



PRIVACY POLICY

1 YOUR PRIVACY IS IMPORTANT TO US

The people in our business, and their trust, are core to our business. It is for that reason that we are committed to protecting your privacy and any information you provide to us.

The Privacy Policy is for all people who provide personal information to any entity within Lunar Mining (see clause 2. for details of who is in Lunar Mining Group).

From time to time, we will notify you of any changes or additions to how we handle your information. This could be when you complete a registration or claims form or receive terms and conditions relating to one of the Lunar Mining Group's businesses. When you receive this further information, please consider it carefully. Please also regularly visit our policies page on our website as we will update this Privacy Policy from time to time.

2 ABOUT LUNAR MINING

Lunar Mining consists of Lunar Mining Services Pty Ltd (ACN 162 002 048) and any parent company, subsidiaries and any subsidiary of its parent company from time to time. In this Privacy Policy, we refer to Lunar Mining as "Lunar Mining" or "we", "us" or "our".

Lunar Mining provides a range of services in the refurbishment, labour hire, recruitment, project management and human capital solutions industries. This includes engaging with employment candidates to find them suitable placements and with clients to find solutions for their labour, refurbishment needs and mining project needs.

3 INFORMATION WE COLLECT

The information we collect from you

We collect information about you and the interactions you have with us. Information is collected when you request or use our services, seek employment with or through us. This can also be collected by way of phone, email, through our websites, apps and other mobile applications.

Depending on the nature of the services we provide and the type of relationship we have with you, we may collect information about your identity and contact details, your gender, your nationality and right to work in Australia, information relating to equal opportunity, your health and fitness, employment history, qualifications and related information.

If you use our website, apps, online services and other mobile applications, information about your location and activities may also be collected. Such information includes IP addresses, telephone numbers and whether you accessed third party sites. It also includes information on the volume of site visits, date and time of visits, the origin of visits, pages viewed and the length of time spent on our site.



Information we collect from others

From time to time, we may collect information about you from others. Such information might come from service providers, agents, advisers, brokers, employers and former employers or family members. For example, we may collect information about you that is publicly available from public registers, social media or made available by third parties. We may also obtain information from your emergency contact in the event of an emergency.

Sensitive information

In addition to this Privacy Policy, the Privacy Act 1988 protects your sensitive information. Sensitive Information includes health information. For example:

- a) Information regarding pre-existing health and medical conditions and injuries;
- b) Information relating to equal opportunity; and
- c) Information relating to professional memberships.

If we need to obtain this type of information, we will collect it from you directly or if we wish to collect it elsewhere, we will ask for your consent, except where otherwise permitted by law.

4 HOW DO WE USE YOUR INFORMATION?

We collect, use and disclose your information for a number of reasons. This includes so we can:

- a) establish your identity and assess your requests for employment or services;
- b) assess whether you have the right to work in Australia, if you wish to work for us;
- c) assess whether you are suitable for any employment opportunities with Lunar Mining, based on qualifications, experience, physical and mental health, among other things;
- d) contact you in relation to any employment or potential employment opportunities with Lunar Mining and any of our clients;
- e) enable our clients to contact you in relation to assignments, employment or potential employment opportunities;
- f) comply with any applicable legal obligations and assist government and law enforcement agencies or regulators;
- g) provide quotes, estimates and tenders for our services;
- h) administer our services and our role as an employer, including in relation to workers compensation claims;
- i) manage our relationship with you;
- j) manage our risks and identify and investigate any illegal activity;
- k) conduct and improve our businesses; and
- l) identify and tell you about other products or services that we think may be of interest to you.

We may also collect, use and exchange your information in other ways where it is permitted by law.



Direct marketing

We may contact you in relation to new products and services and undertake direct marketing activities from time to time. If you do not want to participate in any of those activities or do not want to receive direct marketing from us, you can tell us by using any of the methods set out in clause 10.

We may also tell you other ways you can 'opt out' when we contact you about our new products and services.

New technologies we use in our business

New technologies can allow businesses and organisations to collect and use information to get a more integrated view on the people they deal with in their business and to improve the services and opportunities that they can provide.

Lunar Mining may combine information it holds with information available from a wide variety of external sources to enable us to analyse the data and find ways to improve our operations, services and opportunities.

Lunar Mining members may also provide reports and data insights to third parties. For example, to help them to utilise our services to their best advantage and to improve their own products, services and opportunities. If we do this, our reports and insights will be based on aggregated information and will not contain any information that identifies you.

5 WHO DO WE EXCHANGE YOUR INFORMATION WITH?

Lunar Mining

We will exchange information between members of Lunar Mining. This is largely to ensure that we may provide an integrated approach to all of our clients, employees and other parties with whom we engage. All Lunar Mining members may use this information for any of the purposes mentioned in clause 4.

Third parties

We may exchange your information with third parties where this is permitted by law or for any of the purposes mentioned in clause 4.

Third parties include:

- a) clients and customers of Lunar Mining, and any of its members;
- b) service providers, including those to whom we outsource certain functions such as direct marketing, document production, debt recovery and information technology support;
- c) advisers and persons acting on your behalf, such as your doctor or solicitor;
- d) our financiers, investors, advisers and persons who may acquire rights to our assets;
- e) claims-related providers, such as assessors and investigators, who help us with claims;
- f) auditors and insurers;
- g) employers, former employers and potential employers;
- h) government and law enforcement agencies or regulators; and
- i) entities established to help identify illegal activities and prevent fraud.



Parents and Guardians

If you are under the age of 16, or have special needs, we may share your information with one or more of your parents or legal guardians or any person appointed to manage your affairs.

6 HOW WE KEEP YOUR INFORMATION SECURE?

We generally keep our records which contain your information on our premises and systems. Otherwise, we may keep them offsite using trusted third parties.

We use a specially designed, secure database for storing your information. We also train and remind our staff of their obligations with regard to your information.

When we interact with you on the internet through our website, apps, online services and mobile applications, we generally use a variety of tools and systems to protect against unauthorised persons and viruses accessing our systems. This may include encryption processes, firewalls, virus scanning tools and intrusion detection systems. We also limit access to your information by requiring use of passwords.

We generally only keep information for as long as required. For example, to be able to provide ongoing services and opportunities and to meet legal obligations and internal needs.

7 WHAT IF YOU WANT ACCESS, UPDATE OR CORRECT YOUR INFORMATION?

If you would like to access to your basic information (for example, pay details), you can do this by coming into the office, by emailing or by calling us. Our staff will then refer your request to the relevant person in our business who can assist you.

If you ask for access to your information, how long will it take to be given access?

We will make your information available as soon as possible but will try to do so within 30 days of your request. Before we give you the information, you may be required to establish your identity first.

Can we refuse your request for access?

In some circumstances, we may deny your request to access your information, or otherwise limit the access we provide. We will only do this where we are legally permitted to so. In such case, we will explain our decision to you.

Updating your basic information

Given the type of services we provide, it is important that we have your correct details, such as your current address, email and telephone number. You can check or update your information at our office or by phoning us.



Can you correct your information?

If you believe we hold inaccurate information about you or have provided to others, you can ask us to correct the information by contacting us by calling us.

If the information we collect has been provided by us to others, you can ask us to notify them of the correction. We will correct your information as soon as possible.

What if we disagree about whether your information should be corrected?

If we disagree with you about whether your information should be corrected, we will let you know our reasons. If this occurs, you can ask us to include a statement with the relevant information, indicating your view that the information is for example, inaccurate, misleading, incomplete, irrelevant or out-of-date, whatever might be the case. We will take reasonable steps to comply with such a request.

8 MAKING A PRIVACY COMPLAINT

How can you make a complaint?

If you have a concern about your privacy, you have a right to make a complaint. If you make a complaint, we will do everything we can to put matters right.

To make a complaint, please get in touch with us using your usual point of contact or contact our office and you will be direct to a staff member who can assist you.

How do we handle a complaint?

We take complaints about privacy very seriously. We will review each complaint and will try to resolve the issue as soon as reasonably possible. We will also keep you updated on our progress in fixing the problem.

9 COOKIES

What are they?

Cookies are text files that are downloaded to your computer or mobile device when you visit a website. As you browse, cookies gather information about your use of that website. They enable the site to learn your preferences and behaviour by sending the information collected back to the originating website each time you visit the site.

The aim of cookies is to enable the site to provide a more tailored experience to the user. Some types of cookies also perform essential functions to enhance the user's experience and the site functionality. There are number of different types of cookies, including session cookies, persistent cookies, first and third party cookies, necessary cookies, functional cookies, social and tracking cookies.

How we use cookies

We will use a combination of the various types of cookies from time to time. Our use of cookies will depend on what part of our websites and online services you use and what functions you request of those sites and services.



For example, in order to measure the effectiveness of marketing campaigns (for example, banner advertising), there may be occasions where we allow third parties to collect analytical data from our site using their cookies.

Further, we may provide website visitor usage information to third party advertising servers (such as DoubleClick™) in order to target our online banner advertising on other sites. Again we do not allow the capture or transmission of any site usage information that can personally identify you.

Please note that these cookies do not capture information that leads to your personal identity being revealed.

How to delete or block cookies

By checking your browser settings, you can control how cookies are used on your computer or device. In relation to third-party ad servers, or to learn more about not having this information used to target advertisements to you, please visit DoubleClick's website at <http://www.google.com/doubleclick>.

Note: This link will take you away from the Lunar Mining's website.

Please note that some of the cookies we use may be essential to ensuring privacy and protection of data and functionality. If you delete or block certain cookies, your experience on our websites and services may be affected. You may discover that functionality is limited or some parts of the website do not work at all.

10 OUR CONTACT DETAILS

To contact us, you can find all of our contact details on our 'find us' website page at <http://www.lunarmining.com.au>

Alternatively, you can call us on 07 4987 5557 or visit at Shop 2, Western Crossing Shops, Capricorn Hwy, Emerald.

Signed:

Brad Comiskey
Director

Glenn Dickson
Director