

Careerforce Privacy Policy

What information do we collect about you?

- Personal information that you provide on your training agreement, such as your name, date of birth, address, phone number, nationality, ethnicity, place of work and email address.
- Personal information that you submit through MyPath, such as your username and password, assessment or answers.
- Assessment results that your assessor provides.
- Literacy and numeracy results submitted through the Literacy Assessment tool.
- Other electronic and written communications between Careerforce and you, such as emails.
- MyPath uses web cookies where they are required for a particular feature to work. A cookie is information that a website stores on your computer and are a way for that website to recognise you and keep track of your preferences.

How do we store information about you?

- Personal information collected by Careerforce is stored on secure Careerforce servers.
- Information collected through MyPath is held on our behalf by a third party contractor. They will not share or disclose this information with anyone else except Careerforce.

Who do we share your information with?

- The New Zealand Qualifications Authority (NZQA) to officially register your credits.
- The Tertiary Education Commission (TEC) who funds Careerforce and reports on population statistics and trends.
- Training providers who may be arranging part or all of your training.
- Iwi authorities for reporting on population statistics and trends.
- Graduation ceremony organisers such as the Mayoral Taskforce for Jobs.
- Your employer.
- Other organisations as required by law, official government request, or to develop our services or protect our rights.

How do we use your information?

- Your assessment evidence is used as part of Careerforce and NZQA's moderation and quality control systems.
- For research purposes and general statistics on performance.
- Your email address is used to communicate with you.
- When required we share your National Student Number (NSN) and NZQA Record of Achievement with your employer or assessor.
- We act in accordance with the Privacy Act 1993 and the Unsolicited Electronic Messages Act 2007.

How can you use your information?

- You can share your profile with others on MyPath. If you chose to do so, Careerforce is not responsible if those other MyPath users share your information.
- You can access and update your personal information at any time by calling or emailing Careerforce.

Contact us

If you have any questions or concerns, please contact our Client Services team on 0800 277 486 or email info@careerforce.org.nz