



Privacy Policy

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

In this policy:

Stanmore means Stanmore Resources Limited and its related bodies corporate.

Personal Information means information or an opinion (whether true or not and whether recorded in material format or not) about an identified individual or an individual who is reasonably identifiable.

This privacy policy sets out how we collect and manage your Personal Information.

1 Who's Personal Information do we collect?

Stanmore collects Personal Information during the course of its business interactions. We may collect Personal Information from customers, contractors, suppliers, employees, job applicants, landowners, community organisations, shareholders and visitors to our offices, sites and website.

2 What Personal Information do we collect?

At Stanmore we will only collect Personal Information by lawful and fair means.

The types of Personal Information that Stanmore may collect includes:

- (**General business**) personal or business details including your name, job title, organisation, phone number, address and email address and other information necessary for Stanmore 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. This information may include your name, contact details, shareholding and other information required for the purpose of establishing and maintaining the shareholder relationship.
- (**Employees and contractors**) this information may include your name, contact details, date of birth, qualifications, work competencies and assessments, financial information and other information necessary to maintain an employment or contractual relationship. This may also include sensitive information, such as health and medical information and drug and alcohol testing results.
- (**Job applicants**) when an individual applies for a job or contract with Stanmore, 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. Stanmore may also require prospective employees to undergo certain medical checks.
- (**Community**) information we collect as part of our Community Grants Program including your name, job title, organisation name, phone number, address and email address.
- (**Visitors to premises**) when you visit a Stanmore office or site, Stanmore records information about you which can include your name, organisation, address and phone number for health, safety and security purposes.
- (**General enquiries**) you may provide Stanmore with information including your name, email address or other contact details when you contact Stanmore by phone, email, post or using our website.

3 How do we collect Personal Information?

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

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

4 Disclosure of Personal Information

Stanmore may disclose your Personal Information:

- between related bodies corporate of Stanmore;
- to third party business service providers including (but not limited to):
 - Professional advisers such as auditors, legal advisers, accountants;
 - IT service providers;
 - Providers of Stanmore's share registry services;
 - Recruitment providers;
- to joint venturers of Stanmore;
- to third parties if 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
- where disclosure is required or permitted by law.

5 Disclosure overseas

Stanmore may disclose your Personal Information to recipients located outside of Australia in the course of us conducting our business. The countries may include Canada, Japan, South Korea, China, Singapore, India, Taiwan and regions, including South America the European Union.

6 Using our website

Stanmore 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. 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 Stanmore website you consent to the use of cookies.

Stanmore's 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. We may track the patterns of usage of visitors to the website for the purposes of website development and statistical monitoring. We do not obtain Personal Information through your use of our website.

7 How we hold and secure Personal Information

Stanmore may hold your Personal Information either in electronic or hard copy form. 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).

However, the internet is not a secure environment and therefore, Stanmore cannot guarantee the security of information provided to it via electronic means.

8 Your rights

You have the right to request:

- access to Personal Information that Stanmore holds about you;
- that Personal Information that Stanmore holds about you be corrected if it is inaccurate or incomplete; and
- to opt out of receiving any communications from us.

If you would like to request any of these matters, please contact our Privacy Officer at the contact details below.

9 How to make a complaint?

If you have a complaint concerning Stanmore's handling of your Personal Information, please contact the Privacy Officer at the contact details below. Please include your name, email address or telephone number and provide details of your complaint.

The Privacy Officer will investigate your complaint and respond promptly. If you consider that Stanmore has failed to resolve the complaint satisfactorily, you can complain to the Office of the Australian Information Commissioner.

10 Contact details

If you require further information on privacy matters relating to Stanmore, please contact the Privacy Officer at the contact details below:

Privacy Officer
Stanmore Resources Limited
GPO Box 2602, Brisbane QLD 4001
Phone: +61 7 3238 1000
Email: info@stanmore.net.au

Stanmore may modify or update its Privacy Policy from time to time by publishing it on our website (<https://stanmore.net.au/>). We encourage you to check Stanmore's website to ensure that you are aware of our current Privacy Policy.

Approved for publication 2 February 2022