



The Privacy Statement below outlines how Black Cat (**'Company'**, **'we'**, **'us'**, **'our'**) manages Personal Information of individuals that interact with us (**'you'**, **'your'**), during our business activities from a range of individuals, including representatives of our suppliers, customers, agents, community groups, industry associations, financiers, joint venture or business partners, our shareholders and investors, employees and contractors, job applicants and users of our website.

The statement details our obligations and your rights in respect of our dealings with your Personal Information. It outlines how we collect, use, disclose and protect your Personal Information, as required by the *Privacy Act 1988* (Cth) (**Privacy Act**). The statement also outlines how you can access and correct your information, ask a question or make a complaint.

COLLECTING PERSONAL INFORMATION

What is Personal Information?

"Personal Information" is information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified or identifiable individual. Personal Information also includes any information within the meaning given to that term or to similar terms (such as "personally identifiable information" or "personal data") under applicable local laws. The types of Personal Information we may collect include:

- (a) your name;
- (b) your address;
- (c) your email address;
- (d) your telephone or fax number;
- (e) your date of birth;
- (f) other information of a personal nature that you disclose during communications with us, whether in person, over the telephone, via email or in writing;
- (g) information from or in connection with your resume or job application if you apply for a position with us;
- (h) information about our employees and shareholders (including tax file numbers, social security numbers and similar information, where relevant); and,
- (i) health and medical information about our employees, contractors and visitors, and other information relevant to the context of the collection, e.g., for business related purposes such as managing a business relationship.

What is the purpose for collecting Personal Information?

We collect Personal Information for purposes relating to our business functions and activities.

For example, if you are a supplier or contractor, we collect your Personal Information for the purposes of engaging you to supply goods or services (or both) and then managing our ongoing relationship with you.

If we do not collect your Personal Information, we may not be able to do these things. For example, we may not be able to communicate with you and deal with your enquiries.

How do we collect Personal Information?

We may collect your Personal Information through different means, including as set out below:

Directly from you

Generally, we collect Personal Information directly from the relevant individual who we deal with while carrying out our business activities, where reasonable and practicable.

We may do this when we meet you in person, such as when you complete an application form or contract. We may also collect your Personal Information directly from you in other ways, including when:

- (a) we have a conversation with you over the telephone;
- (b) you send an email or letter to us;



- (c) you complete an enquiry or form or subscribe to investor updates via our website; or
- (d) you submit a tender; or,
- (e) We search indirect sources.

We may also collect Personal Information about you from third parties and other sources such as our share registry service and corporate reporting services providers, our related entities, or other third parties (such as a recruitment agency or referee in connection with a job application). We may also supplement the information we collect with information from other sources, such as publicly available databases and publications and social media platforms. We will generally only collect your Personal Information in this way if it is unreasonable or impracticable to collect this information directly from you or if we are otherwise permitted to do so.

Employee, contractor, and visitor health information

We undertake medical assessments and drug and alcohol testing of employees, contractors, and visitors, in accordance with our more detailed policies and procedures and to comply with relevant laws and protect the health and safety of our personnel. This may include pre-employment, exit from employment, post-incident, reasonable cause, random, and periodic testing. Subject to applicable local laws, medical assessments may be required for all personnel:

- (a) prior to employment to ensure ability to perform job requirements and that the task requirements do not impact on personal health;
- (b) periodically during employment to monitor personnel health and potential impacts of exposures; and
- (c) upon termination of employment to assess if workplace exposures have impacted adversely on the individual's health.

From our website

If you access our website, you will browse anonymously (unless you have completed an online application form), except as set out in this section.

For all visitors browsing our website, we may use cookies to collect information such as the server your computer is logged on to, your browser type, the time of visit, pages visited and your IP address. We may also derive the general geographic area associated with an IP address.

Information collected in this way is not capable on its own of personally identifying you.

If you have provided us with Personal Information by completing a form online and we have identified you, it may be possible for us to link your identity to your previous anonymous browsing history and collect information about your possible future use of our websites, irrespective of how you access our sites (e.g. by clicking a link in an advertisement or from a third-party website).

If you would prefer not to be identified in this way, you should delete the cookies and reconfigure the cookie preferences on your internet browser. You can configure your browser to accept all cookies, reject all cookies, or notify you when a cookie is sent. If you disable the use of cookies on your web browser or remove or reject specific cookies from our website or linked sites, then you may not be able to gain access to all the content and facilities in those websites

Some of the content on our website includes applications made available by third parties, such as social media buttons or links that allow you to share content or links to our website through the relevant third-party platforms. These third-party applications themselves may facilitate collection of information by those third parties, through your interaction with the applications and sometimes even if you do not interact directly with them. We are not responsible for the technical operation of these applications or the collection and practices of the relevant third parties. Please visit the relevant third-party websites to understand their privacy practices and options they may make available to you in relation to their collection of your Personal Information.



HOW WE USE AND DISCLOSE YOUR PERSONAL INFORMATION

We collect, hold, use, and disclose your Personal Information for business-related purposes and community engagements to process applications and payments, verify your identity and other details, manage our business dealings (including by monitoring, auditing, and maintaining accurate records), protect our lawful interests and deal with your enquiries and concerns.

This includes entering and managing contracts, recruitment and rostering, managing payments and accounts, monitoring workers' health and potential impacts of exposures ensuring safety and security of personnel and onsite visitors including undertaking drug and alcohol testing of staff and visitors to our sites and operations, undertaking administration in relation to our shareholders and share registry, promoting our industry and providing you with any requested information, undertaking regulatory and company-required reporting, investigating and managing incidents and return to work plans, monitoring and ensuring adherence to and compliance with our policies and procedures, investigating and notifying individuals about potential or actual data breaches and for complying with our legal obligations.

We reserve the right to monitor, review, retain, and/or disclose any Personal Information as necessary to satisfy any applicable law, but we have no obligation to monitor the use of the Website or our corporate email systems or to retain the content of any user session. We may monitor emails sent to and from our personnel and may collect Personal Information of third parties in doing so. We may use this information in connection with our business and corporate activities, for example for internal investigations or in connection with legal proceedings.

We may share your Personal Information within the Company with personnel who need to know for business and legal reasons, to third parties that provide products and services to us or through us, or to other third parties (such as your referee(s) in connection with a job application you have submitted).

To do this, we may disclose your Personal Information to third parties including:

- (a) parties that provide services which are necessary for us to conduct our business, such as providers of archival, auditing, debt collection, banking, insurance, marketing, advertising, valuation, mail house, delivery, recruitment, technology, data processing, research, investigation, professional advisory (legal, accounting, financial and business consulting), security services and in the event that we buy, sell or merge any business or assets, including to prospective sellers or buyers and financiers;
- (b) medical providers including medical and rehabilitation practitioners for investigating incidents or assessing claims;
- (c) regulatory bodies, government agencies, law enforcement bodies, courts and dispute resolution schemes as required or authorised by law; and,
- (d) your authorised agents, executors, administrators or legal representatives.

KEEPING PERSONAL INFORMATION SECURE

We use security processes and technology to protect the Personal Information that we hold in electronic and hard copy format.

If we find that we no longer require or have no further need for your Personal Information we may de-identify it or remove it from our systems and destroy all record of it, subject to applicable local laws requiring its retention.

For example, we take measures to ensure the physical security of Personal Information, such as locking offices and filing cabinets. Information stored on our computer systems can only be accessed by personnel entrusted with authority and access passwords.

Our website does not provide facilities for secure transmission of information across the Internet. Users should be aware that there are inherent risks in transmitting information across the Internet.



ACCESS AND CORRECTION OF PERSONAL INFORMATION

Access

You may access the Personal Information we hold about you upon request.

You can make a request in an email, letter or by telephone. To make such a request, please see our contact details further below.

We will need to validate the identity of anyone making an access request, to ensure that we do not provide your information to anyone who does not have the right to access that information.

Your rights to access your Personal Information are subject to some limitations. For example, we do not have to provide you with access to the extent that it would be illegal to do so, if it would have an unreasonable effect on the privacy of others or the request is frivolous or vexatious.

We do not usually charge you for access to your Personal Information. However, if the request is complex, we may charge you the cost of providing the access, such as personnel costs of locating and collating information or copying costs.

Correction

We take reasonable steps to ensure that any Personal Information we collect, and use is accurate, complete, and up to date. If you consider your Personal Information is inaccurate, incomplete, or out of date, please contact our HR Manager to rectify your Personal Information.

COMPLAINTS

If you feel that we have not met the requirements of this policy in relation to your Personal Information, please contact our Human Resources (HR) Manager as follows:

By phone:

Call +61 (0)458 007 713
between 8.30am and 5.00pm (WST) Monday to Friday.

By mail:

Mail your written complaint to: HR Manager
Black Cat Syndicate Limited
PO Box 184
West Perth WA 6151

By email:

Send an email at any time to admin@bc8.com.au.

We will investigate your queries and privacy complaints promptly and notify you of the outcome of our investigation.

UPDATES

We may review and amend our Privacy Policy and Statement from time to time to address changes to laws and to our current activities and practices.

You can obtain a copy of the current version at www.blackcatsyndicate.com.au.