

PRIVACY POLICY

1. PURPOSE AND SCOPE

- 1.1 Tellus Holdings Ltd and its related bodies corporate ("Tellus", "we", "us" and "our") is committed to protecting the privacy of our employees, stakeholders, clients and vendors. Our business is bound by the Privacy Act 1988 (Cth) (the "Privacy Act") and must protect your personal information according to that Act and other applicable laws. However, Tellus at times handle Personal Information relating to areas such as employee records, its affiliates or providing services to government authorities that may be subject to certain exemptions from the Privacy Act and, in such cases, those exemptions control our actions.
- 1.2 We have developed this Privacy Policy (the "Policy") to inform you on the Personal Information that we collect, our reasonable precautions to keep any personal information we collect secure and how you can access your Personal Information (or make any complaint about our handling of the information, if relevant).
- 1.3 "**Personal Information**" means information that identifies you as an individual or that can be used indirectly to ascertain your identity and we only collect personal information that is necessary for the operation of our business. For example, Personal Information can include your address and contact details. Or potential employees may be asked to provide certain personal details as is needed to confirm their identity, legal right to work, and ability to fulfil role requirements. Personal information can also include details about services purchased from Tellus, such as the dates of the purchase or the goods to be transported, delivered or stored. If you provide financial information to us, we may collect other, necessary information. This may include a billing address or financial institution account. Rest assured, in all instances Tellus will only collect information that is relevant and necessary to its legal and operational requirements.
- 1.4 We typically aim to only collect information directly from you. For example, when you place an order online or if you send us an email. However, there may be times where we collect Personal Information from someone else (e.g. from third parties that complete our pre-employment medical screenings); however, we take reasonable steps to ensure you are aware of why we collect such information. In certain instances, we may also collect sensitive information from you, such as your criminal history, but we will only collect such information from you with your consent or otherwise in accordance with applicable laws. We take further reasonable precautions to keep sensitive information that we may collect, secure.

2. POLICY STATEMENT

2.1 Our use and disclosure of personal information

We will typically endeavour to only use or disclose your Personal Information for purposes related to the reason why it was collected, where you have provided consent, where the law authorises or requires us to do so or where we reasonably believe a disclosure is necessary for Commonwealth, State or Territory agencies. For example, we may disclose your information to consultants, auditors, or providers of security or technology services, in each case that help ensure our business operates effectively and in compliance with Commonwealth, State and Territory legislative requirements, where required. However, there may be circumstances where we may have to disclose your Personal Information in the event of an emergency, to assist with law enforcement investigations or otherwise to comply with, or as required by, applicable Commonwealth, State and Territory laws. Implementation of this Policy will be assessed as part of Tellus' internal audit programme.

2.2 Security and storage of your personal information

We store personal information in electronic systems and paper files. We are committed to protecting your Personal Information and so, regardless of the form, we take reasonable steps to keep your Personal information safe from misuse, interference and loss or from unauthorised access, modification or disclosure. These steps include password protection and access privileges to our electronic hardware, software and systems. Paper files are secured in locked cabinets. We have physical access controls to our premises in place. However, no method of storing personal information can ever be completely secure and we cannot guarantee that personal information will never be the subject of misuse, interference and loss or from unauthorised access, modification or disclosure.

If your personal information is subject to unauthorised loss, use or disclosure through a suspected data breach we will take the necessary steps and respond, as required, in accordance with the Privacy Act.

We may use "**cookies**" on our website. A "cookie" is a bit of information exchanged between a web browser and a website server, which in turn is stored on your computer or other electronic device. The "cookie" does



Publicly Available

not contain Personal Information about you or extract information from your computer or electronic device. A “cookie” may be used to monitor website traffic or to improve your personal access to our website. Our website may also contain links to other websites operated by third parties. In other instances, you may wish to communicate with us through a social network provider, such as Facebook or Twitter. However, we cannot take responsibility for the privacy practices of websites operated by third parties or social network providers.

When Personal Information is no longer needed for the purpose for which it was obtained, Tellus will take reasonable steps to destroy or permanently de-identify such information. De-identifying Personal Information means steps are taken to hide or delete a personal identifier, such as a name or date of birth. However, certain exemptions may apply. For example, most employee-related Personal Information will be stored by Tellus for a minimum of seven years in accordance with the requirements of the *Fair Work Act 2009* (Cth).

2.3 Finding out about personal information we collect or updating such information

We take reasonable steps to make sure that the personal information we collect, use and disclose is accurate, complete and up-to-date. If you would like to correct or seek access to any of your Personal Information we may have collected, please see the “If You Have Questions” section below. An access fee may be charged. We may not be required by law to provide you with access or to correct such information, however, we will give you reasons for this if applicable.

3. QUESTIONS

- 3.1** If you have any questions or complaints about this Policy or our privacy practises (or you become aware of a breach of this policy), please refer to our Privacy Procedure. In the alternative, you can also raise such questions with your Manager, Privacy Officer or the Company Secretary. If you are not a Tellus employee, feel free to contact info@tellusholdings.com.

This Policy may change from time to time and updates will always be made available publicly on our website (www.tellusholdings.com) and internally on [SharePoint](#).

Approved by: The Tellus Board