

North Stawell Minerals Ltd Privacy Policy

1. Policy Introduction

North Stawell Minerals Limited (NSM, North Stawell Minerals, or “the Company”) is committed to protecting the privacy of individuals’ personal information. This Privacy Policy sets out the principles that North Stawell Minerals will follow in collecting, using, holding, disclosing and otherwise managing personal information.

“Personal information” is information or an opinion about an identified individual or an individual who is reasonably identifiable, whether true or not and whether the information or opinion is recorded in a material form or not.

North Stawell Minerals is bound by the *Privacy Act 1998 (Commonwealth)* (Act) and the Australian Privacy Principles that are contained in that Act.

2. Collection of Personal Information

North Stawell Minerals may collect personal information about an individual in a variety of ways, including when an individual interacts with North Stawell Minerals in person or electronically, for example when an individual accesses our website.

North Stawell Minerals Limited will only collect personal information about an individual where the information is reasonably necessary for one or more of our functions or activities. The kinds of personal information collected and held, how that information is collected and held and the purposes for which that information will be collected, held, used and disclosed will depend on the circumstances.

Examples of instances where personal information may be collected by North Stawell Minerals include:

- a. Collecting personal information from shareholders for the purposes of enabling proper records to be kept and for reporting purposes; and
- b. Collecting personal information from individuals who enter into employment, service agreements, joint venture agreements, farm-in agreements or other transactions with North Stawell Minerals for the purpose of administering those agreements or transactions or for reporting purposes.

Examples of the kinds of personal information North Stawell Minerals may collect and hold include:

Name;
Address;
Phone number;
Next of kin or Contact details;
Email address;
Medical assessments;

Police clearance information;
Remuneration;
Roster;
Bank account details
Information about goods or services ordered, acquired or supplied;
Information from enquiries made; and
Communications between North Stawell Minerals and an individual.

North Stawell Minerals will take reasonable steps to ensure that the personal information that is collected, used or disclosed by it is complete and up to date. North Stawell Minerals will only collect personal information about an individual from that individual unless it is unreasonable or impractical to do so.

3. 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.

Sensitive information will be used by us only:

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

4. Use and Disclosure of Personal Information

At or before, or if that is not practicable, as soon as practicable after, the time that the personal information is collected, North Stawell Minerals will take reasonable steps to ensure that the individual is aware of the matters required by the Australian Privacy Principles, including:

- a. Why the personal information is being collected;
- b. Who else the personal information might be given to;
- c. The fact that this Privacy Policy contains information about how the individual is able to gain access to and correction of the information collected; and
- d. How to contact North Stawell Minerals, including to make a complaint.

If North Stawell Minerals collects personal information about an individual from someone else, North Stawell Minerals will take reasonable steps to ensure that the individual is aware that North Stawell Minerals has collected the information and of the above matters.

North Stawell Minerals will only use or disclose this personal information for:

- a. The purpose for which it was collected;

- b. Any related purpose for which it would reasonably be expected to be used or disclosed;
- c. A purpose required or permitted by law; or
- d. A purpose for which the individual has provided consent.

Examples of instances where North Stawell Minerals may disclose personal information about individuals to third parties include disclosure to providers of services to North Stawell Minerals, government agencies, regulatory authorities, related bodies corporate of North Stawell Minerals and professional advisers of North Stawell Minerals. North Stawell Minerals requires its service providers to keep the personal information confidential and not use it for any purpose other than performing those services.

e. 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.

f. Security of Personal Information

North Stawell Minerals will take reasonable steps to ensure that the personal information that it holds is protected from misuse, interference and loss and from unauthorised access, modification and disclosure.

North Stawell Minerals will also take reasonable steps to ensure that personal information it holds that is no longer necessary for the disclosed purpose is destroyed or permanently de-identified, subject to any legal obligation to keep the personal information for any required period of time.

g. Access to, Updating and Correcting 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.

At the request of an individual, North Stawell Minerals will, in most circumstances, provide access to an individual to any personal information that is being held by North Stawell Minerals about that individual.

There are certain circumstances where North Stawell Minerals will not provide an individual access to such personal information in accordance with the Act. These circumstances include where providing access would have an unreasonable impact on the privacy of others, where providing access would reveal commercially sensitive information about the organisation or where providing access would be unlawful.

An individual can seek access to, and update or correct, any personal information that is being held by North Stawell Minerals about that individual by contacting us here.

h. Amendment of Policy

North Stawell Minerals may amend this Policy from time to time. The amended policy will be placed on our website and is also available upon request.

i. Concerns, Queries and Complaints

If a person has any concern, query or complaint about:

- a. Any personal information that may have been collected, used or disclosed by North Stawell Minerals;
- b. This Privacy Policy; or
- c. A breach of the Australian Privacy Principles,

They are to be referred to the Company Secretary/Chief Financial Officer.

North Stawell takes complaints very seriously and will respond shortly after receiving written notice of the complaint.

North Stawell Minerals Ltd

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