

Bathurst Resources Limited

Privacy Policy

BRL-HR-POL-015

Contents

1.	Purpose	3
2.	Scope	3
3.	Policy	3
	3.1. Where We Get Information From.....	3
	3.2. Types of Personal Information Bathurst Collects	4
	3.3. How We Use Your Personal Information	5
	3.4. Disclosing Personal Information	6
	3.5. Protecting Personal Information.....	6
	3.6. Accessing and Correcting Personal Information	7
	3.7. Storage and Disposal of Personal Information	7
	3.8. Internet Use	7
4.	Privacy Breaches	7
5.	Complaints, Enquiries and Requests for Access or Corrections to Personal Information - Roles and Responsibilities.....	8
6.	Roles and Responsibilities	9
7.	Document Control and Record Management.....	10
	7.1. Document Control	10
	7.2. Records Management.....	10

1. Purpose

The New Zealand Privacy Act 2020 (the Act) sets out the legal rights and obligations in relation to personal information about individuals held by Bathurst Resources Group¹ (Bathurst).

This policy sets out how we collect, process and hold personal information of individuals who interact with Bathurst - this includes employees, customers, business partners, visitors to Bathurst's sites, landowners, representatives of our suppliers, industry association representatives, users of the Bathurst website or intranet platform, shareholders, and job applicants. It also sets out those individual's rights in relation to the personal information we hold about them.

The purpose of this policy is to ensure that all staff and contractors of Bathurst are aware of and comply with the requirements of the Privacy Act 2020.

2. Scope

This policy is authorised by the Bathurst's Chief Executive Officer (CEO) and is applicable to all personal information that is collected by or on behalf of Bathurst Group in respect of individuals.

3. Policy

This policy sets out how we will collect, use, disclose and protect personal information of individuals.

Bathurst applies with the Privacy Act 2020 when dealing with personal information of individuals. Personal information is information about an identifiable individual (a natural person). Personal information should be used and stored in a way that is consistent with the specific purposes for which the information was collected and for which the use was authorised by the relevant individual.

This policy does not limit or exclude any individual's rights under the Act.

3.1. Where We Get Information From

We collect and process different types of information depending on how you interact with us.

In some cases, this may include information that shows who you are and/or is linked to you as a result of your interactions with Bathurst.

We collect personal information about you from:

- you, when you provide that personal information to us (for example filling out an application form or completing an induction form when visiting a Bathurst site), including via the website and any related service, through any registration or

¹ Bathurst Group means Bathurst Resources Limited and all its New Zealand subsidiaries including BT Mining

subscription process, through any contact with us (e.g. telephone call or email), or when you buy or use our services and products;

- third parties, where you have authorised this (for example from recruitment agencies or referees) or where the information is publicly available.

Where possible, we will collect personal information about you, from you directly.

3.2. Types of Personal Information Bathurst Collects

The types of information we collect are, but are not limited to:

Employees identification data- Name, job title, gender, photograph and date of birth

Contact details- Telephone number, email address, home and/or business addresses, and emergency contact information; contact tracing and health information in relation to our pandemic management response.

Recruitment related information- name, email, location, telephone number, qualifications, employment history. If you progress through the interview process, we may also collect interview notes, references, pre-employment medical assessments, results of psychometric testing, , driver's licence, passport, airline /rental car memberships, background checks (including police checks), your work visa and other information to verify your identity and right to work.

Employment-related information- name, email, location, telephone number, Kiwi Saver, qualifications, employment history, employment contract, IRD communications, training records including verification of competency, performance reviews, leave records, medical assessments, medical monitoring, incidents and accidents, drug and alcohol testing, Accident Compensation Corporation claims, criminal checks, ongoing work visa requirements.

Online- we collect information such as your IP address, browsing data, browser language, time zone, access times, location, and any referring address.

Payment information- bank account details, IRD number, and any other information necessary for us to make payment to you or to meet our statutory obligations.

Personal information- We may collect personal information following incidents and accidents including from interviews and medical assessments, or as part of our disciplinary procedures

Other information- access and attendance to Bathurst premises and physical assets (security records about times of entry and exit, and information collected through CCTV and site radio transmitter recordings), details about your use of our assets, communications with you (including complaints or concerns raised by you or any feedback or survey responses that you provide to us) and other information you voluntarily provide to Bathurst.

Other Individuals

Contractors- information we collect when you undertake contract work with Bathurst includes identification information for travel if necessary, including home address, phone number, email address, photocopy of passport and drivers licence, and airline and car rental membership numbers. We may also collect employment information such as qualifications, employment history, driver's licence and information on experience for verification of competency. We will also

collect information to enable us to make payment to them such as bank account details, Kiwi Saver and IRD number.

Suppliers- we collect information necessary for us to make payment. This includes bank account information and deposit slip and contact information such as name, email address and mobile phone number.

Customers- we collect contact information including name, address, mobile phone number, email address

Visitors- information we collect when you visit any Bathurst Operated site includes your home address, email, phone number, and details of two emergency contacts. We will also collect information regarding any health conditions that we need to know about in the event of an emergency onsite that may limit your ability to self-evacuate. This may include collecting information on any physical disabilities or health conditions that could create a personal medical event for example, severe allergies.

3.3. How We Use Your Personal Information

Bathurst is transparent in its collection and use of personal information. When we do collect personal information, we do so to fulfil necessary business functions and activities.

We receive personal information where you have provided your consent, or it is necessary to comply with legal obligations.

The purposes for which we use your personal information will depend on the type of personal information collected and the purposes for which it was collected. The primary purposes of which, include:

- **Business-related purposes:** negotiating, fulfilling our contracts with customers, suppliers and third parties, managing business relationships, administering real estate leases and licences, conducting clearance procedures, managing accounts and records, supporting corporate social responsibility activities (e.g. sponsorships, donations, community enquiries, community complaints), third party trainers, resource planning, and workforce management, activities and operations, internal investigations, and debt administration.
- **Recruitment and employment:** This includes considering you for career opportunities, internships with Bathurst.
- **Marketing and public relations:** To market our services and products to you; including contacting you electronically (e.g. by text or email or phone for this purpose)
- **Managing safety and security risks:** to conduct research and statistical analysis (on an anonymised basis).
- **Managing shareholder relationships:** Undertaking share transactions, dividend payments, and communications with shareholders.
- **Legal obligations:** to protect and/or enforce our legal rights and interests, meeting our obligations under law, responding to lawful requests from government and public

authorities; and responding to potential or actual litigation.

- **Financial:** to bill you and to collect money that you owe us, including authorising and processing credit card transactions; and
- For any other purpose authorised by you or the Act.

3.4. Disclosing Personal Information

We may, for the purposes of conducting our business, disclose your personal information to:

- those Bathurst employees who properly require the personal information to carry out their role e.g. managers, human resources
- another company within the Bathurst Group
- any business that supports our services and products, including any person that hosts or maintains any underlying IT system or data centre that we use to provide the website or other services and products
- a credit reference agency for the purpose of credit checking you
- other third parties (for anonymised statistical information)
- a person who can require us to supply your personal information (e.g. a regulatory authority)
- any other person authorised by the Act or another law (e.g. a law enforcement agency)
- any other person authorised by you.

A business that supports our services and products may be located outside New Zealand. This may mean your personal information is held and processed outside New Zealand. If we need to share your personal information to third parties outside New Zealand, we will take steps to ensure that there is a lawful basis for the disclosure and the disclosure complies with all applicable laws. This may include entering into a legally binding contract with the recipient under which they are obliged to handle your information in accordance with applicable laws.

3.5. Protecting Personal Information

We are committed to taking reasonable steps to protect all personal information that we hold from misuse, interference and loss. We are also committed to securing personal information from unauthorised access, modification and disclosure. To comply with relevant laws and manage associated risks, our administrative controls aim to protect the confidentiality, integrity and availability of our information systems, and the personal information that we process on those information systems.

Our information security and privacy practices include circumstances where our data handling practices are outsourced to third parties. In these circumstances, we require that relevant third-

party service providers comply with our standards and relevant laws by entering into appropriate legal agreements with those third-party service providers. Where possible, we also continue to monitor the third-party service providers' privacy and security practices, to ensure that they meet relevant standards.

3.6. Accessing and Correcting Personal Information

In accordance with the Act, you are entitled to access personal information that Bathurst holds. Subject to certain grounds for refusal set out in the Act, you have the right to access your readily retrievable personal information that we hold and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

If you want to exercise either of the above rights, email us at privacy@bathurst.co.nz. Your email should provide evidence of who you are and set out the details of your request (e.g. the personal information, or the correction, that you are requesting).

3.7. Storage and Disposal of Personal Information

We will store your information securely and keep it for no longer than necessary for the purposes for which it was collected or for the length of time required by law as it applies to different types of information (whichever is the longer period of time).

3.8. Internet Use

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk.

If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

We use cookies (an alphanumeric identifier that we transfer to your computer's hard drive so that we can recognise your browser) to monitor your use of the website. You may disable cookies by changing the settings on your browser, although this may mean that you cannot use all of the features of the Bathurst website.

4. Privacy Breaches

If and when Bathurst suspects or becomes aware of:

- A breach of its network or information systems, resulting in unauthorised access to or unauthorised disclosure of one or more individuals' personal information,; or

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- Personal information being lost, in circumstances which may result in unauthorised access to or unauthorised disclosure of one or more individuals' personal information, which is likely to result in serious harm to the relevant individual(s), Bathurst will immediately:
- Take remedial action; and
 - Where remedial action fails to adequately limit the risk, notify the relevant individual(s) and the Office of the Privacy Commissioner; and
 - Work with the relevant individual(s) concerned and the Office of the Privacy Commissioner as required by the Act.
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Any person who suspects (or becomes aware of) a breach (or an impending breach) in relation to personal information held by Bathurst should urgently contact Bathurst's Privacy Officer (privacy@bathurst.co.nz) in accordance with the *Data Breach Response Procedure*.

5. Complaints, Enquiries and Requests for Access or Corrections to Personal Information - Roles and Responsibilities

Any enquiries or requests for access to or correction of your personal information should be made to the Bathurst Privacy Officer (details below).

With respect to complaints, while you have the right to complain directly to the Office of the Privacy Commissioner, the Office may not investigate such a complaint if you have not made reasonable efforts to resolve the complaint with us. For this reason, we ask that individuals submit all complaints relating to their personal information to the Bathurst Privacy Officer first, so that we have an opportunity to resolve the complaint.

Bathurst Privacy Officer contact details are:

- Post: Bathurst Resources Limited, Attention: Bathurst Privacy Officer, Level 12, 1 Willeston Street, Wellington Central 6011, New Zealand
 - Email: privacy@bathurst.co.nz
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6. Roles and Responsibilities

Details of roles and responsibilities associated with this policy.

Position	Responsibilities
Group Manager HR	<ul style="list-style-type: none"> Ensure this Policy is communicated to all staff with access to the Bathurst Group
Privacy Officer	<ul style="list-style-type: none"> Be familiar with the privacy principles in the Privacy Act Work to make sure the organisation complies with the Privacy Act Deal with any complaints from the organisation's clients about possible privacy breaches Deal with requests for access to personal information, or correction of personal information Act as the organisation's liaison with the Office of the Privacy Commissioner.
Operational Managers	<ul style="list-style-type: none"> Support the implementation of the requirements of this Policy. Work to make sure the organisation complies with the Privacy Act
Site Privacy Administrator	<ul style="list-style-type: none"> Complete spot check audits for compliance with this Policy Be familiar with the privacy principles in the Privacy Act Work to make sure the organisation complies with the Privacy Act Act as the site liaison to the Bathurst Privacy Officer
Employees, Visitors and Contractors	<ul style="list-style-type: none"> Comply with the requirements of this policy
Suppliers	<ul style="list-style-type: none"> Comply with the requirements of this policy
IT Service Providers and Help Desk	<ul style="list-style-type: none"> Comply with the requirements of this policy

7. Document Control and Record Management

7.1. Document Control

Document control will be in accordance with the *BRL-HST-STD-003 Document Control Standard*.

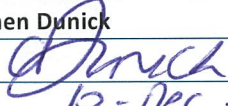
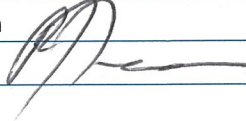
7.2. Records Management

This document is issued, revised and amended under authorisation of the and Chief Executive Officer.

A copy of this Policy will be stored electronically with access available to all workers. The signed hard copy will be maintained in the sitelibrary.

Reasons for making changes to this Policy will be documented and recorded in the document management table (Table 2). A copy of the original document and subsequent versions will be kept for records and marked as obsolete. Each new/updated version will be issued with a version number and date to eliminate obsolete documentation being used.

Table 2: Document Management Table

Document Management			
Document Owner Name:	Carmen Dunick		
Group Manager Human Resources			
Date:	10-Dec-2020		
CEO Name	Richard Tacon		
CEO Signature			
Date Approved	10 Dec 2020		
Revision history:			
Date	Version No.	Lead Author	Contributing Authors
01/12/2020	1.0	Sarah Hilyard	Fiona Bartier Alison Brown Carmen Hilyard
Version No.	Detail / Changes		
1.0	Initial development		
NEXT PLANNED REVIEW:			
December 2023			