

Privacy Policy

Jayex Technology Limited ACN 119 122 477 (**Company**)

Reviewed/Approved by the Board	
Adopted	9 September 2015
Reviewed & Approved	21 September 2020
Reviewed & Approved	25 May 2022

Privacy Policy

1. Our Commitment To Privacy

- 1.1 Privacy of personal information is a valid concern for shareholders. The Company is committed to the privacy rights of shareholders and all other related parties, and to this end, fully disclose the Company's privacy policy below so that its shareholders and other related parties can understand what kind of information is captured and how that information is or may be used. From the outset, it should be noted that all personally identifiable information is managed with the utmost confidentiality.

2. Our obligations

- 2.1 The Company is bound by the National Privacy Principles (**NPPs**) under the *Privacy Act 1988* (Cth) (**Privacy Act**) in the way that it handles personal information. This policy explains how the Company handles personal information relating to individuals and entities, whether or not they are shareholders, clients, suppliers, contractors or customers. The Company will comply with the NPPs and the Privacy Act to protect your privacy.

3. Terminology

- 3.1 In this policy the expressions 'the Company', 'we', 'it', 'us' and 'our' are a reference to the Company.
- 3.2 The expression 'personal information' is used in this policy to refer to information or an opinion about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

4. What is personal information?

- 4.1 Personal information is information or an opinion about an individual who is identified or capable of identification from the information, whether that information or opinion is true or not.
- 4.2 De-identified information is not personal information and involves the removal or alteration of other information that could potentially be used to re-identify an individual.
- 4.3 Sensitive information is personal information that is given a higher level of protection by privacy laws. It includes information about an individual's health and includes genetic and biometric information. It also includes information about race or ethnic origin; political opinions; membership of political, professional or trade associations and unions; religious beliefs; sexual orientation or practices; and criminal records. In this Policy, references to personal information includes sensitive information.

5. Why we collect personal information

- 5.1 We only collect personal information that is necessary for our functions and activities.
- 5.2 The Company only collects personal information to the extent that it is:
 - (a) necessary for it to carry out its core business of providing solutions for air/water purification and resource recovery; or
 - (b) incidental to the carrying out of its core business.

- 5.3 Personal information will generally only be collected for the purpose of enabling us to liaise with individuals who are, or who are associated with, shareholders, clients, suppliers, contractors, customers or potential customers.

6. How we collect personal information

- 6.1 We may collect personal information from you in a variety of ways including, without limitation, on forms, questionnaires and surveys, by our website (including cookie collection), over the telephone, by email or person to person.
- 6.2 Generally we try to collect personal information directly from you, however there are certain situations in which we may collect personal information about you from someone else. In either case, we will take reasonable steps to ensure that you are aware of the purposes for which the information is collected.

7. What kinds of personal information do we collect?

- 7.1 The types of personal information which we may collect and hold in these circumstances include, without limitation, an individual's name, date of birth, tax file number (TFN) (applicable only in Australia), banking details, address, phone number, email address and other contact details.

8. Trans-border data flows

- 8.1 The Company's website is currently hosted onshore. However, in the event that the website is hosted by servers outside Australia and where the Company may use technical support services that are based offshore, the Company will ensure that providers that are engaged can and will observe the requirements of the Australian Privacy Principles.

9. Information Use and Disclosure

- 9.1 The Company will not use or disclose personal information that we collect for any purpose other than the primary purpose of collection unless:
- (a) such use is related to the primary purpose and you would reasonably expect us to use or disclose the information for that other purpose;
 - (b) in the case of direct marketing not related to our activities - we have obtained your prior consent (unless it is not reasonably practicable to seek your consent and we otherwise comply with the requirements of the Privacy Act); or
 - (c) the use or disclosure is otherwise permitted under the Privacy Act.
- 9.2 As a general rule, we do not engage in direct marketing activities. To the extent that we do engage in direct marketing in the future, however, you may at any time request us not to provide you with any further direct marketing communications by contacting us via the details set out below.
- 9.3 By using our website you will be deemed to consent to us using your personal information collected by our website for the following purposes:
- (a) notifying you about any changes to the information which currently exists on the website;
 - (b) notifying you in the future about new information relevant to our services; and
 - (c) monitoring your use of our website.

- 9.4 In providing you with goods or services we may need to disclose your personal information to certain third parties.
- 9.5 If the Company transmits your personal information over the internet it will take reasonable steps to maintain the security of any personal information to prevent misuse and unauthorised access. Despite these protection mechanisms, you should be aware there are inherent risks associated with the transmission of data over the internet and we cannot guarantee any transmission will be completely secure.
- 9.6 The Company may also disclose your personal information to law enforcement agencies, courts or government agencies where required to comply with specific legal requirements. In particular, the Corporations Act 2001 (Cth) requires certain information about you to be included in the Company's registers which are able to be accessed by the public.

10. Employee Records Exemption

- 10.1 The NPPs and this policy do not apply to our acts and practices directly related to a current or former employment relationship between us and an employee, and any employee record held by us relating to the employee.

11. Data Security

- 11.1 We will take reasonable steps to protect the personal information which we hold from misuse or loss and from unauthorised access, modification or disclosure. Any personal information which is no longer required for any purpose by the Company will be destroyed.

12. Disclosure

- 12.1 The Company has a number of safeguards in place to protect the personal information we hold, including password protected databases, staff training and system firewalls. The Company maintains password security and restricted access to all electronic documents containing personal information and stores hard copy documents in secured locations.
- 12.2 From time to time, we may change our policy on how we handle personal information or the sort of personal information which we hold. Any changes to our policy will be published on our website. You may obtain further information about any aspect of this privacy policy by contacting us via the details below. By continuing to use the Company's services you will be deemed to have accepted the terms and conditions of this Policy.

13. Ensuring your personal information is up-to-date

- 13.1 It is important that the personal information we collect from you is accurate, complete and up-to-date.
- 13.2 During the course of our relationship with you, we will ask you to tell us of any changes to your personal information. However you can contact us at any time to update your personal information or to tell us that the information we hold about you is inaccurate or incomplete.

14. Access, Correction and Further Information

- 14.1 We will provide you with access to your personal information held by us, unless we are permitted under the Privacy Act to refuse to provide you with such access. Please contact us on the details below if you:
- (a) wish to have access to the personal information which we hold about you;
 - (b) consider that the personal information which we hold about you is not accurate, complete or up to date; or

- (c) require further information on our personal information handling practices.
- 14.2 If you believe that the Company has not protected your personal information as set out in this privacy policy or has denied you access to your personal information in potential breach of the Privacy Act, you may lodge a complaint by writing directly to the Company.
- 14.3 If you are not satisfied with the result of your complaint to the Company, you may refer your complaint to the Federal Privacy Commissioner.
- 14.4 You can contact the Federal Privacy Commissioner, by telephoning 1300 363 992 or writing to Director of Complaints, Office of the Federal Privacy Commissioner, GPO Box 5218 Sydney, NSW, 1042.

15. Jayex Technology Limited Contact Details

All correspondence, including complaints, should be directed to:

Company Secretary
Jayex Technology Limited
Level 4
96-100 Albert Road
South Melbourne VIC 3205 Australia
T: +61 3 9697 7222
E-Mail: info@jayex.com.au
Website: www.jayex.com.au

16. Approved and adopted

This policy was approved and adopted by the Board on 9 September 2015.