



Privacy Policy

Privacy Statement

Norton Gold Fields Pty Ltd and its subsidiary companies (Norton Gold Fields) recognises the importance of protecting the privacy and rights of individuals in relation to their personal information. This Privacy Policy (Policy) details how Norton Gold Fields collects and manages personal information.

If an individual has any questions about this Policy or how Norton Gold Fields handles their personal information, they can contact Norton Gold Fields' Privacy Officer at:

- email: privacy@padgold.com.au
- telephone: +61 8 6024 2400
- postal address: PO Box 1653 Kalgoorlie WA 6430 Australia

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.

Norton Gold Fields may also collect sensitive information, which includes information or an opinion about:

- racial or ethnic origin;
- political views, opinions or associations;
- religious or philosophical beliefs or affiliations;
- professional or business associations;
- sexual preferences or orientation;
- trade union membership or associations;
- criminal records; and
- health information and genetic information (such as any medical conditions, illnesses or an assessment of fitness for duty).

Norton Gold Fields will only collect sensitive information where it is reasonably necessary for one or more of our functions or activities, and either an individual has consented to the collection, or Norton Gold Fields is required or authorised by or under an Australian law or a court/tribunal order to collect the information.

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

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- any other third-party who provides or hosts services or technology.

We treat personal information as confidential, in that:

- personal information will only be disclosed within Norton Gold Fields:
- to those authorised to have access to the information (including human resources staff, finance staff, line managers, workplace health and safety and trainer staff, and executive staff);
- where it is necessary for Norton Gold Fields to conduct its business; or
- where it is necessary for Norton Gold Fields to be able to participate in, or respond to, an inquiry, complaint, investigation or claim.
- personal information will only be disclosed on a 'business need to know' basis, or when required by law; and
- where possible, any personal information that is sensitive information will be de-identified before disclosure.

Why does Norton Gold Fields collect Personal Information?

Norton Gold Fields collects and holds personal information:

- to manage our mine sites.
- to process payments and financial transactions.
- to communicate and manage relationships: respond to enquiries and requests, send updates you subscribe to manage preferences.
- for recruitment and workforce purposes: assessing applications, manage employment/engagement and safety obligations.
- for business and personal improvement.
- for commercial purposes related to business operations & contracts: negotiate and perform contracts; accounts and recordkeeping.
- for corporate transactions: due diligence for mergers, acquisitions or asset sales under confidentiality; and
- for safety, security and compliance purposes: site access, IT security, fraud prevention; compliance with legal and regulatory requirements; investigations and disputes as well as run and secure our website, systems; diagnose issues.

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.

The recipients to whom Norton Gold Fields discloses an individual's personal information may be located overseas, including in China. Norton Gold Fields will take reasonable steps to ensure that any overseas recipient complies with the privacy protections afforded to individuals under the Privacy Act 1988 (Cth) (Privacy Act).

Direct Marketing Materials

Norton Gold Fields may use personal information to send direct marketing communications where permitted by law. This may include communications sent with an individual's consent, or where the individual would reasonably expect to receive such communications and has not opted out.

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Direct marketing communications will be sent in accordance with applicable laws, including the Privacy Act and the Spam Act 2003 (Cth). Individuals may opt out of receiving direct marketing at any time using the opt out mechanism provided in the communication or by contacting the Norton Gold Fields Privacy Officer using the contact details under section 1 of this Policy.

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 using the contact details under section of this Policy.

If the individual is entitled to access the information, Norton Gold Fields will provide that information in a reasonable timeframe and in a suitable format.

Norton Gold Fields will not charge a fee for making an access request or for inspecting personal information. A reasonable charge may apply for providing access, limited to the reasonable administrative costs of reproducing or transferring the information (for example, copying or postage). Norton Gold Fields will not charge for searching for information, decision making, or correcting 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 unreasonably impact on the privacy of other individuals or where access is otherwise restricted under the Privacy Act. If that is the case, 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 by contacting the Privacy Officer using the contact details in section 1 of this Policy.

If Norton Gold Fields does not correct the information as requested, it will, where required, take reasonable steps to associate a statement with the information noting that the individual disputes its accuracy.

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

If an individual believes Norton Gold Fields may have breached the APP, they may lodge a written complaint by contacting the Norton Gold Fields Privacy Officer using the contact details under section 1 of this Policy.

Once a written complaint is received, Norton Gold Fields will usually respond to the individual within 30 days. However, depending on the nature and complexity of the complaint, Norton Gold Fields may require further time to provide its response.

If the individual is not satisfied with Norton Gold Fields' response, they may lodge a complaint with the Office of the Australian Information Commissioner at www.oaic.gov.au or by calling 1300 363 992.

Security

Norton Gold Fields stores personal information and sensitive information in a combination of secure computer storage facilities, paper-based files and other records. Norton Gold Fields may store personal information and sensitive information with a third-party storage provider, such as cloud-based storage providers.

Norton Gold Fields will take reasonable precautions to protect personal information and sensitive information from loss, misuse and interference, and unauthorised access, modification or disclosure.

Changes to this policy

We may update this Policy from time to time to reflect changes in our practices or legal requirements. Any updates will be posted on our website.

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Chief Executive Officer

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