

LTM DISCLAIMER STATEMENT & PRIVACY POLICY

February 2025

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CONTACT WEBSITE

If you have any questions about our website, please contact:

Niwa Kahukiwa

Phone (04) 384 8455

Email niwak@mcguinness.co.nz

PRIVACY POLICY

PURPOSE

L T McGuinness Limited (LTM) is committed to protecting the privacy of individuals and ensuring that personal information is collected, used, stored, and disclosed in accordance with the **New Zealand Privacy Act 2020**. This policy outlines how we manage personal information, including what we collect, why we collect it, how it is used, and how it is kept secure.

COLLECTION OF PERSONAL INFORMATION

We may collect personal information in various ways, including when individuals:

- Contact us about our services.

- Work with us as employees, contractors, or suppliers.
- Apply for jobs with us.
- Visit our construction sites, offices, or storage yards.
- Provide information for health and safety or compliance purposes.
- Engage with us through our website or social media.

The types of personal information we collect may include:

- Names, addresses, phone numbers, and email addresses.
- Employment history, qualifications, and licences.
- Identification documents (e.g., driver's licence or passport).
- Financial details (for payroll or payment processing).
- Health and safety information, where required.
- Site access records and CCTV footage.
- GPS tracking data for company vehicles, if applicable.

We only collect personal information that is necessary for our business operations, health and safety requirements, and legal obligations.

USE OF PERSONAL INFORMATION

We use personal information for purposes such as:

- Hiring and managing employees and contractors.
- Processing payments and invoices.
- Complying with health, safety, and legal requirements.
- Ensuring only qualified personnel perform specific tasks.
- Communicating with clients, suppliers, and employees.
- Managing site security, including CCTV monitoring.
- Improving our services and business operations.

We do **not** sell or otherwise provide personal information to third parties except as required by law.

DISCLOSURE OF PERSONAL INFORMATION

Personal information may be shared with:

- **Payroll and trusted service providers** (e.g., IT support).
- **Government agencies/Regulatory Authorities** where required by law (e.g., IRD, Immigration NZ, WorkSafe, local councils for building consents).
- **Recruitment agencies** or referees during hiring processes.
- **Subcontractors or third-party providers** where necessary for project completion, compliance, or safety.
- **Any other third party where consent has been given.**

Where possible, we ensure that third parties handle personal information in compliance with privacy laws.

HEALTH AND SAFETY INFORMATION

As a construction company, we have legal obligations under the **Health and Safety at Work Act 2015**.

We may collect and store personal information related to:

- Health conditions or medical information relevant to workplace safety (e.g., fitness for work, injuries, or allergies).
- Drug and alcohol testing results, where required under our workplace policies.
- Incident/accident reports and near-miss records involving employees, contractors, or visitors.
- Emergency contact details for workers on-site.

This information is collected to ensure a safe working environment and will only be used for health, safety, and compliance purposes.

SITE ACCESS AND SECURITY MONITORING

For security and safety reasons, we may collect and store information about who accesses our construction sites. This may include:

- **Sign-in records and site induction forms.**
- **CCTV footage** at worksites, offices, or storage yards.
- **GPS tracking data** from company vehicles, if applicable.

We use this information to protect workers, equipment, and company property and to comply with workplace safety regulations.

EMPLOYEE QUALIFICATIONS AND TRAINING RECORDS

- To meet compliance requirements and industry standards, we may collect and store details of employee and contractor certifications, such as:
- **Site Safe and other health and safety certifications.**
- **Trade qualifications and licences** (e.g., electrical, plumbing, scaffolding).
- **Ongoing training records and competency/performance assessments.**

This ensures that all personnel meet the required competency levels for their roles.

SUBCONTRACTOR PRIVACY OBLIGATIONS

If LTM engages subcontractors, they may also handle personal information (e.g., timesheets, invoices, qualifications). Subcontractors must comply with this policy and relevant privacy laws when handling personal data.

STORAGE AND SECURITY OF INFORMATION

We take reasonable steps to protect personal information from loss, unauthorised access, or misuse. This includes:

- **Secure digital storage** with restricted access.
- **Physical security measures** at our premises.
- **Employee training** on privacy obligations.

Personal information is only kept for as long as necessary to fulfil the purpose it was collected for or as required by law.

ACCESS AND CORRECTION

Individuals have the right to:

- **Request access** to their personal information.
- **Ask for corrections** if the information is incorrect.

Requests can be made by contacting our **Privacy Officer** at mariannem@mcguinness.co.nz. We will respond as soon as reasonably possible.

PRIVACY BREACHES

If a privacy breach occurs that may cause harm, we will take immediate steps to contain the issue and, where required, **notify affected individuals and the Office of the Privacy Commissioner.**

CHANGES TO THE PRIVACY POLICY

We may update this policy from time to time to reflect changes in legislation or business practices. The latest version will be available on our website.

CONTACT PRIVACY POLICY

If you have any questions about this policy or how we handle personal information, please contact LTM's Privacy Officer:

Marianne Brooking

Phone (04) 384 8455

Email mariannem@mcguinness.co.nz