



PRIVACY POLICY

Global Civil and Mining is an integrated civil and mining service providing surface mining, mine site construction and surface miner rebuilds.

Our Scope is to provide *Surface Mining Operations and Maintenance of Surface Mining Plant*.

Global Civil Mining recognises that both employers and employees have duties to maintain confidential information about individuals and business activities. In this regard we are committed to protect the privacy of all individuals with which it has dealings to ensure all information collected is held in the strictest confidence.

To implement this Policy we will:

- Comply with the *Privacy Act 1988*.
- Ensure only lawful, fair and unobtrusive means are used to collect only personal information that is necessary for our business purposes.
- Keep and store confidential information in a secure manner.
- Strive to keep information up to date and accurate.
- Not disclose any personal information to any unrelated third party, except with the individual's consent or where we are required by law to do so.
- Dispose of personnel information in a secure manner when there is no further need for the information or we are required by law to do so.
- Educate all personnel to appreciate confidential business information.
- Take disciplinary and or legal action for improper or unauthorised use of any confidential information or any breach of this policy.

This Policy applies to all personnel engaged in activities under Global Civil and Mining's operational control. Global Civil and Mining Management will use their influence to promote this Policy. Global Civil and Mining will adapt to the higher-level procedure that is applicable to the site standards.

Global Civil and Mining will review this policy annually.

A handwritten signature in blue ink, appearing to read "Peter Blackburn".

Peter Blackburn
Managing Director
28th February 2022