



**Corona Resources Limited**

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# Privacy Policy

## 1 Policy Overview

Corona Resources Limited ("Corona") is dedicated to ensure that any Personal Information (as defined below) it holds about individuals is handled sensitively, appropriately and lawfully. Corona believes that privacy is an important individual right and is important to our business and the businesses of our stakeholders.

Most private sector organisations in Australia must, by law, comply with the Privacy Act 1988 (Cth). We will comply with all laws, including prior to March 2013 the National Privacy Principles ("NPPs"), and from 12 March 2014 the Australian Privacy Principles ("APPs"), introduced to further protect your privacy.

## 2 Scope

In this Privacy Policy, a reference to Corona means Corona Resources Limited ACN 617 982 000 and any of its subsidiaries or related entities from time to time.

Corona will comply with this policy in handling Personal Information and Health Information (as defined below) about its employees, clients, customers, suppliers, contractors, consultants, job applicants and other relevant stakeholders.

Corona requires that all of its staff (including casual and contract staff) comply with this policy at all times in collecting and handling Personal Information in the course of their employment or engagement with Corona.

This policy also applies to use of the Corona website. By using the website, you consent to the collection, use and transfer of information provided by you in accordance with the terms of this Privacy Policy. If you do not agree with this Privacy Policy, do not use the website to provide Personal Information.

### **3 Definitions**

**“Personal Information”** means information which identifies an individual or from which an individual’s identity can be reasonably ascertained and includes Sensitive Information (as defined below). Names, addresses and home telephone numbers are examples of Personal Information.

**“Sensitive Information”** includes information or an opinion about an individual’s racial or ethnic origin, political opinions, philosophical or religious beliefs or affiliations, membership of a political, trade or professional association or trade union, sexual preferences or practices, criminal record or Health Information.

**“Health Information”** means information or an opinion about individual’s physical, mental or psychological health, disability, health services and donation of body parts, Including genetic information. This encompasses sick leave certificates, doctors’ reports and medical checks.

### **4 Application of This Policy**

Corona staff must collect and handle Personal Information in accordance with this policy and take all reasonable steps to protect any Personal Information that comes into their care from misuse, loss, unauthorised access, modification and disclosure to others. This can include relevant staff taking measures such as:

- storing Personal Information in locked cabinets or drawers;
- having a clean desk policy in relation to work related information;
- not allowing others to use your computer passwords and locking your computer when away from their desk;
- not disclosing personal details concerning others.

This list is by no means exhaustive and the security measures taken should be reasonable for the circumstances. If there is any doubt as to the appropriate course of action, the matter should be discussed with the Managing Director or Company Secretary.

If you have any concerns about the way in which Personal Information is being handled, or believe there has been an interference with the privacy of any individual, you should contact the Managing Director or Company Secretary.

#### **4.1 Collection of Personal Information**

Corona will only collect personal information if it is necessary for business purposes, including to comply with legal and regulatory obligations.

Corona will collect Personal Information by lawful and fair means and not in an unreasonable or intrusive manner.

When Corona collects any Personal Information, it will take reasonable steps to provide the relevant person information about:

- the identity of Corona and how to contact it;
- why Corona is collecting the Personal Information;
- the intended recipients of the information, including the types of organisations (if any) to which Corona may disclose the Personal Information (eg payroll processing services);
- the person's rights to request access to their own Personal Information;
- any law that requires the particular information to be collected; and
- the main consequences of failure to provide that information.

Where reasonable and appropriate, Corona will collect Personal Information directly from the individual. However there are certain circumstances where Personal Information about an individual may be collected from another party. In either case, Corona will take all reasonable steps to notify the individual of the matters listed above.

In certain circumstances Corona may collect Sensitive Information or Health Information. Corona will only collect this information with your consent or otherwise in accordance with the law.

#### **4.2 Use and Disclosure of Personal Information**

Personal Information is predominantly used for the primary purpose for which it was collected. Where Corona needs to use or disclose Personal Information for purposes other than the above purposes, Corona will obtain consent as appropriate and necessary. Exceptions to this would include where:

- the use or disclosure is required to lessen or prevent serious threat to a person's health or life, or to public health and safety;
- the use or disclosure is required or authorised by the law;
- the use or disclosure is reasonably necessary to assist a law enforcement agency in its law enforcement functions; or
- Corona or a reputable outside authority suspects fraud or unlawful activity.

#### **4.3 Storage of Personal Information**

All reasonable steps are taken to protect the security of the Personal Information that Corona holds. This includes appropriate measures to protect electronic material and material stored and generated in hard copy.

#### **4.4 Quality and Accuracy of Personal Information**

Corona will take all reasonable steps to ensure that any Personal Information that Corona uses or discloses is complete, accurate and up-to-date. If you become aware that any Personal Information that Corona holds is not accurate, you must notify the Managing Director or Company Secretary promptly.

#### **4.5 Access to Personal Information**

You generally have a right to request access to any Personal Information held by Corona about you.

There are a number of exceptions to this principle including:

- where providing access would pose a serious and imminent threat to the life or health of any individual;
- where providing access would have an unreasonable impact upon the privacy of other individuals (this may be relevant where information about other individuals is included on a file);
- the request for access is frivolous or vexatious;
- the information relates to existing or anticipated legal proceedings where the information would not otherwise be discoverable;
- providing access would be unlawful;
- denying access is required by law;
- providing access would prejudice an investigation of possible unlawful activity; and
- providing access would prejudice law enforcement.

Requests for access should be forwarded to the Managing Director or Company Secretary.

You should also make or request corrections and additions to your Personal Information to ensure that the information is accurate, up to date and complete.

#### **4.6 Retention and destruction of Personal Information**

Corona will only keep Personal Information on its files for as long as it is necessary to fulfil its business needs or legal requirements. When Corona no longer requires the Personal Information, Corona will destroy or dispose of it in a secure manner.

#### **4.7 Overseas disclosure**

Corona does not presently operate in overseas jurisdictions so is not likely to disclose Personal Information to overseas recipients.

#### **4.8 Complaints procedure**

If an individual complains about their Personal Information being inappropriately handled, then that complaint should be immediately referred to the Managing Director or Company Secretary.

Complaints will be handled confidentially, impartially and as promptly as possible in the circumstances. Only those people who are involved in the investigation of the complaint will have access to Personal Information in relation to the complaint.

Individuals found to have breached this policy will be subject to appropriate disciplinary action, which may include termination of employment or engagement with Corona.