

CO2CRC LIMITED

# Privacy Policy

# CO2CRC Limited Privacy Policy

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## 1 ABOUT THIS POLICY

This section explains how to read this policy and describes its purpose.

### 1.1 Interpretation of this document and general overview

Defining specific terms:

- 1.1.1 **"APPs"** refer to the Australian Privacy Principles in the *Privacy Act 1988* (Cth).
- 1.1.2 **"CO2CRC"** refers to the organisation limited by the guarantee with ABN 56 117 183 516.
- 1.1.3 **"Members"** means the persons or bodies who are a part to the Members Agreement.
- 1.1.4 **"Personal Data"** means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
- 1.1.5 **"Personal Information"** includes information that is capable of identifying an individual such as name, address and date of birth.
- 1.1.6 **"Privacy Information"** includes Personal Data, Personal Information and Sensitive Information.
- 1.1.7 **"Sensitive Information"** includes information relating to religion, racial or ethnic origin.
- 1.1.8 **"We", "us" and "our"** refer to CO2CRC.

CO2CRC is subject to the Australian Privacy Principles as laid out in the *Privacy Act 1988*.

### 1.2 Purpose of this policy

The CO2CRC Privacy Policy explains how our organisation protects your privacy information. Along with our Collection Statement our Privacy Policy lays down the principles by which we collect, store, use and disclose any Personal Information you provide to us or we collect from other sources.

Our Privacy Policy also informs clients, prospective clients, stakeholders and anyone else whose Privacy Information is protected in dealing with CO2CRC, about how they can access their Privacy Information, correct Privacy Information held by us, lodge complaints or make any related enquiry.

## 2 TYPE OF INFORMATION WE COLLECT AND HOLD

CO2CRC collects information about you for our primary purpose which is to research and demonstrate carbon capture and storage as a major industrial emissions reduction technology.

Types of Personal Information we collect:

## **2.1 Website visitors**

For our website visitors, we collect information such as your IP address, internet service provider, the web page directing you to our website and your activity on our website. This information is usually anonymous and we do not use it to identify individuals. However, due to the nature of internet protocols, such information might contain details that identify you. This information is collected to ensure that our information has reached its target audience.

## **2.2 Members**

We collect Personal Information regarding CO2CRC Members. The details are needed so that we can send notices of general meetings so members can exercise their rights.

The type of information collected can include:

- 2.2.1 Name of Members or representatives of Members
- 2.2.2 Contact details (address, phone, email)
- 2.2.3 Proxy, attorney or representative appointments
- 2.2.4 Class of member
- 2.2.5 Date membership commenced
- 2.2.6 Date membership ceased (for past members)

## **2.3 Prospective employees and directors**

We collect Personal Information regarding prospective employees and directors, regarding their skills, interests, qualifications and experience to:

- 2.3.1 Assess their suitability for potential employment or directorships with us
- 2.3.2 Match them to suitable projects or roles

## **2.4 Others**

We may collect Personal Information related to the general public.

We collect the Personal Information of directors, employees and others in connection with our corporate and other administrative functions. The type of information collected can include:

- 2.4.1 Name and former names
- 2.4.2 Contact details (address, phone, email, assistant details)
- 2.4.3 Date and place of birth

### **3 HOW WE COLLECT YOUR INFORMATION**

We may collect Personal Information (not including sensitive information) from people through our marketing, business development, operational, human resources, research or other activities.

We have a general policy to collect Personal Information directly from you, unless it is unreasonable or impracticable to do so.

We will need your written consent to collect Sensitive Information about you.

#### **3.1 Website visitors**

We collect data from our website using various technologies, including cookies. A cookie is a text file that our website sends to your browser which is stored on your computer as a tag identifying your computer to us. You can set your browser to disable cookies. However, some parts of our website may not function properly (or at all) if cookies are disabled.

#### **3.2 Members**

We collect member Personal Information directly from the Member.

If you are a proxy or a representative from a CO2CRC Member, we collect your details from your or the appointing CO2CRC Member.

#### **3.3 Prospective employees and directors**

We generally collect Personal Information directly from the prospective candidate, but may also do so from recruitment agents, recruiters, referrers, referees, CO2CRC officers/employees or other knowledgeable parties where relevant to the recruitment process.

#### **3.4 Others**

We collect information about directors, employees and others directly from those persons.

In some cases, we collect information about such persons:

- 3.4.1 Through forms, agreements, general inquiries
- 3.4.2 From researchers or contractors engaged by CO2CRC
- 3.4.3 Public sources

### **4 DIRECT MARKETING**

#### **4.1 Collecting information indirectly about an individual for marketing to that individual**

If CO2CRC plans to engage in direct marketing using or disclosing information collected:

- 4.1.1 indirectly about that individual, or
- 4.1.2 from the individual and the individual would not reasonably expect us to use or disclose the information for marketing purposes,

CO2CRC must first obtain consent, unless an exception applies.

All subsequent direct marketing you receive will include an easy opt-out procedure if at any time you wish us to cease sending you information.

#### **4.2 Collecting information directly about an individual for marketing to that individual**

If we collect information about you and you would reasonably expect us to use or disclose the information for the purpose of marketing, we will use an opt-out procedure in all our marketing communications. This means you will be able to easily unsubscribe from all future marketing communications.

Where you have opted into marketing communications, you agree that we may use your information to contact you by your chosen method of electronic mail (e.g. by email) about tailored offers, events, competitions, items or related activities that you may find useful, as well as other similar products and services offered by us or any of our related entities from time to time. We do not sell, trade or rent your personal information to other companies and partners.

If you have consented to receive marketing communications, you may always revoke that consent at any time by changing your settings on the Website or by exercising the “unsubscribe” option in any marketing communications you get from us.

## **5 PURPOSE FOR WHICH WE COLLECT AND DEAL WITH YOUR INFORMATION**

As a general principle, we only use Privacy Information for the primary purpose for which we collect the information or a secondary purpose related to the primary purpose for which you would reasonably expect us to use the collected information. All the information collected by CO2CRC will be used only for the purpose of researching and demonstrating carbon capture and storage as a major industrial emissions reduction technology.

We will make you aware of the purpose for which we collect your information by notifying you about all the relevant matters of that collection.

We will not use your information for an unrelated secondary purpose unless we obtain your written consent or an exception applies, such as it is impracticable to obtain your consent and we believe that collecting, using or disclosing your information is necessary to lessen a serious threat to the life, health or safety of any individual.

### **5.1 Members**

We use Personal Information of members for the purposes including compliance and to administer membership rights and to process your membership documents.

We may also supply our membership list to government to comply with funding requirements.

We also use our member’s lists to distribute information about our activities and identify persons interested in a directorship.

### **5.2 Prospective employees and directors**

We use Personal Information about our prospective employees and directors for predominately to consider the application.

### **5.3 Website visitors**

We use information regarding website visits for the purpose personalising of your website visit or to enable remarketing website functionality.

### **5.4 Others**

CO2CRC may also collect and use Personal Information from others for our operational, human resources, research referral or other corporate activities.

## **6 CROSS BORDER TRANSFER OR DISCLOSURE OF INFORMATION**

### **6.1 Security Measures**

In the event we engage in cross border transfer of information, such as routing or storing information on cloud servers located overseas or transferring information to an office of our company overseas, we will ensure that adequate security mechanisms are in place to protect your information. For example, we will enter into a contract with the cloud server that ensures the information is for the limited purpose of storing and managing the Personal Information.

### **6.2 GDPR**

A number of our Members and parties are based outside Australia in the European Union. This may require us to receive Personal Data from the European Union. The European Union General Data Protection Regulation (“the GDPR”) contains new data protection requirements that will apply from 25 May 2018. CO2CRC is likely to receive Personal Information or Personal Data transferred from the European Union. In the absence of being assessed as having an adequate level of protection by the European Commission the CO2CRC will put in place the following safeguards to the extent that they are applicable:

- 6.2.1 a binding set of “corporate rules” that enable transfers within a corporate group;
- 6.2.2 enter into agreements that contain the “Standard Contractual Clauses” approved by the European Commission.

## **7 MAINTAINING THE INTEGRITY, CURRENCY AND SAFETY OF YOUR PRIVACY INFORMATION**

This section explains how CO2CRC holds your Privacy Information, how you can access your Privacy Information, update your Privacy Information, complain about an alleged breach of the APPs or make any related enquiry.

### **7.1 Maintaining currency of your information**

CO2CRC relies on accurate and reliable information to deliver necessary and effective services. If we are satisfied that any of the information we have about you is inaccurate, out-of-date, irrelevant, incomplete or misleading, or you request we correct any information, we will take reasonable steps to ensure the information held by us is accurate, up-to-date, complete, relevant and not misleading.

If we disclose your Privacy Information that is later corrected, we will, or else you may ask us to, notify the entity that received the incorrect information about that correction.

Should we refuse to correct the information, we will explain the reasons for refusal. We will also show you the complaint procedure if you wish to lodge a formal complaint about our refusal.

## **7.2 Safety of your information**

All Privacy Information is securely stored using appropriate physical and/or electronic security technology, settings and applications, and by ensuring staff dealing with privacy information is trained in our privacy policies and procedures.

These policies are designed to protect Privacy Information from unauthorised access, modification or disclosure; and from misuse, interference and loss.

## **8 ACCESSING YOUR INFORMATION OR LODGING A COMPLAINT**

### **8.1 Accessing and correcting information**

You are entitled at any time, upon request, to access your Privacy Information held by us. We will respond within a reasonable time after the request is made and give access to the information in the manner requested by you, unless it is impracticable to do so. We are entitled to charge you a reasonable administrative fee for giving you access to the information requested.

Should you be refused access to your information, we will explain the reasons for refusal - any exceptions under the *Privacy Act* or other legal basis relied upon as the basis for such refusal – and, if you wish to lodge a formal complaint about our refusal, we will explain the complaint procedure.

### **8.2 Lodging a complaint**

Should you wish to complain about a potential breach of this Privacy Policy or the Australian Privacy Principles please contact our Privacy Officer.

The Privacy Officer will make good faith efforts to rectify the issue and respond within a reasonable period after the complaint is made.

### **8.3 Contact details**

Matthias Raab  
Privacy Officer  
CO2CRC Limited  
Phone: +613 8595 9600  
Email: Matthias.raab@co2crc.com.au