


# PRIVACY POLICY

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  <b>Privacy Policy</b>	<b>Document REF:</b>	POL_COM_024
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COMMERCIAL & FINANCE		

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## 1. SCOPE

The Company recognises the importance of protecting the privacy of individuals. This privacy policy sets out how the Company complies with its obligations under the *Privacy Act 1988 (Cth) (Privacy Act)* in relation to its handling of the Personal Information of Employees, contractors and other individuals (such as members of the public).

The Company is bound by the Australian Privacy Principles in the Privacy Act which regulate how it may collect, use, disclose and store Personal Information and how individuals can access, and correct Personal Information the Company holds about them.

## 2. DEFINITIONS

Term	Definition
Company	means Batchfire Resources Pty Ltd ACN 607 340 189 and its Related Bodies Corporate, as that term is defined in the <i>Corporations Act 2001 (Cth)</i> .
Employee	means a person who works under a contract of employment with the Company.
Personal Information	has the same meaning as set out in section 6 of the Privacy Act, as amended or replaced from time to time.
Sensitive Information	has the same meaning as set out in section 6 of the Privacy Act, as amended or replaced from time to time.

## 3. INFORMATION THE COMPANY COLLECTS

The Company will only collect Personal Information that is reasonably necessary for one or more of its functions or activities. The Company collects personal information from Employees, customers, contractors, suppliers, service providers, and other parties that interact with the Company.

The types of Personal Information the Company may collect includes:

- a) contact details such as names, organisation name, addresses, email addresses, and telephone numbers;
- b) details about Employees, contractors, and job applicants such as date of birth, driver's licence, tax file number, evidence of right to work in Australia, resume, educational qualifications, employment history, next of kin details and other employment and contractor related information;
- c) other employment related information as applicable/allowable by legislation;
- d) financial information such as bank details;
- e) certain health and medical information under applicable safety and health legislation;
- f) details about an individual's visit to a Company site, including time and date of visit;
- g) when accessing the Company website, IP address information, the browser used, date and time of visit, location data, pages viewed, and other website related information.

## 4. HOW THE COMPANY COLLECTS PERSONAL INFORMATION

The Company will normally collect Personal Information about an individual directly from the individual. The Company will sometimes collect Personal Information from third parties including where the individual consents to the collection, the Company is authorised by an Australian law or court/tribunal to collect the information, or it is unreasonable or impracticable to collect the information directly from the individual.

The Company may collect and handle your Sensitive Information, for example, when you attend any premises of the Company and answer any questions related to your health and wellbeing. The Company will not collect Sensitive Information unless it has the individual's consent or the Company is otherwise permitted by law to do so.

The Company takes reasonable steps to protect the Personal Information it collects from misuse, interference, loss and unauthorised access. The Company restricts access to Personal Information to authorised personnel and this information is also protected under its computer and data security procedures.

## 5. HOW THE COMPANY USES PERSONAL INFORMATION

The Company will only use and disclose the Personal Information of an individual for the primary and related purposes for which the information was collected, unless the individual has provided their consent, or the Company is required or authorised by law. The Company may share Personal Information with its related bodies corporate, and service providers including IT service providers and recruiters. The purpose for which the Company collects, holds, uses and discloses Personal Information include:

- a) providing and improving the Company's goods and services;
- b) procuring goods and services from suppliers;
- c) managing relationships with Employees, customers, contractors, suppliers, service providers, and other parties;
- d) keeping individuals up to date about Company news and events;
- e) assessing an individual's suitability for employment or contractor services with the Company;
- f) purposes related to employment or the provision of contractor services;
- g) responding to an individual's enquiry or request for information;
- h) resolving a complaint;
- i) investigating health and safety or other incidents;
- j) providing training; and
- k) other purposes permitted or required by law or any public health order.

If an individual chooses to not provide their personal information to the Company, the Company may not be able to carry out the above functions with respect to that individual.

## 6. ACCESSING AND CORRECTING PERSONAL INFORMATION

An individual may request access to or request a change to their Personal Information held by the Company by contacting the Company on the details provided in clause 10.

If the Privacy Act or other relevant law prevents the Company from providing the individual with access or from making the change, the Company will let the individual know the reasons in writing.

## 7. RETENTION AND DISPOSAL OF PERSONAL INFORMATION

The Company takes reasonable steps to securely destroy or de-identify Personal Information where it is no longer needed for the purpose for which the Company collected it (and the Company is not required by law to retain the information).

## 8. COMPLAINT HANDLING

An individual can make a privacy related complaint by writing to the Company on the contact details listed in clause 10.

The Company takes all privacy complaints seriously and will investigate and respond to any complaint within 30 days unless it is unreasonable to do so in the circumstances.

If an individual is concerned about how the Company has responded, a complaint can be made to the Office of the Australian Information Commissioner by email to [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au), by mail to GPO Box 5218, Sydney NSW 2001, or other means as set out at <https://www.oaic.gov.au/>.


## 9. CHANGES TO THIS PRIVACY POLICY

The Company may update this privacy policy from time to time. The Company reserves the right to change this privacy policy at any time.

## 10. COMPANY CONTACT DETAILS

Any questions, concerns or complaints related to this Privacy Policy should be directed in writing to the Finance and Commercial Manager, Brisbane Corporate Office at PO Box 144, Biloela QLD 4715 Australia or by fax to +61 07 4845 1514.

## 11. DOCUMENT CONTROL

Revision	Reason for review	Review team	Summary of changes	Review approved (Department Manager)	Date	Authorised	Date
1	Initial	Mark Fraser, Stuart Schmidt	Initial version	Mark Fraser	16 Jul 20		20/9/20