New Zealand Background Check

Check Information

This application form captures the information that First Advantage Ltd needs in order to process an Overseas Background Check in **New Zealand**.

Check Type

National Criminal Record Check.

Official Source of Information

Ministry of Justice.

Turnaround Time

22 working days.

Disclaimer

The information provided in this pack is correct at the time of production.

Guidance Notes for the Applicant

Please read the instructions below before you start, as they will help you to complete the form correctly.

Required Information

Make sure that you fill in all the fields on the form. You (the applicant) should complete the form yourself.

You must supply ALL of the following:

- Your full name
- Your date of birth
- Any other names you are or have previously been known by
- Your town of birth
- Your country of birth
- Your email address
    - Please ensure that this is correct as the New Zealand Ministry of Justice will send a copy of the check result directly to your email address
- Your most recent address in New Zealand
- Your current address
- A scanned image of your supporting ID document
    - Acceptable documents for New Zealand citizens –
        - New Zealand Passport, *or*
        - New Zealand Driving Licence
    - Acceptable documents for non-New Zealand citizens –
        - Passport (any country)
- A signed and completed New Zealand 'First Advantage Privacy Consent Form' (included at the end of this pack)
    - The signature you put on this form must match the signature on the ID you supplied to support the check
- A signed consent form
    - You must sign, date, and tick the consent box in the 'Release of Information' part of the final section of this application form

When you have completed all the required paperwork, send it to the organisation that requested the check in line with their instructions.

Overseas Criminal Record Check Application Form

You can complete this form electronically *or* print it out and fill it in with black or blue ink. In either case, you must provide a *hand-written signature* in the final section of the form. Please use **BLOCK CAPITAL LETTERS** if you are filling out the form by hand.

Section 1: Personal Details

Supply your full legal name as shown on your passport, and any other names you are or have previously been known by. Write your date of birth in the format 'Day-Month-Year'.

Forename: _____

Middle Name(s): _____

Surname: _____

Date of Birth: _____

Other/Previous Name(s): _____

_____

Town of Birth: _____

Country of Birth: _____

Email Address: _____

Section 2: Address Details

Supply your most recent address in New Zealand and your current address (if different). You must write the address in full, including the door number and the post/zip code (where applicable).

Most Recent Address in New Zealand

Building Name: _____

House/Flat Number: _____

Street: _____

City/Town: _____

Post/Zip Code: _____

Region/State: _____

Country: _____

Current Address (if different)

Building Name: _____

House/Flat Number: _____

Street: _____

City/Town: _____

Post/Zip Code: _____

Region/State: _____

Country: _____

Section 3: Scanned Image of Your Supporting ID Document

You must include a scanned image of a valid ID document with this application. See the 'Guidance Notes for the Applicant' for information about what ID documents are acceptable.

Section 4: Applicant/Employee Notification and Release of Information

Applications for this background check are processed by the organisation that has requested this check (usually your employer) and First Advantage|KnowYourPeople ('First Advantage Incorporated'). The information provided by you to the organisation that has requested this check will be passed to First Advantage who administer the check on behalf of the organisation.

In order for overseas background checks to be completed, your information will also be passed to First Advantage to conduct searches on your background information. This may include civil and criminal records, local language media information and this will be completed by contacting the relevant government agencies and courts and other contributors (the "Contributors") within the country noted on this application form.

These bodies use the information provided to identify possible matches to records held by them. Where such a match is established, personal data may be released to First Advantage for inclusion on any report issued and where information is noted, personal data and information relating to any criminal record relating to you will be released to First Advantage for inclusion on any report issued.

Where your personal data is transferred outside the EEA, it is protected in a manner that is consistent with how your personal data will be protected in the EEA. This can be done in a number of ways:

- The country might be approved by the European Commission or a relevant data protection authority;
- The recipient might have signed up to a contract based on "model contractual clauses" approved by the European Commission, obliging them to protect your personal data;
- In other circumstances, the law may permit the transfer your personal data outside the EEA, for example, where there is a legal obligation of the organisation requesting the check or a contractual obligation to complete the check.

The information provided in this application form may be used to verify your identity for authentication purposes.

Release of Information

Please TICK the box

☐ I give my consent for the relevant government agencies and courts and other contributors (the "Contributors") to provide First Advantage with personal information that they may hold about me in relation to this check.

I confirm that I have read the above statement of 'Applicant/Employee Notification and Release of Information' and I am aware how my information will be used to complete the check.

Print Name: _____

Applicant Signature: _____

Date: _____

First Advantage Privacy Policy for Australia and New Zealand

Last Updated: 30 November 2020

Introduction

This privacy policy applies to First Advantage Australia Pty Ltd ABN 67 101 863 209 and First Advantage New Zealand Limited NZBN 9429034295540 ("First Advantage", "we", "us" or "our"). First Advantage provides a background screening service for its clients to assist them in making important decisions about their customers, employees, job applicants and other stakeholders in line with the Australian Privacy Principles and/or the New Zealand Information Privacy Principles.

Protecting your privacy is important to us. This policy sets out how we manage your personal information. It also sets out your rights in relation to the personal information we hold about you when you deal with us in Australia or New Zealand.

Types of personal information we collect

We collect different types of personal information depending on how you interact with us. If we are conducting background screening, the personal information we collect will depend on the type of background screening we are performing and the location where you live. In some circumstances, we may also collect sensitive personal information about you. The kinds of personal information that we collect about you may include:

- **Identifying information** – such as your name, gender, photograph and date of birth.
- **Contact information** – such as your postal address, email address and telephone number.
- **Financial information** – such as credit card, bank account or other payment details.
- **Background-check information** – such as your employment history, reference information, education, professional qualifications, residency, sanctions, criminal records, immigration status, claims, judgments, insolvency, current and previous directorships, character and personal reputation (including social media information) and medical assessments.
- **Usage information –** information we collect when you use our website, such as server log information (your IP address, browser type, operating system, browser language, time zone, access times and any referring addresses).
- **Other information –** this includes information about any products or services that we provide using your information, communications with you (including any messages you send us) and other information you voluntarily provide to us.

Without this information listed above, we may not be able to provide our services. We also require this information to offer the features and functionality of our website and other online products, and to respond to queries or requests that you submit to **us.**

How we collect your personal information

We collect personal information about you:

- directly from you, including as part of background screening, when you submit a query or request to us or when you apply for a job with us;
- from our clients, including where we are engaged to periodically screen a client's employees or contractors;

- when we are engaged to provide background screening services:
    - from third parties who are entitled to disclose that information to us, such as government agencies, law enforcement bodies, publicly available records, public registries, court or tribunal records, insolvency registers, educational institutions, current and/or previous employers, regulatory and licensing bodies and medical assessment providers; and
    - from public sources, such as social media and through search engine searches; and
- by tracking your use of our website.

If we are conducting background screening on you, we will inform you of our background screening process and the types of information we collect when conducting a background check. In some cases, we will ask for your express consent for the collection of sensitive personal information.

How we use your personal information

We use the personal information that we collect about you for the following purposes:

- to verify your identity when you are dealing with us;
- to enable us to provide our products and services to you or one of our clients, including our background screening services;
- to answer your queries and requests;
- to comply with our legal and regulatory obligations;
- to assess, maintain, upgrade and improve our products and services;
- to carry out education and training programs for our staff;
- to manage and resolve any legal or commercial complaints or issues; and
- to keep you informed about our activities, including by sending out newsletters.

We may from time to time use your personal information in order to send you marketing materials about products or services that we think you may be interested in (including in some cases products and services that are provided by a third party). You can opt-out of receiving marketing communications from us by contacting us at privacy.sapac@fadv.com or following the “unsubscribe” link in the communication.

We may also use your information for other purposes if you ask or tell us to do so.

Who we share your personal information with

We may share personal information about you with:

- our clients when we report back to them after we complete a background check on you;
- your representatives, advisers and others you have authorised to interact with us on your behalf;
- our staff who need the information to discharge their duties;
- related entities within our corporate group;

- our business partners, agents and service providers;
- prospective purchasers of all or part of our business or shares in our company or a related entity;
- professional advisers who we engage to provide advice on our business;
- government authorities who ask us to disclose that information, or to other people as required by law; and
- third parties who we use to help us provide our background screening services, such as government agencies, law enforcement bodies, educational institutions, current and/or previous employers and medical assessment providers

If we need to disclose personal information to third parties in a different country to where the information was collected, we will take steps to ensure that there is a lawful basis for the disclosure and that the disclosure complies with all applicable laws. This may include entering into a legally binding contract with the recipient under which they are obliged to handle your information in accordance with applicable laws.

How we store and protect your personal information

We use various secure computer systems located both within and outside of Australia and New Zealand to store your personal information. Our employees located outside Australia and New Zealand may undertake various components of background checks. As a result, we may transfer your personal information to our affiliates located in countries including Australia, Canada, India, the Netherlands, New Zealand, the Philippines, the USA or the UK.

We store personal information for as long as it is needed for the purpose for which it was collected, or as required by law. We generally store the personal information that we collect in electronic databases, some of which may be held on our behalf by third party data storage providers. Sometimes we also keep hard copy records of this personal information in physical storage facilities. We use a range of physical and technical security processes and procedures to protect the confidentiality and security of the information that we hold, and we update these from time to time to address new and emerging security threats.

We ensure that our staff are aware of and properly trained in their obligations for managing your privacy. We limit access to personal information to those of our employees who require access in order to carry out their job responsibilities.

Access and correction of your personal information

We take reasonable steps to ensure that any personal information which we hold about you is accurate, complete and up-to-date, including promptly updating personal information when we are advised that the information has changed.

If you want to access any of the personal information that we hold about you or to correct some aspect of it (e.g. because you think it is incomplete or incorrect), please contact us using the details below.

There is no charge if you request access to your personal information, but we may require you to pay our reasonable costs in actually providing you with access. We will inform you of this before proceeding. There may be cases where we are unable to provide the information you request, such as where it would interfere with the privacy of others or result in a breach of confidentiality obligations. In these cases, we will let you know why we cannot comply with your request.

If you consider that the information which we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, we will take reasonable steps to correct that information if you so request. We may be unable to correct information about you if doing so would be contrary to law or impact the integrity of a product or service that we provide.

Updates to this policy

This policy will be updated where necessary to reflect changes in applicable laws or in our privacy compliance practices. The latest version of this policy will always be available on our website

How you can contact us

If you are concerned about the way in which we are managing your personal information, please contact our Privacy Officer at:

The Privacy Officer
First Advantage
PO Box R1783
Royal Exchange NSW 1225
Australia
Email: privacy.sapac@fadv.com

Complaints must be lodged in writing. We will deal with the matter within a reasonable time and will keep you informed of the progress of our investigation.

If we have not responded to you within a reasonable time or if you feel that your complaint has not been resolved satisfactorily, you can contact us to discuss your concerns. You are also entitled to make a complaint to the Privacy Commissioner in your country:

For Australia:

Website: www.privacy.gov.au
Email: enquiries@oaic.gov.au
Telephone: 1300 363 992 or +61 2 9284 9749

For New Zealand:

Website: www.privacy.org.au
Email: enquiries@privacy.org.nz
Telephone: 0800 803 909 or +64 4 474 7590

First Advantage Privacy Consent Form

The First Advantage entity identified below (“First Advantage”, "we", "us" or "our") wishes to collect and use personal information about you on behalf of the entity identified as “Requestor” below in order to conduct a background check for your prospective employer.

The information we will collect about you may include information from the categories of personal information listed in our Privacy Policy for Australia and New Zealand as information that we collect. We may also collect sensitive information about you, such as medical assessments, criminal history, union affiliation, racial or ethnic origin (if any)). We will keep you informed about the types of sensitive information we collect from you directly and from third parties. You can withdraw your consent to such collection at any time.

We may disclose this information to the Requestor and to third parties as required and in accordance with our Privacy Policy. This may include disclosure outside of Australia or New Zealand in accordance with our Privacy Policy.

When you give us your information, you may be required to specify countries that may be relevant to a background check of you (such as countries where you have resided, worked or studied). You give us consent to disclose your personal information to third parties located in those specified countries, for example, so that we can conduct a background check on you with those third parties. In some cases, third parties located outside of Australia or New Zealand may not be subject to privacy protections that are equivalent to those in Australia or New Zealand.

By signing this form, you:

(a) authorise the Requestor, First Advantage, and any of their related entities and affiliates, and any persons or organisations acting on their behalf to conduct a background check on you and to take steps to verify the information and documentation presented in your application;

(b) acknowledge that you have read and agree to our Privacy Policy for Australia and New Zealand, and consent to First Advantage collecting, using and disclosing your personal information in accordance with that policy; and

(c) consent to First Advantage:

- **i. collecting and using your personal information, including your sensitive personal information, for the purposes described above;**
- **ii. disclosing this information to other First Advantage entities (and relevant third parties) for the purposes described above;**
- **iii. disclosing this information to the Requestor; and**

iv. **disclosing this information to third parties located in the countries you provide to us for the purposes described above.**

This consent is voluntary and you are free to withdraw, alter or restrict your consent at any time by notifying First Advantage in writing. However, without your consent, we may not be able to properly conduct background checks on you for the Requestor.

We will manage all of your personal information in accordance with applicable privacy laws. For more about our privacy management practices, and about your rights in relation to personal information held by First Advantage, please find our Privacy Policy attached.

First Advantage Entity means	First Advantage Australia Pty Ltd [ABN 67 101 863 209] / First Advantage New Zealand Limited [NZBN 9429034295540]]
Requestor means	Your employer or prospective employer
Candidate's name (*Please use your official name (e.g. per your passport.*))	
Signature	
Date (DD/MM/YY)	

If the Candidate is under the age of 18 years, please provide consent below from a parent or guardian:

Name of parent/guardian giving consent	
Signature	
Date (DD/MM/YY)	