

Privacy Policy

Privacy Statement

Norton Gold Fields Pty Ltd and its subsidiary companies (Norton Gold Fields) are a technology-driven enterprise; using technology to increase operational performance and safety.

Norton Gold Fields recognises the importance of protecting the privacy and rights of individuals in relation to their personal information. This Privacy Policy details how Norton Gold Fields collects and manages personal information.

What Personal Information does Norton Gold Fields collect and hold?

Norton Gold Fields may collect the following types of personal information:

- name;
- contact details;
- job application or employment details;
- use of and access to Norton Gold Fields goods, services, infrastructure, property, or technology.

Norton Gold Fields may also collect some information that is not personal information because it does not identify an individual. For example, how users use this website.

How does Norton Gold Fields collect Personal Information?

Norton Gold Fields collects personal information directly from the individual concerned unless it is unreasonable or impractical to do so.

Norton Gold Fields may also collect personal information from third parties, for example:

- recruitment agencies;
- qualification verification providers;
- police clearance and security check providers;
- medical report providers;
- credit and risk analysts; and
- any other third-party who provides or hosts services or technology.

Why does Norton Gold Fields collect Personal Information?

Norton Gold Fields collects and holds personal information for:

- employment purposes (including previous or prospective employment);
- business and personal improvement;
- safety and security (including IT security);
- compliance purposes (legislative and internal); and
- commercial purposes (for example, details of contractors).

Norton Gold Fields will not share, sell, rent, or disclose personal information other than as described in this policy.

Who does Norton Gold Fields disclose Personal Information to?

Norton Gold Fields may disclose personal information to:

- its employees, related bodies corporate, contractors, or services providers;
- professional advisors, such as accountants, solicitors, business advisors, and consultants;
- any organisation for any authorised purpose with an individual's express consent;
- any government agency if required by law; and
- remote, cloud-based data storage providers.

Direct Marketing Materials

Norton Gold Fields may send direct marketing communications and information about its products to individuals it considers may be interested in receiving them. These communications may be sent in various forms, including mail, SMS, fax, and email; in accordance with applicable marketing laws, such as the Spam Act 2003 (Cth). The recipient is taken to have consented to receive the communications unless it elects at any time to opt out of receiving them. The recipient can opt-out by written notice to the Norton Gold Fields Privacy Officer.

How can Personal Information held by Norton Gold Fields be accessed or corrected?

An individual can request access to any personal information about them held by Norton Gold Fields by contacting the Norton Gold Fields Privacy Officer. If the individual is entitled to access the information, Norton Gold Fields will try to provide it in a suitable format. Norton Gold Fields may charge a fee to

cover administrative costs and other reasonable costs in providing the information. Norton Gold Fields will not charge for simply receiving a request, or for making any corrections to personal information.

There may be instances where Norton Gold Fields cannot grant access to personal information held by it. For example, Norton Gold Fields may need to refuse access if granting access would interfere with the privacy of others, or if it would result in a breach of confidentiality. If that occurs, the Norton Gold Fields Privacy Officer will provide written reasons for any refusal.

If an individual believes that personal information held by Norton Gold Fields is incorrect, incomplete, or inaccurate, then they may request Norton Gold Fields to amend it. Norton Gold Fields will consider if the information requires amendment. If Norton Gold Fields considers the information does not require amendment, it will add a note to the personal information stating that the person disagrees with it.

What is the process for complaining about a breach of privacy?

If an individual believes Norton Gold Fields has breached their privacy, they should provide written details to the Norton Gold Fields Privacy Officer. The Norton Gold Fields Privacy Officer will then investigate the potential breach in consultation with the individual. If an investigation team is required as part of the investigation, the team will consist of technically qualified and competent people.

Does Norton Gold Fields disclose Personal Information to anyone outside Australia?

Norton Gold Fields may disclose personal information to service providers located outside of Australia.

Norton Gold Fields will take reasonable steps to ensure that any overseas recipients of the personal information do not breach the privacy obligations relating to the personal information.

Security

Norton Gold Fields takes reasonable steps to ensure personal information is protected from misuse and loss, and from unauthorised access, modification, or disclosure. Norton Gold Fields may hold personal information in either electronic or hard copy form. If Norton Gold Fields determines that personal information is no longer needed, it will destroy or de-identify the personal information.

Contact Us

For any queries or complaints, please email Norton Gold Fields Privacy Officer at:
privacy@padgold.com.au