want us to keep your information for such purposes).

To whom may we disclose your information?

We may disclose your personal information to:

- our employees, including members of the Human Resources and Recruitment team, hiring managers, interviewers, and IT staff.
- any organisation for any authorised purpose with your express consent

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1 Farrer Place
Sydney NSW 2000
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Security

We take reasonable steps to ensure your personal information is protected from misuse and loss and from unauthorised access, modification, or disclosure. We may hold your information in either electronic or hard copy form. Personal information is destroyed or de-identified when no longer needed.

As our website is linked to the internet, and the internet is inherently insecure, we cannot provide any assurance regarding the security of transmission of information you communicate to us online. We also cannot guarantee that the information you supply will not be intercepted while being transmitted over the internet. Accordingly, any personal information or other information which you transmit to us online is transmitted at your own risk.

Contacting us

If you have any questions about this privacy policy, any concerns, or a complaint regarding the treatment of your privacy or a possible breach of your privacy, please contact our Legal Team l using the details set out below.

We will treat your requests or complaints confidentially. Our representative will contact you within a reasonable time after receipt of your complaint to discuss your concerns and outline options regarding how they may be resolved. We will aim to ensure that your complaint is resolved in timely and appropriate manner.

Savills Legal contact details are as follows:

Post: Level 25, Governor Phillip Tower 1 Farrer Place, Sydney NSW 2000
Phone: +61 (0) 2 8215 8888
Email: legal@savills.com.au

Changes to our privacy policy

We may change this privacy policy from time to time. Any updated versions of this privacy policy will be posted on our website. Link to our full Privacy Statement can be found here - https://www.savills.co.nz/footer/privacy-policy.aspx