



# PRIVACY POLICY

## Vision

MZI Resources Ltd (**MZI**) respects people's privacy.

MZI is bound by the Australian Privacy Principles in the *Privacy Act 1988* (Cth) (the Privacy Act), as well as other applicable laws protecting privacy. All personal information that MZI handles is managed in accordance with those laws and this Privacy Policy.

## In this Privacy Policy:

"MZI" means MZI Resources Ltd (ACN 077 221 722) and each of its subsidiaries; and "Personal Information" means information or an opinion about an identified individual, or about an individual who is reasonably identifiable. Personal information also includes "Sensitive information". Sensitive information includes medical information and opinions about an individual.

MZI may modify or update its Privacy Policy from time to time by publishing it on the MZI website ([www.mzi.com.au](http://www.mzi.com.au)). MZI encourages individuals to check the MZI website periodically to ensure that they are aware of MZI's current Privacy Policy.

## 1 Acceptance of Privacy Policy

By providing MZI with personal information, using the services available on the MZI website or making a job application to MZI, you agree to the collection, holding, use and disclosure of your personal information as described in this Privacy Policy.

If you do not agree to the terms of this Privacy Policy please contact us immediately and, in the meantime, refrain from providing us with any personal information (and cease using MZI's website).

## 2 Personal Information Collected by MZI

MZI collects the personal information that it needs for its business operations, to provide its products and information to customers and to comply with the law. You may provide personal information in the course of working with us or you may ask us to provide you with information, goods, products or services and in doing so, provide us with personal information such as your contact details.

Personal information collected by MZI generally comprises the following main types of personal information:

- ▶ name and contact details (including your mailing address, email address, phone numbers);
- ▶ date of birth;
- ▶ travel requirements;
- ▶ customer history;
- ▶ information relating to your personal skills;
- ▶ work history, experience and details of your performance;
- ▶ education, qualifications and skills;
- ▶ awards and achievements;
- ▶ professional memberships, hobbies and affiliations;
- ▶ details of referees and personal references; and
- ▶ answers you provide to questions we ask which assist us to conduct our business.

This information is generally collected for the following purposes:

## **2.1 General Business Operations**

Information for MZI general business operations which includes information about individuals (names and contact details) who are contracted to or employed by MZI's suppliers and customers and their related companies and agents as well as personal information about individuals within the communities in which it operates which is necessary for conducting its operations in that locality.

## **2.2 Employees and Contractors**

MZI records information about individuals who are employed or contracted by MZI and its related companies in order to maintain an employment or contractual relationship with that individual and to comply with applicable workplace or equal opportunity laws.

## **2.3 On-site Operations**

In order to manage on-site operations, MZI records personal information about individuals who visit their sites including address, phone number, emergency contact details and licence details for health, safety and security purposes.

## **2.4 Requests for Corporate Information**

MZI records information from persons who contact MZI in order to enable MZI to assist with queries and to respond to requests for information on corporate affairs, supplier information and investor relations.

## **2.5 Shareholder Information**

MZI records personal information about its retail shareholders and individuals who may be employed by or contracted to institutional investors in order to establish and maintain shareholder relationships.

## **2.6 Prospective Employees and Contractors**

MZI may collect information of individuals who apply for a job or a contract with MZI including names, contact details, working history, professional interests and relevant record checks to enable MZI to assess whether or not to offer the individual employment or engage the individual under a contract.

## **2.7 Compliance with the law**

MZI may collect information about an individual as required or permitted by law.

# **3 How MZI Collects Personal Information**

Generally MZI will collect information directly from individuals to whom it relates, but may also collect information about an individual from a third party such as a contracting company or from a third party service provider such as its share registry service provider or its recruitment management service provider.

MZI may also receive third party personal information through its employees and contractors including details of family members and next of kin.

- ▶ MZI may collect personal information:
- ▶ via our website;
- ▶ directly from you, when you provide it to MZI or our agents or contractors;
- ▶ from publicly available resources;
- ▶ with your consent, from third parties (where appropriate) including referees and other persons who can confirm your information (such as work history and qualifications); and
- ▶ with your consent, via background checks including from law enforcement agencies.

# **4 Use of Personal Information**

## **4.1 General use**

MZI collects, holds, uses and discloses personal information consistently with the purpose(s) for which it is collected or for which you can generally expect it to be used, which primarily involves carrying out MZI's business

operations, recruitment and employment, managing supplier, customer and investor relations, for site safety and security purposes or as required by law.

We collect, hold, use and disclose personal information for the following purposes:

- ▶ to provide you with products and/or services;
- ▶ to work with you or your employer as a supplier or contractor;
- ▶ to address any issues or problems with your use of our website, our business, or our products or services;
- ▶ to assess your application for a job you have applied for at MZI;
- ▶ to contact you regarding a job vacancy you have applied for;
- ▶ to send you information regarding job vacancies including any updates;
- ▶ to answer any of your queries or otherwise contact you regarding the information you have provided and your use of our website;
- ▶ to help us learn more about your experience with us so that we can improve any future experience and our business; and
- ▶ any other purpose disclosed to you at the time your personal information is collected.

Certain information may include sensitive information which will only be used for compliance with applicable laws and regulations including workplace and equal opportunity laws.

In fulfilling these purposes, MZI discloses certain personal information to particular third party service providers such as external organisations that manage its share register, recruitment information and employee information.

Where appropriate, MZI may handle personal information relying on exemptions that are available under applicable privacy laws including the employee records exemption in the Privacy Act and provisions in the Privacy Act concerning the sharing of personal information among related bodies corporate.

## 4.2 Marketing

If you have consented to receiving marketing materials, we may also collect, hold, use and disclose your personal information for the purpose of direct marketing, and also to allow our carefully selected third party partners to send you marketing information about their offers, promotions, products and services.

When we contact you, we may do so via electronic messaging (including SMS and email), via website popups and within our website, by mail, by phone or in any other lawful manner.

*You may unsubscribe from receiving marketing materials at any time by contacting us or by electing to opt-out when you receive the materials.*

## 5 Disclosure of Personal Information

For the purposes described in this policy, MZI may disclose personal information, subject to any restrictions imposed by any relevant legislation, among the MZI entities covered by this Privacy Policy, to:

- ▶ MZI's suppliers, service providers, professional advisers and agents including the following service providers:
  - professional advisors such as lawyers, accountants and auditors;
  - providers of MZI share registry services;
  - data storage providers; and
  - delivery supply contractors;
- ▶ to government agencies or regulatory bodies where required;
- ▶ to anyone to whom MZI's assets or business (or any part of it) is transferred or to whom a security interest in MZI's assets or business is provided;
- ▶ where necessary to protect the rights or safety of any of its employees or a third party;

- ▶ where an individual to whom the personal information relates has consented to the disclosure; or
- ▶ where otherwise required or permitted by law.

## 6 Cross-border Disclosures

As MZI will from time to time be dealing with entities located outside Australia, it may disclose information, including personal information, to recipients that are located outside Australia, although such information will only relate to employees and internal corporate matters as required as part of MZI's business operations.

MZI will take commercially reasonable steps to ensure that any overseas recipient will deal with such personal information in a way that is consistent with the Australian Privacy Principles, unless we have a reasonable belief that the overseas recipient is subject to a law or binding scheme which is at least substantially similar to the Australian Privacy Principles and that you have mechanisms to take action to enforce any misuse of your personal information in that location.

## 7 Cookies and IP address Tracking

MZI is likely to disclose personal information to third party service providers. The MZI website may use cookies for site administration purposes. If for any reason an individual wishes not to take advantage of cookies, the individual may have his or her browser not accept them (although this may disable or render unusable some of the features of the MZI website).

MZI's website may detect and use an individual's IP address or domain name for internal traffic monitoring and capacity purposes or to otherwise administer the website. No personal information is obtained, rather the patterns of usage of visitors to the website may be tracked, based upon the computer you are using to view the site and your approximate geographic location, for the purposes of providing improved service and content based on aggregate or statistical review of user site traffic patterns.

## 8 Links to other sites

The MZI website may contain links to other websites. MZI is not responsible for the privacy practices or the content of such other websites. The privacy policies applicable to such other websites may differ substantially from this Privacy Policy, so MZI advises individuals to read them before using those websites. MZI will not be liable for any use of those websites.

## 9 Storage and Security

MZI implements a number of physical and electronic measures to protect personal information including restriction to our physical and electronic databases, and in the future may utilise firewalls and the encrypting of certain data where practicable to do so. These measures are in place to protect against the misuse, interference, loss and unauthorised access, modification or disclosure of the personal information under our control.

Personal information under our control is de-identified or securely destroyed when it is no longer required by MZI.

Please note however that the internet is not a secure environment and although care is taken, MZI cannot guarantee the security of information provided to it via electronic means.

## 10 Access and Correction

An individual has a right to access and request an update or correction to most personal information that MZI has about that individual, although in some circumstances it will not be possible for MZI to provide the individual with all of his or her personal information or an exemption under the Privacy Act may apply.

In such circumstances MZI will provide the individual with the reasons for not being able to supply the information.

Where an individual requests access to personal information, MZI may need to verify the individual's identity before providing such information.

If an individual believes that any personal information held by MZI is inaccurate, the individual may contact the MZI Privacy Officer using the contact details in clause 12 below and MZI will take reasonable steps to ensure that the information is corrected.

## 11 Complaints Handling

If an individual wishes to make a complaint about the way MZI has handled his or her personal information (including if the individual believes MZI has breached the Privacy Act) the individual may do so by contacting the MZI Privacy Officer in writing by mail or email to the address or email address set out at the end of this Privacy Policy.

If a complaint is made, please include your name and contact details such as an email address and telephone number and clearly describe the complaint. The MZI Privacy Officer will investigate the complaint and respond promptly. Resolution of your complaint may be delayed if we are unable to contact you.

If the complainant considers that MZI has failed to resolve the complaint satisfactorily, the complainant can complain to the Office of the Australian Information Commissioner (they can be contacted via email at: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)).

## 12 Further Information

For further information about MZI's privacy policies or practices please contact the MZI Privacy Officer by mail, e mail or phone on the contact details below:

**Postal address:**

Privacy Officer  
PO Box 3011  
East Perth WA 6892

**Email Address:**

[admin@mzi.com.au](mailto:admin@mzi.com.au)

**Telephone number:**

+61(8) 9328 9800

**Martin Purvis**  
**Managing Director**  
**MZI Resources Ltd**

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**Policy history**

Established:	March 2014
Last review:	July 2018
Next Review:	July 2019
Review frequency:	Annually