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1. Policy Statement

Heathgate Resources Pty Ltd (**Heathgate**) is committed to handling personal information provided to Heathgate, whether by individuals who apply for employment with us or by individuals with whom we do business, including contractors and suppliers.

The Australian Privacy Principles contained in the *Privacy Act 1988 (Cth)* govern the way in which we collect, use, disclose, store and dispose of Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of the Australian Government's Office of the Australian Information Commissioner www.privacy.gov.au.

2. What is "Personal Information"?

Heathgate collects Personal Information from a range of individuals in the course of its day to day business operations from individuals such as prospective employees of Heathgate, employees of subcontractors, suppliers and service providers. Personal Information is information or an opinion about an identified individual, or an individual who is reasonably identifiable, for example name, address, gender, email address, telephone number, date of birth, drivers licence number etc. For prospective employees and persons entering our work sites this may also include diversity information, employment and medical history.

3. How we COLLECT Personal Information

Personal Information is collected in various ways including through employment applications and submitting your resume to us, providing documentation necessary for pre-employment screening, completion of site entry forms and providing the necessary documentation required for site entry (contractors and visitors).

If personal information is not provided by you, it may affect our ability to do business with you or if you are an applicant for employment or a contractor, we may not be able to process your application for a position or engagement with Heathgate. By providing Heathgate with your Personal Information, you authorise the personal information being collected, held, used and disclosed in accordance with this Policy.

It is important that your Personal Information is up to date. We will take reasonable steps to make sure that your personal information is accurate, complete and up-to-date. Please advise us of any changes in your personal information.

4. How we USE and DISCLOSE Personal Information

We use Personal Information when required to:

- Verify your identity and communicate with you.
- To assess your suitability for an employment opportunity.
- To receive goods and services from you.
- To enable us to conduct our business.
- To maintain and administer your records, including (where relevant) employee records.

We disclose Personal Information in circumstances including:

- To third parties appointed by Heathgate, for example professional advisers, auditors, insurers, lawyers, technology service providers and persons who perform services to us, in which case

such third parties are required by Heathgate to keep your personal information confidential and not disclose for any other purpose than providing those services to us.

- Where we are required by or authorised by law.

5. Security and Disposal of Personal Information

Personal Information will be stored in a manner that reasonably protects it from misuse and loss from unauthorised access, modification or disclosure. Security measures include physical and technological security controls.

Reasonable steps are taken to destroy or de-identify personal information in a secure manner when we have no further need for it or are required to do so by law.

Personal Information will be retained for as long as it is required to fulfil the purpose for which it was collected, unless a longer retention period is required for the purpose of discharging our legal, accounting and reporting requirements.


6. Accessing your Personal Information

Heathgate will make available for inspection all personal information, based on the information supplied by the individual, that it holds in relation to an individual, provided reasonable notice is given. We will endeavour to process any request for access within 30 days of the request. Some requests however may take longer depending on the nature of the personal information being sought.

We are not though always required to provide access to personal information and if such request is denied, an explanation will be provided. It should be noted that the handling of employee records is exempt from the Privacy Act if it is directly related to a current or former employment relationship.

7. Policy Review and Policy Accessibility

This Policy will be reviewed every three years unless required sooner due to changes in legislation. A copy will be available on both the Heathgate website (www.heathgate.com.au) and Heathgate's internal Intranet.

Signature		Date	24 January 2023
 President or Delegate	
Name	Joe De Gennaro	