

# Privacy Policy

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<b>Revision</b>	<b>Approved</b>	<b>Signed</b>	<b>Revision Description</b>	<b>Date</b>
1	Chief Executive Officer			July 2026



## 1. Introduction

Yindjibarndi Energy Corporation (**YEC**) (or we, us, our) respects your privacy and is committed to protecting your personal information. This Privacy Policy outlines how we collect, use, store, and disclose personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

## 2. Scope

This policy applies to all personal information collected by YEC through our websites, forms, cookies, any third-party tools, and in the course of working with you or providing services to you. It also applies to any audio, photographic or video footage collected from one of our various locations or at events held by us.

## 3. Personal Information

For the purposes of this Policy, **Personal information** means any information about an identified or identifiable person. This includes where you can be identified, directly or indirectly, including by reference to an identifier (e.g. an email address).

## 4. What Personal Information We Collect

We may collect the following types of personal information:

- Identification data, such as your name, gender, photograph, date of birth and other identification data.
- National Identifiers, such as your passport details, immigration or visa status and other government issued identifiers.
- Contact details, such as your home or business address, email address and mobile phone number. It may also include details of your next of kin and other third-parties such as emergency contacts.
- Recruitment information and records, such as resume or CV, interview notes, background checks and other information.
- Employee information and records, such as position information, office or site location, employment or other agreements, attendance records, health and medical information and testing, performance records, skill and training records, termination records and any other information which may be collected during your employment.
- Background, education and qualification information, such as your qualifications, education details, employment and career history.
- Financial information, such as banking information, tax information, salary benefits, superannuation information or other payment information.



- IT information, which may include information required to provide access to our IT systems and networks (e.g. login information, IP addresses), the records of your use of those systems, devices and networks (laptops, telephone) and email and internet use.
- Other information, such as access to and attendance at YEC premises, sites or assets (e.g. records of entry, information collected through CCTV), details of your activities at our sites or use of our assets, communications with you (including complaints or concerns raised by you) and other information you voluntarily provide to us.

Some types of information are considered to be more private than others (e.g. cultural information) and this type of information is called “sensitive personal information”. This information will only be collected as described in section 6 below.

## 5. How we Collect Personal Information

We collect personal information in a variety of ways through:

- Online forms, emails and portals.
- Interaction with our website (e.g. via cookies or analytics tools).
- Employment and contractor onboarding processes.
- Third-party service providers acting on our behalf.
- Contacting us via email, phone or social media.

## 6. Why We Collect and Process Personal Information

We collect and process personal information to conduct our business – which includes managing your working relationship with us, managing our workforce, managing our contractual relationships, managing safety and security risks and complying with legal obligations. We also collect and process personal information where you have provided your consent, or it is necessary to comply with legal or regulatory requirements.

If we do not collect your personal information, it may affect our ability to engage with you.

### **Sensitive Personal Information**

Sometimes we will need to collect sensitive personal information about you, but we will only do this:

- Where you have provided your consent explicitly (which includes where you have consented to a third-party providing health services at our request).
- Where necessary to comply with our legal obligations as an employer.
- Where otherwise permitted by applicable laws and regulations.



## 7. Use and Disclosure of Personal Information

We do **not** sell, monetise or rent your personal information with third parties. Personal information is used solely for the purposes for which it was collected, unless:

- You have consented to another use.
- It is required or authorised by law.
- It is necessary to prevent a serious threat to life, health or safety.

We may share your personal information within our corporate group as well as with third parties involved in the running of our business and with your authorised representatives. This may involve sharing information across national borders.

Where we need to disclose personal information to third parties in a different country to where the information is collected, we will take steps to ensure that there is a lawful basis for the disclosure and that the disclosure complies with all applicable Australian laws.

## 8. Data Security and Retention

We take reasonable steps to ensure your personal information is kept secure and protected from unauthorised access or use in accordance with our policies and procedures, including:

- Secure systems and platforms.
- Access controls.
- Staff confidentiality obligations.

We retain personal information to carry out the purposes described in this Policy only for as long as we are required to retain such personal information in line with legal and regulatory retention periods.

## 9. Rights, Access and Correction

You have the right to request access the personal information we hold about you and to request its correction if it is inaccurate, out-of-date, incomplete, irrelevant or misleading. You also have the right to restrict the sharing of personal information.

Requests can be made using the contact details below.

## 10. Notifiable Data Breaches

In accordance with the Notifiable Data Breaches scheme, we will notify affected individuals and the Office of the Australian Information Commissioner if a data breach is likely to result in serious harm.



## 11. Complaints

If you believe we have breached your privacy, you can contact us using the details below. We will investigate your complaint and respond within a reasonable timeframe. If you are not satisfied, you may contact the Office of the Australian Information Commissioner.

## 12. Updates to this Policy

We may update this Privacy Policy from time to time where necessary to reflect changes in applicable laws or in our privacy compliance practices. The most current version will be available on our website.

## 13. Contact us

If you have any questions or requests relating to this policy, please contact [privacy@yec.au](mailto:privacy@yec.au).