



Purpose and application of the Privacy Policy

This policy applies to Bounty Mining Limited (ABN 107 411 067) and all of its subsidiaries (Bounty).

Bounty respects the privacy of individuals we interact with, from our customers and employees to our external business contacts.

Bounty is bound by the Australian Privacy Act 1988 (Cth) (Privacy Act) and the Australian Privacy Principles contained in that Act. The Privacy Principles are designed to protect the confidentiality of information and the privacy of individuals by regulating the way personal information is managed.

This privacy policy gives clear direction on how we deal with personal information.

We are subject to the Privacy Act and a range of privacy laws. Nothing in this privacy policy is intended to limit our obligations or permitted handling of personal information under those laws.

What information we collect and why we collect it

The types of personal information we collect may include name, contact details, your interests relevant to our business and relationships and records of your communications and interactions with us. Some of this information may include sensitive information, including health information, and will only be used for compliance with applicable laws and regulations including workplace and equal opportunity laws. We set out below further details of the type of personal information we collect and handle for different parts of our business operations:

- Business and investor relationships – we collect personal information, typically business contact information, for our dealings with prospective and existing customers, investors suppliers and joint venture partners.
- Shareholder relationships - collecting personal information from shareholders for the purposes of enabling proper records to be kept, communicating with shareholders and for reporting purposes.
- Community relationships – we collect personal information, typically contact details for dealing and engaging with communities where we conduct our business. For some activities such as cultural and heritage surveys or sponsorship arrangements, we may collect health information and age, and bank account details, where we are making payments to you.
- Human resources – we collect personal information about potential recruits, employees and contractors for recruitment and managing human resources including information concerning qualifications, skills, experience, character, screening checks (including reference, background, directorship, financial probity, identity, eligibility to work, and vocational suitability), employment history, training, contracts and terms and conditions, staff benefits, emergency contact details, performance, conduct, use of our IT resources, payroll matters, leave and taxation, banking or superannuation affairs. In some circumstances, as necessary and where appropriate, we collect sensitive information, such as health and criminal record information for screening checks, health information for managing health and safety and,



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information about professional or trade association or union membership used for human resources purposes

- Security and safety – we collect personal information, typically contact information for visitors to our site, images and audio from surveillance technology such as closed circuit television, and where necessary and where appropriate health information relating to health and safety management and site incidents, for managing safety and security at our sites.

How we collect personal information

We collect personal information directly from you and from third parties such as the businesses for which you work, your representatives, our suppliers, our joint venture partners, other group companies, government agencies, and public sources (including the internet) and when you access our web site.

Purposes for which we collect, hold and use personal information

We collect and handle personal information to help us conduct our business including for: developing coal resources; supplying and marketing coal services; communicating and managing our relationships with stakeholders and communities including our personnel, business and community contacts; recruiting, training and managing personnel; protecting our lawful interests; and facilitating actual and potential investments in our business and acquisitions and disposals of our business.

We may not be able to do these things without your personal information. For example, we may not be able to communicate with you or consider your application for employment.

Some of our collection and handling of personal information is also required or authorised by other laws, for example the Fair Work Act, Superannuation Guarantee (Administration) Act, Income Tax Assessment Act and other tax laws, Corporations Act, occupational health and safety acts, and workers compensation acts.

Visitors to our web site and our emails

Our website may use third party website tools from time to time, for example Google Analytics and online survey tools. For more about how Google collects and processes data, please see Google's privacy policy and their information at www.google.com/policies/privacy/partners/.

Please note, as email communication is not secure, any personal information you send via email is done so at your own risk. Once we receive your email, we take reasonable steps to protect the security of any personal information it contains, as required by law.

Disclosure

We may disclose personal information to various third parties. These include our joint venture partners for oversight of their investment or services to us, companies for which you work, your representatives, and our suppliers including providers of archival, auditing, accounting, business development and investment, legal, business consulting, banking, payment, debt collection, delivery,



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data processing, data analysis, document management, market research, health and safety, insurance, recruitment, staffing, website and technology services. We may also disclose personal information to our related companies for services they provide to us, for oversight of our operations and where it is of relevance to their own operations.

Bounty will only use or disclose personal information which has been collected and is held by it for:

- the purpose for which it was collected;
- any related purpose for which it would reasonably be expected to be used or disclosed;
- a purpose required or permitted by law; or
- a purpose for which the individual has provided consent

How we hold your personal information - storage and security

We take a range of steps to keep personal information protected from loss, misuse or unauthorised access, modification or disclosure. Depending on the circumstances, these measures may include staff authentication, access controls, encryption, records management protocols and secure premises. We store personal information in both physical and electronic form, sometimes with the assistance of third parties such as specialist data hosting providers.

Access and correction

Subject to some exceptions allowed by law, you can request access to any personal information that we hold about you at any time. To request access please contact us using the details provided below. Depending on the complexity of your request, a small charge may be applicable where permitted by law.

Our aim is to ensure that your personal information is accurate, complete and up to date. Please contact us if the personal information you have provided us changes, or you are aware that any personal information we hold is not correct. We will use all reasonable efforts to correct the data.

Complaints

If you have any concerns about how we have handled your personal information, you may contact us. All complaints should initially be in writing and directed to the contact details below. We will investigate your issue, notify you of our response and will keep records of our investigation and resolution. If you are not satisfied with the manner in which we have dealt with your complaint, you may contact the Office of the Australian Information Commissioner whose contact details are available at www.oaic.gov.au.

Policy Reviews

We may from time to time review and revise our policies. We will publish any revised privacy policy on our website.

Contacting Us



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If you have any questions about this privacy policy, our privacy practices, or your privacy rights for any Australian members of Bounty, please contact our Company Secretary:

Email secretary@bounty.com.au

Address Suite 301, 66 Hunter St, Sydney, NSW 2000

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