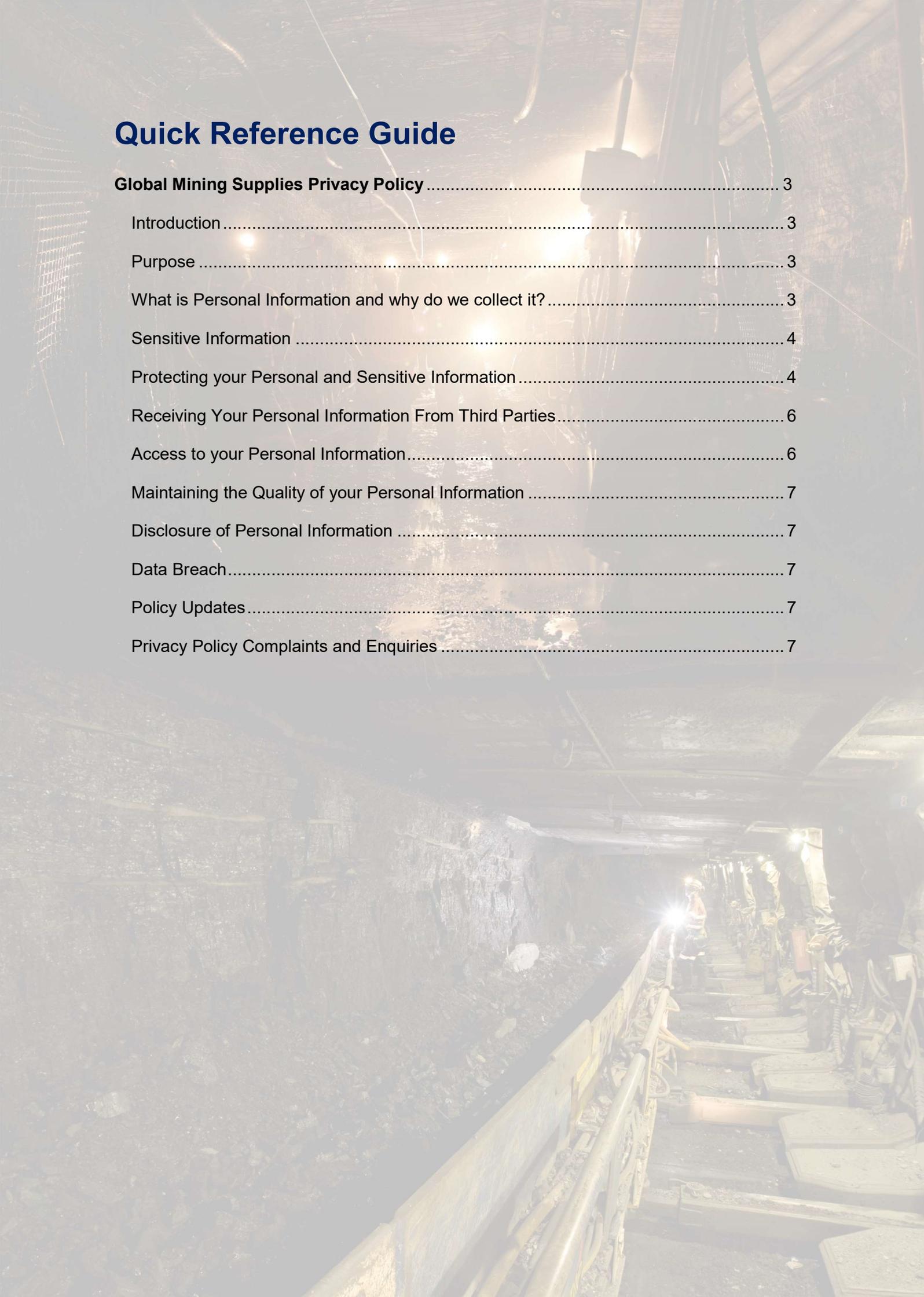


A dark, industrial mining tunnel with bright lights and machinery. The scene is dimly lit, with several bright, circular lights illuminating the wet, rocky floor. The background shows complex machinery and structural elements of the tunnel. The overall atmosphere is gritty and industrial.

Global Mining Supplies Pty Ltd Privacy Policy

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Global Mining Supplies Privacy Policy

Introduction

At Global Mining Supplies, we are committed to providing quality products and services to our customers, business partners and all those we work with and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au

Purpose

The purpose of our privacy policy is to disclose to you some of the ways we gather, use, disclose and manager your data. It clearly documents our commitment to you and protecting your personal information and privacy.

What is Personal Information and why do we collect it?

The term 'personal information' encompasses a broad range of information. A number of different types of information are explicitly recognised as constituting personal information under the Privacy Act. For example, the following are all types of personal information:

- 'general information'(includes names, addresses, email addresses, phone and facsimile numbers);
- 'sensitive information' (includes information or opinion about an individual's racial or ethnic origin, political opinion, religious beliefs, sexual orientation or criminal record, provided the information or opinion otherwise meets the definition of personal information);
- 'health information' (which is also 'sensitive information');
- 'credit information';
- 'employee record' information (subject to exemptions);
- 'tax file number information'; and

- Although not explicitly recognised as personal information under the Privacy Act, information may be explicitly recognised as personal information under other legislation.

This Personal Information is obtained in many ways including purchase orders, quotations, web contact, different business agreements and partnership documents, product testing, interviews, correspondence, by telephone and facsimile, by email, via our website <https://gmsupplies.com.au>, from your website, from media and publications, from other publicly available sources and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our products and services to you, providing information to our customers and clients and for our marketing material. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

When we collect Personal Information we will, where appropriate, where possible and where we deem it required, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

In the unlikely event that your sensitive information is be used by us, we will use it only:

- For the primary purpose for which it was obtained;
- For a secondary purpose that is directly related to the primary purpose; and/or
- With your consent; or where required or authorised by law.

Protecting your Personal and Sensitive Information

We understand that our personal information holdings can be dynamic and change without any necessarily conscious or deliberate action. To effectively protect personal information throughout its lifecycle, we know when and how we collect data and when and how we hold it.

Personal information security throughout the lifecycle involves:

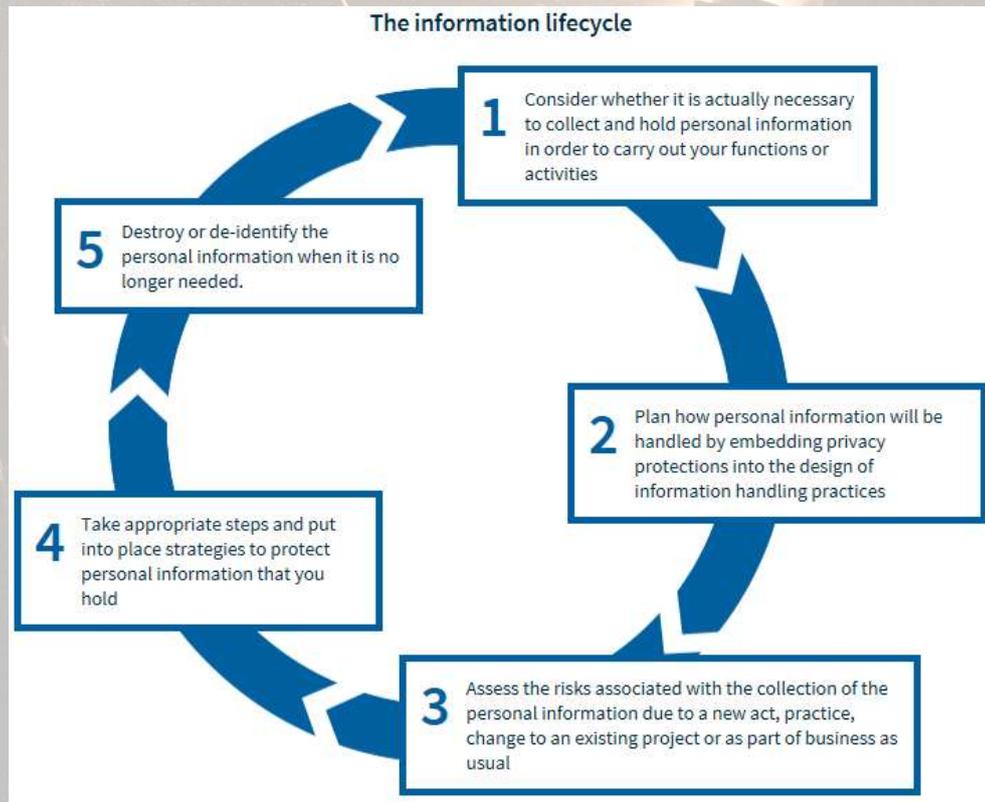


Figure 1 - Office of the Australian Information Commissioner Information Lifecycle

1. Consider whether to collect personal information

We only collect personal information that is reasonably necessary to carry out our core business. We understand that over-collection can increase risks for the security of personal information and this is why we always endeavour not to do it.

2. Privacy by design

We have developed and implemented practices, procedures and systems to:

- prevent the misuse, interference, loss or unauthorised accessing, modification or disclosure of personal information
- detect privacy breaches promptly
- be ready to respond to potential privacy breaches in a timely and appropriate manner.

3. Assessing the risks

We understand that assessing security risks to personal information is an important element of 'privacy by design'. Given the nature of our business, we believe the associated risks for your personal information are low. If this risk level increases at any stage, we will conduct a Privacy

Impact Assessment (PIA), an information security risk assessment and/or a review of our personal information security controls.

4. Taking appropriate steps and putting into place strategies to protect personal information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure. Some of the security strategies to protect your information include governance and culture, ICT security, access security, physical security, standards, destruction and de-identification of information and others.

As way of example, for ICT and access security we include password protection to login to mobile phones, laptops and standalone computers as well as either password, finger print or facial recognition to access individual applications. We also have confidentiality agreements in place with all of our ICT service providers which gives protection to all of our company and your personal information.

5. Destroy or de-identify personal information

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Receiving Your Personal Information From Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party and will do whatever is reasonably practicable to ensure its security and privacy.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing via our website <http://gmsupplies.com.au> on the "Contact Us" page.

Global Mining Supplies Pty Ltd will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Data Breach

We, as outlined by the Notifiable Data Breach (NDB) Scheme detailed in the Privacy Act will notify affected individuals and the Australian Information Commissioner (Commissioner), in the event of an eligible data breach.

A data breach is eligible if it is likely to result in serious harm to any of the individuals to whom the information relates. Entities must conduct a prompt and reasonable assessment if they suspect that they may have experienced an eligible data breach.

Policy Updates

This Policy may change from time to time and is always available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us via:

- **Post:** PO Box 1883, Yeppoon Qld 4703
- **Email:** intouch@gmsupplies.com.au
- **Website:** <http://gmsupplies.com.au> on the "Contact Us" page
- **Phone:** 07 4939 7730

Or feel free to contact the Office of the Australian Information Commissioner directly.