

 GOLDWIND	GWA-CO-POL-0014 Privacy Policy	Version 2.0	Effective Date: 31/05/17
			Review Date: 01/11/2020

Goldwind Australia

GWA-CO-POL-0014 Privacy Policy

Document Version History

Version No	Issue Date	Changes	Reviewed By
1.0	25/05/17	First Release	Sarah Squires
2.0	08/11/19	Updated to reflect changes in the Privacy legislation and the role change of Head of Legal for Goldwind Australia	Charlie Williamson

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GWA-CO-POL-0014 PRIVACY POLICY

1. Terms and Definitions

Company means Goldwind Australia Pty Ltd (ABN 32 140 108 390) and its Related Bodies Corporate.

Privacy Act means the Privacy Act 1998 (Cth).

Related Bodies Corporate has the meaning given to it in the Corporations Act 2001.

'us', 'we' or 'our' means Goldwind Australia Pty Ltd (ABN 32 140 108 390) and our Related Bodies Corporate.

2. Policy statement

Our Privacy Policy sets out how we collect, use, store and disclose your personal information. We are bound by the Australian Privacy Principles contained in the *Privacy Act 1998* (Cth). We are committed to respecting your privacy.

By providing personal information to us, you consent to our collection, holding, use and disclosure of your personal information in accordance with this Privacy Policy and any other arrangements that apply between us. We may change our Privacy Policy from time to time by publishing changes to it on our website. We encourage you to check our website periodically to ensure that you are aware of our current Privacy Policy.

3. Scope and coverage

What is 'personal information'

Personal information includes information or an opinion about an identified individual or an individual who can be reasonably identified from the information or opinion. For example, this may include your name, age, gender, postcode and contact details. Information or an opinion may be personal information regardless of whether it is true.

What personal information do we collect generally?

We may collect the following types of personal information about you:

- contact details, including your name, mailing or street address, email address, telephone number and other contact details;
- land and property information, including lot, deposited plan, title, price and address;
- financial details, including bank account numbers;
- details of the technology, products and services that we have provided to you or that you have enquired about, including any additional information necessary to deliver those technologies, products and services and respond to your enquiries; and

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- any other personal information that may be required in order to facilitate your dealings with us.

We may collect these types of personal information either directly from you, or from third parties. We may collect this information when you:

- engage us to provide you with any technology, products or services;
- communicate with us through correspondence, chats, email, or when you share information with us from other applications, services or websites;
- enter into an arrangement with us in which you option, lease, license or otherwise deal with your land with us;
- interact with our sites, services, content and advertising;
- invest in our business or enquire as to a potential purchase of all or part of our business;
- acquire a renewable energy asset from us; or
- enter into an arrangement with us for the supply of wind turbines.

What personal information do we collect for work requirements?

In addition, when a person applies for a job or to otherwise applies to work with us (for example, when a person applies to work with us as an independent contractor, or subcontractor to an independent contractor engaged by us), or when a person requires access to our business, we may collect the following additional information:

- identification information, including age or date of birth, nationality, and gender;
- identity verification information, including driver's licence number, copy of driver's licence, motor vehicle registration number, vehicle plate number, tax file number, birth or citizenship certificate, passport number, visa transaction reference number (for employees who need visas to work in Australia) and photographs;
- medical records collected as part of any recruitment process;
- information about your curriculum vitae, education and working history, including current and past position title and qualifications, resume details, and training history; and
- financial information, including bank account details.

We may collect this information from recruitment consultants, your employers, organisations that provide labour hire services and others who may be able to provide information to us to assist in our engagement of you as an employee, contractor or subcontractor. This Privacy Policy does not apply to acts and practices in relation to employee records of our current and former employees, which are exempt from the Privacy Act.

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If you are listed as a reference for a person who has applied to work with us or access our business, we may collect your personal information from the person who has provided that information and is the subject of that application.

What personal information do we collect for the purposes of random alcohol and drug testing?

We also randomly conduct alcohol and drug testing of some of our workforce. If you work with us in your capacity as:

- a contractor engaged by us;
- a subcontractor of a contractor engaged by us;
- an employee of such a contractor or subcontractor; or
- any other person engaged by us to assist in delivering our technology, products or services,

we may require you to provide us with additional personal information (including sensitive information, such as health and other medical information) as part of that alcohol and drug testing. We will only collect your sensitive information if it is reasonably necessary for our functions or activities, and we will always obtain your consent before doing so.

Why do we collect, hold, use and disclose personal information?

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

- to contact and communicate with you;
- to provide technology, products and services to you;
- to consider your employment application and verify your suitability to work with us or access our business;
- to make payments to you for goods or services that you provide to us, including paying you remuneration and other benefits and entitlements;
- to send you service, support and administrative messages, reminders, technical notices, updates, security alerts, and information requested by you; and
- to comply with our legal obligations, resolve any disputes that we may have with any of our users, and enforce our agreements with third parties.

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How do we store and hold personal information?

We store most information about you in computer systems and databases operated by either us or our external service providers. Some information about you is recorded in paper files that we store securely.

We implement and maintain processes and security measures to protect personal information which we hold from misuse, interference or loss, and from unauthorised access, modification or disclosure.

These processes and systems include:

- the use of identity and access management technologies to control access to systems on which information is processed and stored;
- requiring all employees to comply with internal information security policies and keep information secure;
- requiring all employees to complete training about information security; and
- monitoring and regularly reviewing our practice against our own policies and against industry best practice.

To whom do we disclose your personal information?

We may disclose personal information for the purposes described in this privacy policy to:

- our employees and Related Bodies Corporate;
- third party suppliers and service providers (including providers who assist us to operate our business and provide our technology, products and services to you);
- professional advisers, dealers, agents and business partners;
- payment systems operators (e.g. merchants receiving card payments);
- anyone to whom our assets or businesses (or any part of them) are transferred;
- specific third parties authorised by you to receive information held by us; and/or
- other persons, including government agencies, regulatory bodies and law enforcement agencies, or as required, authorised or permitted by law.

We may also disclose your personal information to others where:

- you may have expressly consented to the disclosure or the consent may be reasonably inferred from the circumstances; or
- we are otherwise permitted to disclose the information under the Privacy Act.

In addition, when we collect your personal information as part of an alcohol or drug test, we may communicate or collect your personal information (including sensitive information) in our dealings with relevant third parties including alcohol or drug detection and collection

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agencies, laboratories, toxicologists, and medical rehabilitation officers (such as, doctors). We may also disclose this personal information (including sensitive information) to the contractor or business that employs or hires you to work for us.

Disclosure of personal information outside Australia

We may disclose personal information outside of Australia to our Related Bodies Corporate.

Our Related Bodies Corporate are likely to be located in New Zealand, Indonesia, China, USA, Thailand, Pakistan, Turkey, South Africa, Brazil, Argentina and South Korea.

We will either:

- take 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; or
- form a reasonable belief that the overseas recipient is subject to laws substantially similar to the Australian Privacy Principles and affected individuals may enforce those laws.

Using our website and cookies

We may collect personal information about you when you use and access our website.

While we do not use browsing information to identify you personally, we may record certain information about your use of our website, such as which pages you visit, the time and date of your visit and the internet protocol address assigned to your computer.

Security

We may hold your personal information in either electronic or hard copy form. We take reasonable steps to protect your personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure and we use a number of physical, administrative, personnel and technical measures to protect your personal information. For example, we:

- store hard copies in locking cabinets or password cabinets which are accessible to permitted staff inside the Company;
- ensure all Company computers are password protected; and
- apply active monitoring and security measures to external traffic.

Although we take these reasonable steps, we cannot guarantee the security of your personal information.

Links

Our website may contain links to websites operated by third parties. Those links are provided for convenience and may not remain current or be maintained. Unless expressly stated otherwise, we are not responsible for the privacy practices of, or any content on, those linked

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websites, and have no control over or rights in those linked websites. The privacy policies that apply to those other websites may differ substantially from our Privacy Policy, so we encourage individuals to read them before using those websites.

Accessing or correcting your personal information

You can access the personal information we hold about you by contacting us using the information below. Sometimes, we may not be able to provide you with access to all of your personal information and, where this is the case, we will tell you why. We may also need to verify your identity when you request your personal information.

If you think that any personal information we hold about you is inaccurate, please contact us and we will take reasonable steps to ensure that it is corrected.

Making a complaint

If you think we have breached the Privacy Act, or you wish to make a complaint about the way we have handled your personal information, you can contact us using the details set out below. Please include your name, email address and/or telephone number and clearly describe your complaint. We will acknowledge your complaint and respond to you regarding your complaint within a reasonable period of time. If you think that we have failed to resolve the complaint satisfactorily, we will provide you with information about the further steps you can take.

Changes to this policy

From time to time, we may change our policy on how we handle personal information or the types of personal information which we hold. Any changes to our policy will be published on our website.

You may obtain a copy of our current policy from our website or by contacting us at the contact details below.

Contact Us

For further information about our Privacy Policy or practices, or to access or correct your personal information, or make a complaint, please contact our Privacy Officer using the details set out below:

Charlie Williamson
Head of Legal
Suite 2, Level 25, Tower 1, 100 Barangaroo Ave, Barangaroo NSW 2000.
T.+61 2 9008 1757
goldwind.legal@goldwindaustralia.com

If you are dissatisfied by the manner in which we handle your information, you can also send your complaint to the Office of the Australian Information Commissioner. The Commissioner can be contacted at:

Office of the Australian Information Commissioner (“OAIC”)
GPO Box 5218
Sydney NSW 2001
Telephone: 1300 363 992
www.oaic.gov.au

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4. Purpose and intended outcomes

A privacy policy is required for Goldwind to ensure compliance with the Privacy Act. This Privacy Policy addresses how we collect and disclose personal information.

5. Related information

Privacy Act 1998 (Cth)

http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/

Signature:



John Titchen
Managing Director

Effective Date: 15 November 2019