



**Aurelia Metals Limited**

ACN 37 108 476 384

## **Privacy Policy**

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Aurelia Metals respects your privacy and is committed to complying with the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth).

In this policy:

**Aurelia Metals** means Aurelia Metals Limited and its related bodies corporate (also referred to as "we/us/our/Company").

**Personal Information** has the meaning given to that term in the *Privacy Act 1988* (Cth). Generally speaking, Personal information is information or an opinion relating to an identified, or reasonably identifiable, individual.

This privacy policy sets out how we collect, use, store and disclose your Personal Information.

## **1 Collection of your Personal Information**

### **1.1 Why do we collect Personal Information?**

Aurelia Metals collects, holds, uses and discloses Personal Information during the course of its business interactions for the purpose of carrying out our core business activities of gold and base metals mining and exploration.

The business functions and general activities which support our core business activities include:

- Recruitment and payment of employees;
- Engagement and management of contractors and suppliers;
- Engagement with the Company's customers and logistics providers;
- Managing the security of the Company's facilities;
- Managing the safety and health of our contractors and employees;
- Engagement with the local communities in which Aurelia Metals operates; and
- Communications with the Company's shareholders.

### **1.2 Who do we collect Personal Information from?**

Aurelia Metals may collect Personal Information from customers, contractors, suppliers, employees, job applicants, landowners, community organisations, shareholders and visitors to our offices, sites and website.

### **1.3 How do we collect Personal Information?**

Aurelia Metals will generally collect Personal Information directly from you if possible. However, we may also collect Personal Information from third parties, such as Aurelia Metals' share registry provider and recruitment agents.

Aurelia Metals may also receive third party Personal Information through its employees and contractors, including details of family members and next of kin.

#### 1.4 Using our website and cookies

Aurelia Metals may also collect information about you through your access to and use of our website.

Aurelia Metals uses cookies to provide a better browsing experience and improve website functionality. We will only collect information about you where it is fair and lawful to do so. We will not collect more information than we need to improve website performance.

Most browsers allow you to control cookies through their settings preferences. If you limit the ability of websites to set cookies, your user experience will no longer be tailored to you. By continuing to use the Aurelia Metals website you consent to the use of cookies.

Aurelia Metals' website may also detect and record your use of our website, such as which pages you visit, the time and date of your visit, your broad geographic location etc. With regards to website cookies and tracking, no Personal Information is obtained, rather the patterns of usage of visitors to the website may be tracked for the purposes of website development and statistical monitoring.

#### 1.5 What Personal Information does Aurelia Metals collect?

At Aurelia Metals, we will only collect Personal Information by lawful and fair means.

The types of Personal Information that Aurelia Metals generally collects and holds includes:

- **(General business)** personal or business details including your name, job title, organisation, phone number, address and email address and other information necessary for Aurelia Metals to conduct business with you or your organisation.
- **(Shareholders)** information about our retail shareholders, and individuals who may be employed by or contracted to institutional shareholders including names, contact details, shareholding and other information required for the purpose of establishing and maintaining the shareholder relationship.
- **(Employees and contractors)** information about employees and/or contractors engaged by Aurelia Metals including names, contact details, date of birth, qualifications, work competencies and assessments, financial information and other information necessary to maintain an employment or contractual relationship.
- **(Job applicants)** if you apply for a job or contract with Aurelia Metals, we may collect certain information such as your name and contact details, employment and academic history, qualifications and skills, professional affiliations and memberships, relevant record checks and information on your professional interests. This may be collected from you directly, from any recruitment consultant and from your previous employers and others, including referees and publicly available sources.
- **(Community)** information we collect from our community engagement and as part of our community donations program including your name, job title, organisation name, phone number, address and email address.

- **(Visitors to premises)** when you visit an Aurelia Metals office or site, Aurelia Metals records information about you which can include your name, organisation, address and phone number for health, safety and security purposes.
- **(General enquiries or complaints)** you may provide Aurelia Metals with information including your name, email address or other contact details when you contact Aurelia Metals by phone, email, post or using our website.

## **1.6 Aurelia Metal's collection of sensitive information**

We may need to collect sensitive information about you in certain circumstances, including when you are applying for a job with us or are employed by us (either directly as an employee or indirectly as a contractor or subcontractor). This might include health and medical information and drug and alcohol testing results. Aurelia Metals may also require prospective employees to undergo certain medical checks, the results of which will be provided to Aurelia Metals.

## **2 Disclosure**

### **2.1 Disclosure of Personal Information**

Aurelia Metals may disclose your Personal Information:

- to our employees and related bodies corporates of Aurelia Metals;
- to third party business service providers including (but not limited to):
  - Professional advisers such as auditors, legal advisers, accountants;
  - IT service providers;
  - Providers of Aurelia Metals' share registry services; and
  - Recruitment providers;
- to parties engaged in a joint ventures with Aurelia Metals;
- to third parties as required in the event that we sell, buy or merge any businesses or assets, including to a prospective buyer or seller;
- to government agencies, regulatory bodies and law enforcement agencies, where required;
- where necessary to lessen or prevent a serious threat to the life, health or safety of any individual;
- if the person to which the Personal Information relates has consented; or
- to other persons where disclosure is required or permitted by law.

### **2.2 Disclosure of sensitive information**

Your sensitive information will only be disclosed for the purposes for which it was collected, or for directly related purposes that you would reasonably expect us to use it for, for example, in determining fitness for work as an employee or contractor/subcontractor.

### **2.3 Disclosure of Personal Information overseas**

It is possible that Aurelia Metals may disclose your Personal Information to recipients located outside of Australia in the course of us conducting our business. The recipients of

the Personal Information are likely to be located in China, Singapore, Hong Kong, Japan, Switzerland, United Kingdom, Netherlands, Spain, France, Germany, South Africa, United States of America, Canada and New Zealand.

### **3 Storage and security of Personal Information**

Aurelia Metals may hold your Personal Information either in electronic or hard copy form. Aurelia Metals may hold your Personal Information either in our electronic databases or in hard copy form and in various third party databases and platforms.

We are committed to the security of your Personal Information. As such, we use a number of physical and electronic measures to keep your Personal Information secure, including restricting physical access to our offices, maintaining firewalls, providing access based restrictions on IT systems and utilising password protected IT systems with two factor authentication (where available).

### **4 Accessing and correcting your Personal Information**

You have the right to:

- request access to Personal Information that Aurelia Metals holds about you;
- ask Aurelia Metals to correct Personal Information that Aurelia Metals holds about you if it is inaccurate, out of date, incomplete, irrelevant or misleading; and
- opt out of receiving any communications from us.

If you would like to request any of the above, please contact our Privacy Officer on the contact details included below at section 6 of this privacy policy. We note that our Privacy Officer will ask you to verify your identity before providing access to or correcting your information and, if we refuse a correction request, we will tell you why.

### **5 How to make a complaint**

If you have a complaint concerning Aurelia Metals' handling of your Personal Information (ie you believe that there has been a breach of the Australian Privacy Principles), please contact our Privacy Officer in writing using the contact address or email address provided at section 6 of this privacy policy. In your written complaint, please include your name, email address or telephone number and provide details of your complaint.

Our Privacy Officer will investigate your complaint and respond within a reasonable time and in any event, usually within 30 days. If, following receipt of the response from our Privacy Officer, you consider that Aurelia Metals has failed to resolve the complaint satisfactorily, you can lodge a complaint with the Office of the Australian Information Commissioner. For further information regarding how to make a complaint to the OAIC, please visit <https://www.oaic.gov.au/privacy/privacy-complaints>.

### **6 Contact details**

If you require further information on privacy matters relating to Aurelia Metals, or wish to exercise your rights under sections 4 or 5 of this privacy policy, please contact our Privacy Officer at the contact details below:

Privacy Officer  
Aurelia Metals Limited  
GPO Box 7, Brisbane QLD 4001  
Phone: +61 7 3180 5000  
Email: [office@aureliametals.com.au](mailto:office@aureliametals.com.au)

Aurelia Metals may modify or update its Privacy Policy from time to time by publishing it on our website ([www.aureliametals.com](http://www.aureliametals.com)). We encourage you to check Aurelia Metals' website to ensure that you are aware of our current Privacy Policy.

*Current as at 5 November 2020*