

1. POLICY STATEMENT

Alliance Mining Commodities Ltd (**AMC**) respects individuals. This policy outlines the way AMC manages personal information which is collected or that is provided to AMC in compliance with the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) (**Privacy Act**).

2. SCOPE

This policy details how we collect, use, store and manage personal information about:

- employees and prospective employees;
- contractors, consultants and service providers;
- suppliers;
- customers;
- users of the AMC website; and
- others who may come into contact with AMC.

Note: AMC is not bound by the Privacy Act in relation to the company treatment of an employee record, where the treatment is directly related to the current or former employment relationship between AMC and the employee.

3. WHAT IS PERSONAL INFORMATION?

Personal information is defined under the Privacy Act as information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information is:

- true or not; and
- recorded in material form or not.

Personal information includes, but is not limited to:

- personal details (including name, address, telephone number or email address);
- other contact details;
- details of qualifications, licences, academic and professional qualifications;
- position title, previous experience and third party references;
- photographic identification; and
- sensitive personal information such as race, ethnic origin, criminal history and health information.

4. HOW PERSONAL INFORMATION IS COLLECTED

Personal information is sourced from individuals directly and will only be obtained by lawful and fair means. If it is unreasonable or impracticable to source the personal information directly from the individual, or the individual has instructed AMC to do so, AMC may source personal information from third parties during the recruitment process, service providers and other publicly available sources. Personal information may be obtained through correspondence, by telephone, email, the AMC website or submission of completed forms.

5. HOW PERSONAL INFORMATION IS USED AND DISCLOSED

AMC will only collect, use or disclose personal information to the extent that this is reasonably necessary to operate its business functions, activities and meet legal obligations. AMC will only pass personal information to third party organisations who provide assistance to AMC to operate its business functions, activities and meet legal obligations.

6. HOW PERSONAL INFORMATION IS STORED

AMC will store personal information very carefully. AMC will take all reasonable security measures to protect personal information from loss, unauthorised access, misuse or disclosure. This includes appropriate measures to protect electronic and hard copy material.

AMC will only keep personal information for long as it is necessary to fulfil its business functions, activities and meet legal obligations. AMC will destroy or delete personal information it no longer requires.

7. ACCESS AND CORRECTION TO PERSONAL INFORMATION

AMC takes all reasonable steps to ensure personal information it collects is accurate, complete and up to date. However, the accuracy of personal information is largely dependent on the information provided to AMC.

An individual has the right to request access or correction to personal information stored by AMC subject to some exceptions by sending a request in writing either by post or email to:

Attention: HR Team
Alliance Mining Commodities Ltd
Unit 8, 100 Railway Road
Daglish
WA 6008, Australia

Email: hr@amcbauxite.com

Access to personal information may incur a fee to retrieve information.

Employee records are exempt from this entitlement.

8. PRIVACY POLICY CHANGES

AMC may amend this privacy policy from time to time.