



POLICY PRIVACY

Western Areas Ltd (WSA) acts in accordance with the Privacy Act 1988 and amendments. Staff and contract employees must carry out their work in a responsible manner and agree to comply with all statutory legislation, policies and procedures whilst employed or contracted with WSA. WSA takes its obligations seriously and takes all reasonable steps to comply with the Act and protect the privacy of personal information that it holds.

WSA is bound under the Privacy Act 1988 and amendments to ensure all personal and sensitive information held by it is managed in a confidential manner. This policy applies to employees, shareholders, contractors, customers, clients, suppliers and all others whom provide WSA with personal information.

WSA may collect the following private information:

- Resume/ CV;
- References;
- Medical reports (refer to FFW and OSH standards and procedures);
- Career plans;
- Results of aptitude and other tests (if applicable);
- Names and addresses;
- Performance appraisals;
- Shareholdings; and
- Email addresses.

WSA collects and uses such information for purposes of;

- Recruitment and selection procedures;
- Employee maintenance (as required by legislation i.e. Tax, superannuation, etc);
- Performance management;
- Investor relations management;
- Credit references; and
- Processing payments.

WSA will take all reasonable steps to protect the security of the private information it holds. This includes appropriate measures to protect electronic materials as well as documents generated in hard copy. This data is held on WSA systems and in hard copy, and is only accessed by authorised company officers.

WSA makes every effort to keep any personal or sensitive information of all our employees up to date and accurate. If you require access to any personal information that we hold on you, wish to notify us of any change, modification or correction or would like us to delete your personal information from our records when leaving employ, please contact Head Office.

A handwritten signature in black ink, appearing to read 'DL Lougher'.

Dan Lougher
Managing Director
6/07/2020