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## **Privacy Policy**

**Everlast Minerals Limited**  
**ACN 620 278 800**

Document Controls	
Adopted by the Board on	
Date previously approved by the Board	
Date of next scheduled review	

## **1. About this Policy**

- 1.1 Everlast Minerals Limited ACN 620 278 800 (**Company** or **we**) recognises the important of privacy and is committed to protecting your privacy when handling personal information.
- 1.2 This Privacy Policy outlines how the Company manages your personal information, the kinds of personal information we collect and how that information is collected, held, used and disclosed in accordance with the Privacy Act 1988 (Cth)
- 1.3 We encourage you to check our website regularly for any updates to our Privacy Policy.

## **2. PERSONAL INFORMATION WE COLLECT**

- 2.1 Personal information is information or an opinion about you from which you can be reasonably identified. The Company collects personal information so that it can administer your investment in the Company, provide facilities and services that you request and comply with its legal obligations. If the Company does not collect your personal information, it may not be able to provide you with these services.
- 2.2 The type of personal information the Company collects depends on the nature of your dealings with us.
- 2.3 The Company may collect and hold personal information about you if you or your employer or a related corporate entity including:
  - (a) your contact information such as full name, email-address and phone numbers;
  - (b) date of birth
  - (c) tax file number; and
  - (d) banking details.
- 2.4 Everlast Minerals generally does not collect sensitive personal information about you. However, in certain circumstances, the Company may collect some sensitive information if it is necessary to allow the Company to deal with the individual and provided you have given the Company consent to do so.
- 2.5 If we receive your personal information from third parties, we will protect it as set out in this Privacy Policy.

## **3. HOW WE COLLECT PERSONAL INFORMATION**

- 3.1 How we collect personal information also depends on the nature of your dealings with us.

3.2 We collect personal information directly from you whenever it is reasonable and practical to do so. We may collect personal information from:

- (a) your agents – for example, your solicitor, mortgage broker or financier;
- (b) third parties if you consent to us contacting them; or
- (c) if the information is available on a public register..

3.3 We collect personal information directly from you whenever it is reasonable and practical to do so. We may collect personal information from third parties nominated by you. For example, the Company may collect personal information from you from its service providers, including the Company's share registry.

#### **4. COLLECTING PERSONAL INFORMATION FROM OUR WEBSITE**

4.1 The Company may collect some information from you when you use our website. Your use of the facilities and services available through our website will determine the amount and type of information which we collect about you. Some of this information will not be personal information because it will not reveal your identity.

4.2 While we take great care to protect your personal information on our website, no data transmission over the internet can be guaranteed to be 100% secure. Accordingly, we cannot ensure or warrant the security of any information that you send to us or receive from us online. This is particularly true for information you send to us via email. We have no way of protecting that information until it reaches us. Once we receive your transmission, we make our best effort to ensure its security in our possession.

4.3 Our website may contain links/plugin to other sites. We are not responsible for the content of, or the privacy practices or policies of, those sites.

#### **5. USE OF COOKIES**

5.1 A cookie is a small message given to your web browser by our web server. The browser stores the message in a text file, and the message is then sent back to the server each time the browser requests a page from the server. We may use cookies to provide us with anonymous aggregate information on how people use our website and to help us to know what they find interesting and useful on our website. We do not store personal information such as email addresses or other details in a cookie.

5.2 Most web browsers are set up to accept cookies. If you do not wish to receive cookies, you may be able to change the settings on your web browser to refuse all cookies or to notify you each time a cookie is sent to your computer, giving you the choice whether to accept it or not.

#### **6. HOW WE USE PERSONAL INFORMATION**

6.1 The Company may collect, hold, use or disclose your personal information so that it can administer your investment in the Company and provide facilities and services that you request.

6.2 The Company may also collect, hold, use or disclose your personal information to:

- (a) consider any concern or complaint that you raise against the Company or to manage any legal
- (b) action between you and the Company;
- (c) prevent or investigate any actual or suspected fraud, unlawful activity or misconduct;
- (d) identify you or establish your tax status under any Australian or foreign legislation; or
- (e) comply with any relevant laws, regulations, codes or practice and court orders.

The Company may also use your personal information to identify a product or service that may be of interest to you. If at any time you no longer wish to be notified about other services or promotions please contact the Company. Privacy specific contact details are included at the end of this Privacy Policy.

## **7. PERSONAL INFORMATION WE DISCLOSE**

- 7.1 The Company will not sell, rent or lease your personal information to others.
- 7.2 The Company may disclose your information where it is authorised or required by law to disclose information to third parties, or to service providers that perform a range of services on behalf of the Company including:
  - (a) mailing houses and printing companies;
  - (b) auditors and solicitors;
  - (c) registry providers;
  - (d) information technology vendors; and
  - (e) other consultants.

## **8. DISCLOSURE OF PERSONAL INFORMATION OVERSEAS**

- 8.1 If we disclose your information to third parties who are overseas, it is a condition of that disclosure that the recipient agrees to be bound by this Privacy Policy and comply with the Privacy Act.

## **9. HOW WE KEEP PERSONAL INFORMATION SECURE**

- 9.1 Everlast Minerals is committed to ensuring the security of your personal information. We use secure network links, which are complemented by firewalls, hardware and software encryption technology, password protection, virus protection, restrictions on employee access and other internal procedures in order to safeguard your personal information.

## **10. ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION**

- 10.1 You can request access to your personal information by contacting us using the contact information on our website. Before we are able to provide you with access

to your personal information, we will require some proof of identity. For most requests, your information will be provided free of charge. However, we may charge a reasonable fee if your request requires a substantial effort by us.

- 10.2 If any of the personal information you have provided to us is inaccurate, out of date or incomplete (for example, if you move or change your phone number), please let us know so that we can update and/or correct your personal information.
- 10.3 If you find any inaccuracies in your personal information, please let us know as soon as you become aware of the inaccuracy.

## **11. UPDATES TO THIS PRIVACY POLICY**

- 11.1 This Privacy Policy will be reviewed and updated by the Company from time to time. Updated versions of this policy will be published on this website.
- 11.2 The updated Privacy Policy will apply whether or not specific notice of any change has been given.

## **12. HOW WE DEAL WITH PRIVACY COMPLAINTS**

- 12.1 Your privacy is important to Everlast Minerals we will make every effort to resolve your concerns. To assist us in helping you, we ask you to follow a simple three-step process:

- (a) Gather all supporting documents about the matters which concern you, think about the questions you want answered and decide what you want us to do.

You can telephone the Everlast Minerals Privacy Officer on [insert]. We will endeavour to review and if possible, resolve your concerns in a timely fashion.

- (b) If you are not satisfied with our response, we may require you to submit your complaint in writing by email at [insert] with your contact details. We will then investigate your complaint and endeavour to respond to you in writing within a reasonable period and in any event within 15 days of receipt of your written complaint.

- (c) If at this stage the matter has not been resolved to your satisfaction, you can telephone the Australian Information Commissioner's hotline on 1300 363 992.

## **13. CONTACTING US**

If you have any questions about this Privacy Policy, if you wish to complain about how the Company handled personal information about you or if you wish to access or correct your personal information, please contact the Privacy Officer on:

[insert name and contact details of privacy officer]

## **14. CHANGES TO THIS POLICY**

This policy is subject to change at any time. Please check the Company's Privacy Policy on its website regularly for any changes.

15. **Approved and adopted**

- (a) This Code of Conduct was adopted by the Board on the date on the front cover of this Code.
- (b) The Company Secretary will communicate any amendments to employees as appropriate