

New Zealand PEPPOL Authority on-boarding agreement

Purpose

The purpose of this agreement is to ensure applicants of the New Zealand Pan European Public Procurement Online (PEPPOL) Authorities on-boarding process understand:

1. How their information is stored
2. An applicant's right to see or correct the personal information we hold on file
3. How information they provide us is used

In order for the New Zealand PEPPOL Authority (operated by the Ministry of Business, Innovation & Employment - MBIE) to officially, accurately and confidently accredit or recognise Pan-European Public Procurement On-Line (PEPPOL) service providers, we must collect various pieces of personal information. We do this in line with the New Zealand Privacy Act 1993.

Collection, storage and use of personal information

By completing, and sending back the NZ PEPPOL Service Provider On-Boarding pack (the 'pack'), you agree that the information you have provided to us in the pack can be used and stored by the NZ PEPPOL Authority as outlined in this document.

This information you provide in the pack may be individually or collectively used to assess your organisation's eligibility to be accredited by the New Zealand PEPPOL Authority.

Besides our staff, we share this information with the New Zealand Ministry of Justice. This enables them to share with us the criminal conviction history of your directors for the purpose of ensuring the eligibility of your organisation.

Completing the pack is optional; however, if you choose not to provide the information we require we'll be unable to take your application further. We will not be able to assess your organisations eligibility to become accredited by the New Zealand PEPPOL Authority.

We keep your information safe by storing it within MBIE's New Zealand based data warehouse and by only allowing the appropriate staff members to access it.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at support@nzpeppol.govt.nz.

Declaration

I acknowledge that I have read and agree to the statement above. I also acknowledge that I have the written permission to share personal information of individuals whose personal information I have included within the on-boarding pack.

Name: _____ Title: _____

Organisation: _____

Signature: _____ Date: _____