



Credit Checks for Job Candidates

Know Your Legal Obligations



Two Key Legal Requirements

Individual Consent

Must obtain written authorisation from the candidate before conducting check.

Financial Risk Role

Position must involve significant financial risk to justify credit check.



Privacy Act Compliance

Credit checks must comply with privacy principles under two key pieces of legislation.

Privacy Act 2020

Governs collection and use of personal information in New Zealand.

Credit Reporting Privacy Code 2020

Specific regulations for credit reporting and information handling.

Three Main Credit Agencies

New Zealand has three primary credit reporting agencies providing employer services.



Agency Services

Provide credit reporting specifically designed for employer verification purposes.



Direct Reports

Applicants can obtain their own credit reports directly from agencies.



Report Differences

Individual reports may differ from employer-specific credit reports.



Alternative Approach

01

Request Self-Report

Ask applicant to obtain their own credit report from agencies.

02

Offer Fee Payment


Consider covering any fees associated with obtaining the report.

03

Review Carefully

Note that individual reports may contain different information than employer reports.

Important Disclaimer

 This guidance must be modified for your specific circumstances and does not constitute legal advice.

- Always obtain qualified legal advice before implementing credit check procedures.
- Review and adapt processes to ensure compliance with applicable legal requirements.
- No warranty provided regarding fitness for specific purpose or legal compliance.



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