

Privacy Policy

1. Introduction

At Mint Renewables Limited and its subsidiaries (Mint), we are committed to protecting the privacy of all individuals in accordance with applicable privacy and data protection laws. This Privacy Policy sets out our policy on collecting, holding, using and disclosing, or otherwise handling personal information.

We will update this policy from time to time, including to reflect changes in the law or our information handling practices and the way we operate our business. Please contact us or visit our website to access the latest version.

2. How do we collect personal information

We collect personal information from you directly (e.g., where you sign up for our newsletter, complete our goods and services register or otherwise provide the information to us).

We may also collect personal information:

- from your organization;
- from your authorised representatives;
- from other third parties such as those listed under 'Who we share personal information with';
- from records of activities and communications, including monitoring records like CCTV, site access, telephone records and use of our website and IT resources;
- through our community engagement activities;
- from publicly available sources of information or databases; or
- by creating new information such as analysis, commentary, reports and reviews.

Where you provide us with personal information about someone else you must have their consent to provide it to us based on this Privacy Policy.

3. What personal information do we collect?

The kinds of personal information we collect and hold about you will depend on the circumstances of collection, including whether we collect the information from you as a customer, supplier, contractor, adviser, community representative or regulatory stakeholder, job applicant or in some other capacity.

The types of personal information we may collect include:

- contact details including your name, mailing or street address, email address, telephone number, and other contact details;
- personal identifiers such as ABNs;
- organisation and position;
- financial details, including bank account numbers;
- details of any transactions, communications, activity and engagement with you or relating to our business, including contracts;

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- preferences, interests and opinions relevant to our business and operations;
- information about usage of our websites, online services and IT resources, including IP address, pages/screens viewed, date and time, information input, referring domain, links and content accessed, device type, operating system, browser used and general location; or
- any other personal information that may be necessary to facilitate your dealings with us.

For staff and job applicants we hold additional information which may include:

- identification information, including age or date of birth, nationality, and gender;
- identity verification information, including drivers' license numbers, passport number;
- details of referees and emergency contacts;
- application, work history and other CV information;
- education and training records;
- assessment, conduct and performance information;
- information for identifying and managing conflicts of interest, financial and personal interests (including those of family members);
- citizenship, visa and work eligibility information;
- background checks including criminal record checks;
- payroll information (e.g. tax file number, bank account information, salary, benefits, leave);
- health records (e.g. in connection with health checks, drug and alcohol checks, sick leave and roles requiring health monitoring); or
- payment, taxation and superannuation details.

4. What do we collect and handle personal information for?

We collect, hold, use and disclose personal information to manage our business and relationships, provide our services, employ and manage staff, engage with stakeholders and better understand and interact with the individuals we deal with. These purposes include:

- recruitment;
- assessment of business proposals and tenders;
- stakeholder and community consultation and engagement, for example in relation to the development of a new project or management of our operations;
- communication with the public, stakeholders and the media, including through websites and social media;
- verification of identity and information;
- record maintenance and updating;
- management of claims, complaints and investigations;
- understanding and responding to the interests, preferences and needs of stakeholders;
- staff training and management;
- management of safety and security in relation to our stakeholders, people, sites, systems and assets;
- compliance with our legal obligations – including where we are required or authorised by law to collect personal information, e.g. under the Australian Securities and Investments Commission Act, Autonomous Sanctions Act, Fair Work Act, Superannuation Guarantee (Administration) Act, Income Tax Assessment Acts and other tax laws, Corporations Act, planning and environment acts, occupational health and safety acts, public health acts and workers compensation acts;
- protection and defense of our legal rights; or

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- facilitation of acquisitions and potential acquisitions of or by our business, including any related transitional and business integration activities.

We may not be able to do these things without your personal information. For example, we may not be able to consider your application, provide communications and project updates or investigate a complaint.

5. Who do we share personal information with?

We may share personal information with third parties including:

- our related companies and delivery or joint venture partners;
- service providers (including providers of delivery, engineering, design, IT, recruitment, investigation, health, marketing, advertising and background check services);
- lawyers, consultants and other professional advisors;
- social media and digital platforms, who may also use personal information as set out in their own privacy policies, particularly in respect of their registered users;
- government authorities, including regulatory and enforcement agencies;
- emergency services providers and other groups and organisations providing emergency and disaster relief and support;
- your and our representatives;
- your organisation or employer;
- educational and training institutions;
- referees;
- the public where we may lawfully publish that information (e.g. with your consent);
- other parties involved in any actual or potential business acquisition (as described under 'What do we collect and handle personal information for?', including purchasers, vendors and advisors); or
- anyone authorised by you.

Some of these parties may be located overseas, including in New Zealand.

6. Our website

In order to collect anonymous data and improve your experience on our websites we may use cookies. Cookies are small pieces of information that websites transfer onto user devices for record-keeping and enhanced functionality. Most browsers allow you to choose whether to accept cookies or not. You can use your browser settings to delete cookies and reject cookies, however note that some functionality on our website may be limited if you do so.

Our website may use Google services such as Google Analytics from time to time. For more about how Google collects and processes data, please see Google's privacy policy and their information at www.google.com/policies/privacy/partners/.

7. How do we store and secure personal information?

We take a number of steps to protect the security and confidentiality of personal information, which we hold in both electronic and hard copy formats.

Depending on the circumstances, some of these steps can include security software protections, data access restrictions, firewalls, restricted access to our sites and requirements for our service providers to protect personal information they handle on our behalf.

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8. Your privacy rights

You can contact us if you wish to seek access to or correction of your personal information that we hold, or make a privacy complaint.

If you are seeking access or correction, please provide as much detail as you can about the information required, to help us retrieve it. We may need to verify your identity. If we decline your request, we will usually need to tell you why.

If we correct information that we have disclosed to someone else, you can ask us to tell them about the correction. If we decline to make a correction you request, you can ask us to note your disagreement together with the information.

We may need to engage or consult with other parties in order to investigate and deal with any complaints. We will keep records of your complaint and any resolution.

9. Contact us

You can contact our Head of Planning, Environment and Stakeholder Relations using any of the following methods:

- Mail: PO Box 16026, Collins Street West, Melbourne VIC 8007
- Email: privacy@mintrenewables.com

10. External complaint mechanism

If you are not happy with the outcome of the Privacy Officer's investigation or we have not replied to you within a reasonable time, then you can raise your concern with:

The Office of the Australian Information Commissioner:

- Phone: 1300 363 992
- Email: enquiries@oaic.com.au
- Mail: Office of the Australian Information Commissioner
GPO Box 5218 Sydney NSW 2001
- Online: www.oaic.gov.au/privacy/making-a-privacy-complaint

Signed By



Peter Cowling
Head of Australia
Date: 17 April 2023

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