

AI in recruitment – Supplemental Privacy Notice

This AI Supplemental Privacy Notice ("Supplemental Notice") will provide you with information about how DLA Piper New Zealand (**DLA Piper, we, us, our**) uses Artificial Intelligence (**AI**) to collect, store and process your personal data as a candidate participating in our recruitment process.

This notice is supplemental to, and should be read in conjunction with, our general privacy policy, available [here](#), which also incorporates our Recruitment-specific Privacy Notice, available [here](#).

DLA Piper collects and uses personal data which you provide as part of its recruitment and pre-hire process. Your personal data is primarily used to assess your suitability for the position you applied for and, if successful, to facilitate your onboarding and ongoing management of our employment relationship with you.

We use AI to help us find the right people for the right roles and increase the robustness of our recruitment practices. Insights from AI will be used to help our recruitment team make recruitment decisions. Your personal data will not be used to train AI models, and a human will ultimately be responsible for making our recruitment decisions.

We are committed to using AI transparently and with an intentional, secure, and human-driven approach in accordance with applicable laws.

Overview of our AI Tools

We work with third parties whom we have instructed to collect, store, and process personal information on our behalf to support our recruitment activities. For example, we use Spark Hire's Recruit platform as a recruiting and applicant tracking platform.

Third party AI suppliers will only have access to your personal data in order to provide services to us (ie access to and use of the AI tool they are supplying to us).

As an example of how we use AI in our recruitment process, Spark Hire's Recruit tool:

- reads CVs and compares them against the job requirements we upload, and provides a rating based on its assessment of the candidate's CV's 'fit' for the role;
- reviews video recordings to assess:
 - competency levels, such as communication, execution and comprehension; and
 - personal qualities, like levels of enthusiasm and perseverance,
- and provides a rating based on its assessment; and
- creates transcriptions of video interviews.

Real people from our recruitment team will review the ratings provided by Spark Hire, together with other information collected throughout the recruitment process, and use their professional judgement to make recruitment decisions.

Data collected

In addition to the types of personal data stated in our privacy policy (linked above), we also collect the following types of personal data:

- Notes and video/audio recordings submitted with your application.
- URL of your LinkedIn and other online profiles.
- The position for which you have been or are being considered.
- The source who submitted your candidacy (eg recruiting agency, referral).
- Email correspondence between you and us and between us and other sources about your candidacy.
- Information from referees.
- Events in the lifecycle of your candidacy.
- Your responses to questionnaires sent to you by us.
- Information about your candidacy and employment options (such as availability to be hired and salary expectations).
- Evaluations and discussions within DLA Piper about your candidacy.
- Materials you or other parties (such as evaluators or background check providers) submitted in relation to your candidacy.

Please note that not all of the above information will be collected about every candidate.

We do not use your personal data to train AI models

DLA Piper New Zealand does not use your personal data to train AI models, nor do we allow AI platform suppliers to use personal data you provide to us (via AI tools) to be used to train their AI models.

Data sharing

In addition to the sharing activities covered in our privacy policy (linked above), we may share your personal data with our service providers and vendors who assist us to collect, process, and store your personal data. Currently, the main AI platform we use in recruitment is Spark Hire's Recruit platform. The Spark Hire Recruit privacy policy is available [here](#).

If you apply to a job opening using a unique referral link that was provided to you by an employee of us to which you are applying, we may share some of your general recruitment status, without identifying you by name, with the person that provided you the referral link.

The purpose of sharing the above information is to operate incentive programs (i.e. employee referral bonus programs) of DLA Piper New Zealand and to provide feedback to third-parties who submit candidates to us regarding their submission.

Data retention

We will retain your personal data only for as long as necessary to fulfil the purposes for which your personal data was collected, unless a different period is required or permitted by applicable law (including, for the purpose of meeting any legal, accounting or other reporting and regulatory requirements or obligations). Generally, our recruitment retention periods are as follows:

Candidacy outcome	Retention period
Successful candidates	Duration of employment and 6 years thereafter
Unsuccessful candidates who have consented to receive updates regarding future opportunities, or, in the context of graduate recruitment, who remain eligible for future graduate recruitment (for example, a summer clerk applicant who is likely to be eligible in subsequent years to apply for a law clerk role).	2 years after the end of the recruitment period for which the personal data was submitted
Unsuccessful candidates who have not expressed interest in future opportunities, or, in the context of graduate recruitment, who are unlikely to be eligible for subsequent graduate recruitment rounds (for example, a final year law student who was unsuccessful in applying for a law clerk role).	12 months after the end of the recruitment period for which the personal data was submitted

Changes to this Supplemental Privacy Notice

From time to time, we may change or update this notice (for example, if we start using a new AI tool in our recruitment process). Accordingly, we recommend reviewing this notice each time you apply for a role at DLA Piper, as it may have changed since you last reviewed it.

Contact us

We welcome your questions and comments about your privacy or this Supplemental Notice. You may contact us at nzcareers@dlapiper.com.