

## PURPOSE OF THE POLICY

1. Minara Resources and its subsidiaries (**Minara**) are committed to respecting and protecting the privacy of personal information.
2. The way Minara manages personal information is governed by the Privacy Act 1988 (Cth) (**Act**), the Australian Privacy Principles (**APPs** established under the Act and this Privacy Policy, which policy is to be read in conjunction with the [Glencore Australia Privacy Policy](#)).
3. This Privacy Policy does not apply to personal information collected, or otherwise obtained, by Minara in relation to current and former employees and which relates directly to the employment relationship that exists, or existed, between Minara and its current and former employees.
4. This Privacy Policy:
  - (a) provides you with a detailed description of the way Minara collects, stores, uses and discloses any personal information that we obtain in the course of business including as a result of use of the Minara website; and
  - (b) outlines the way you can access, amend and update your personal information.

## PERSONAL INFORMATION

5. Personal information means information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. The personal information which we collect, store, use and disclose includes:
  - (a) your contact details (including emergency contact details);
  - (b) employment history;
  - (c) educational qualifications; or
  - (d) certain other details such as your date of birth, gender and occupation.
6. Some personal information is considered 'sensitive information' for the purposes of the Act. The sensitive information which we collect, store, use and may disclose includes information or an opinion about an individual's:
  - (a) race or ethnic origin;
  - (b) tax file number;
  - (c) health; or
  - (d) membership of a professional or trade association.

## COLLECTION AND STORAGE OF YOUR PERSONAL INFORMATION

7. In most circumstances, it is impractical for people to communicate with us anonymously. We need to identify you to assist you effectively. However, in circumstances where it is lawful and practicable to do so, we will provide you with the option of not identifying yourself, or using a pseudonym, when entering into communications with us.
8. We collect personal information:
  - (a) provided by you in the course of applying for employment positions at Minara;
  - (b) provided to Minara by third parties who have disclosed that information to Minara with your consent;
  - (c) provided by you when updating or changing your details;
  - (d) contained in documents or other correspondence that you provide to us; and
  - (e) provided by you directly when providing information by phone, in person, electronically via our website, or when completing documents or forms.

# PRIVACY POLICY



9. We only collect sensitive information about you if you consent to the collection of the information and the information is reasonably necessary for one or more of our functions or activities. The provision of sensitive information to us on a voluntary basis (including, for example, information you supply when applying for a position with Minara) will be taken to be consent for this purpose.
10. We may store your personal information in hard copy, in electronic form, on electronic devices or on computer databases.
11. Secure storage of personal information is a priority to Minara. We will take reasonable steps to protect the personal information that we hold from misuse, interference and loss and from unauthorised access, modification or disclosure.
12. Where we receive personal information about you which we have not requested (whether directly from you or from a third party), we will consider, within a reasonable period, whether we could have collected that personal information from you had we requested it.
13. Where we determine that:
  - (a) we could have collected the personal information had it been requested, we will store, use and disclose that personal information in the manner set out in this privacy policy; or
  - (b) we could not have collected the personal information had it been requested, we will destroy or de-identify that personal information as soon as practicable, provided it is lawful and reasonable to do so.

## USE AND DISCLOSURE OF YOUR PERSONAL INFORMATION

14. Minara will collect, store, use or disclose your personal information to:
  - (a) deal with your request, enquiry or application for employment;
  - (b) contact you should we need to;
  - (c) address any feedback or complaints you have;
  - (d) conduct and support our business activities; and
  - (e) do anything we are required or authorised by law to do.
15. Minara may also disclose your personal information to:
  - (a) an authorised legal representative nominated by you;
  - (b) law enforcement, government, any regulatory or other authority or other entities as required or permitted by law;
  - (c) our professional advisors, contractors or other service providers whom we may engage from time to time to carry out, advise or assist with carrying out the business activities of Minara;
  - (d) other parties that, at the time of collecting the information from you, we advised that we would disclose the information to; and
  - (e) any other parties that you consent to us giving information to (whether that consent is express or implied).
16. Subject to item 23 below, Minara will not use or disclose your personal information for any purpose unrelated to the purpose for which it was collected, without your consent, unless the disclosure is permitted under the Act or some other law.

## CROSS-BORDER DISCLOSURE OF PERSONAL INFORMATION

17. We may send your personal information to our related bodies corporate or other third parties located overseas. Before disclosing your personal information to an overseas recipient, we will take reasonable steps in the circumstances to ensure that the overseas recipient does not breach the Act, save where:
- (a) we reasonably believe that:
    - i. the recipient of the information is subject to a law or binding scheme that has the effect of protecting information in a way that, overall, is at least substantially similar to the way in which the Act protects personal information; and
    - ii. there are mechanisms that the individual can access to take action to enforce that protection of the law or binding scheme; or
  - (b) you have consented to the transfer.

## ADOPTION, USE OR DISCLOSURE OF GOVERNMENT RELATED IDENTIFIERS

18. Where we collect your personal information, it will usually be identified by a common identifier, such as your name, address or contact details.
19. Subject to certain exceptions under the Act, Minara will not disclose identifiers assigned by Government agencies or its agents, such as tax file numbers, or use those identifiers to identify your personal information.

## MINARA'S WEBSITE

20. When visiting the Minara website, certain information regarding your visit to the website is collected and logged by a third party service provider. The information includes the type of internet browser and operating system you are using, your computer's Internet Protocol address, the date and time of visits and pages visited. This information is provided to Minara and used in an anonymous aggregated form for statistical analyses or purposes.
21. When you access the Minara website, it sends a "cookie" to your computer. A "cookie" is a data file that a website sends to your internet browser, which is then stored on your computer. Minara does not use cookies to identify users. They are used to allow the Minara website to interact more efficiently with your browser.
22. You can set your internet browser to notify when you receive a cookie and provide you with the opportunity to accept or reject it. You can also set your browser to reject all cookies. If your computer does not accept cookies, you may not be able to make full use of the Minara website.

## USE OF INFORMATION FOR SECONDARY PURPOSES

23. If Minara uses or discloses your personal information for a purpose (**Secondary Purpose**) other than the main reason for which it was originally collected (**Primary Purpose**), to the extent required by the Act we will ensure that:
- (a) the Secondary Purpose is related to the Primary Purpose of collection (and directly related in the case of sensitive information), and you would reasonably expect that Minara would use or disclose your information in that way; or
  - (b) you have consented to the use or disclosure of your personal information for the Secondary Purpose; or
  - (c) the use or disclosure is required or authorised by or under law; or
  - (d) the use or disclosure is otherwise permitted by the Act (for example, as a necessary part of an investigation of suspected unlawful activity).

## ACCESS TO AND CORRECTION OF PERSONAL INFORMATION

24. Minara will take reasonable steps to:
  - (a) make sure that the personal information that we collect, hold, use and disclose is accurate, complete and up to date; and
  - (b) destroy or permanently de-identify personal information that is no longer needed for any purpose that is permitted by the Act.
25. Subject to any exceptions in the Act, if you have provided us with personal information, you have a right to request access to it and also to request its correction. Without limiting any obligations that we may have under the Act and the APPs, you can also request information about your personal information which we hold including the use to which we put that personal information, the purpose of that use and the period we envisage we will need to store that personal information (or the criteria used to determine that period). If you wish to request access to, correction of, or information concerning your personal information, you should contact us using the contact details at item 32 of this Privacy Policy.
26. We may ask you to provide proof of your identity if you make such a request.
27. We will endeavour to respond to your request within a reasonable period after the request is made. We do not levy a charge for making a request, nor do we levy a charge for correcting your personal information. However, we may charge you for the reasonable costs incurred by us in providing you with access to, or information concerning, the personal information held by us.
28. If you request correction of your personal information and we subsequently find that any of your personal information is inaccurate, incomplete or no longer current, we will amend your personal information accordingly. If we disagree with your proposed changes to your personal information, we will contact you and arrange for you to provide us with documents evidencing the requested change to your personal information. If you do not provide us with documents evidencing the requested change to your personal information, or we consider that those documents do not adequately support your proposed changes to your personal information, we will provide you with a written notice that sets out the reasons for the refusal of the request, the mechanisms available to you to complain about the refusal and any other matters prescribed by any regulation made pursuant to the Act.
29. The Act provides instances where a holder of personal information may refuse to provide an individual with access to their personal information. If we refuse to give you access to your personal information, we will provide you with a written notice that sets out the reasons for the refusal of the request (except to the extent that it would be unreasonable to do so), the mechanisms available to you to complain about the refusal and any other matters prescribed by any regulation made pursuant to the Act.

## COMPLAINTS, QUESTIONS OR FURTHER INFORMATION

30. If you wish to make a complaint about this Privacy Policy or the collection, use, or safe disposal or destruction of your personal information, you may contact us using the contact details at item 32 of the Privacy Policy. All complaints will be investigated by an appropriately qualified Minara representative. We will endeavour to resolve your complaint as quickly as possible, and in any event within 30 days. If your complaint takes longer to resolve, we will keep you informed regarding the progress of the investigation. We will notify you of the outcome of the investigation, including how we propose to resolve your complaint and what, if any, corrective measures we will implement.
31. If you are not satisfied with our handling or response to your complaint, you may lodge a complaint with the Office of the Australian Information Commissioner (**OAIC**). For more information about making a complaint to the OAIC, visit <http://www.oaic.gov.au/privacy/making-a-privacy-complaint>.

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32. If you would like:

- (a) more information regarding this Privacy Policy, the way that Minara deals with personal information, or our privacy complaints handling procedure;
- (b) to request access to, correction of, or information concerning your personal information; or
- (c) make a complaint regarding the way in which Minara collects, stores, uses or discloses your personal information, you can contact our Data Protection Contact at [dpo.minara@glencore.com.au](mailto:dpo.minara@glencore.com.au) or by phone at +61 (0)8 9212 8400 or write to:

Data Protection Contact  
Minara Resources Pty Ltd  
PO Box Z5523 St Georges Terrace  
PERTH WA 6831  
AUSTRALIA

## CHANGES TO PRIVACY POLICY

33. Minara reserves the right to amend or update this Privacy Policy from time to time. If we do so, a copy of the Privacy Policy, as amended or updated, will be posted on our webpage ([www.minara.com.au](http://www.minara.com.au)) as soon as practicable following that update or amendment.