

ENDEAVOUR ENERGY FUELS PRIVACY POLICY

The protection of personal information is important to Endeavour Petroleum Pty Ltd ACN 007 263 452 (EP). EP is committed to respecting the right to privacy and the protection of personal information.

This document sets out:

- What personal and sensitive information EP collects;
- How EP collects personal and sensitive information;
- How EP uses or discloses personal and sensitive information
- How individuals can access or seek correction of information held by EP; and
- Who to contact regarding privacy issues and complaints

By providing your personal information to EP, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

This Policy provides for the way in which EP may collect, use, store and disclose information. Third party commercial entities and subsidiaries, whether owned or acting on behalf of EP, may be subject to the same privacy laws and may be governed by their own privacy policies. EP will always do its utmost to ensure that personal information is respected and protected.

1. WHAT PERSONAL AND SENSITIVE INFORMATION DOES EP COLLECT?

1.1 *Personal Information*

Generally, **personal information** is information or an opinion (including information or an opinion forming part of a database) from which it is possible to determine someone's identity.

The information collected by EP about a particular person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, credit card details, driver licence number, passport number, insurance details, employment history, qualifications or communication history with EP.

1.2 *Sensitive Information*

Sensitive information is a type of personal information that also includes information or an opinion about:

- (a) racial or ethnic origin;
- (b) political opinions;
- (c) membership of a political association, professional or trade association or trade union;
- (d) religious beliefs or affiliations or philosophical beliefs;
- (e) sexual preferences or practices;

- (f) criminal record; or
- (g) health, genetic information or disability.
- (h) If it is reasonably necessary in the circumstances, EP may also collect sensitive information such as a person's medical history, nationality, their ethnic background or disabilities.

EP is required by law to obtain consent when collecting sensitive information. EP assumes, and will assume, a person's consent to the collection of all sensitive information that is provided to it for use in accordance with this Privacy Policy, unless told otherwise.

2. HOW DOES EP COLLECT PERSONAL AND SENSITIVE INFORMATION?

Information may be collected when you:

- (a) purchase any good or service from EP;
- (b) subscribe to any publication of EP, including electronic publications;
- (c) provide details to EP in an application form, consent form, survey, feedback form or incident report;
- (d) enter personal information into, or agree to having your personal information entered into, an EP online system;
- (e) access any EP website;
- (f) contact EP via email, telephone or mail or engage with EP via social media;
- (g) participate in any program, activity, competition or event run by EP;
- (h) purchase merchandise, products or services from EP;
- (i) are elected or appointed to the Board or a committee of EP;
- (j) apply for employment or a volunteer position with EP;
- (k) attend a site owned and/or operated by EP; or
- (l) where EP is required to do so by law.

2.1 *Providing information*

Depending on the circumstances, some types of information will be required and others might be optional. If you do not provide some or all of the information requested, this may affect EP's ability to communicate with you or provide the requested products or services.

By not providing requested information, you may jeopardise your ability to apply for employment with EP. If it is impracticable for EP to deal with you as a result of you not providing the requested information or consents, that entity may refuse to do so.

2.2 Collection from third parties

EP may collect personal information regarding a child from the parent or other responsible person associated with that child.

In some circumstances, EP collects information from other entities or third parties. Examples of such third parties could include, without limitation, government and law enforcement bodies.

2.3 Information storage and protection

EP stores information in different ways, including in paper and electronic form. Much of the information collected from and about our members is added to EP's database which is hosted by a third-party data storage provider. When your information is entered into EP's database, the information may be combined or linked with other information including information held about you.

Security of personal information is important to EP. EP has taken steps to protect the information it holds from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures EP uses includes strict confidentiality requirements of our employees, EP affiliates and service providers, as well as security measures for system access, and security measures for our website such as firewalls and system encryption.

EP is required to comply with the Federal Government Notifiable Data Breaches Scheme (**NDBS**). When EP has had a data breach that could result in serious harm, EP will notify the individual(s) that is/are affected. EP when notifying the individual(s) and Australian Information Commissioner, will also outline what steps will be undertaken in response to the breach. A review of the breach will be undertaken, and action(s) implemented to prevent a future breach.

3. HOW DOES EP USE AND DISCLOSE PERSONAL AND SENSITIVE INFORMATION?

3.1 Use

EP, and third parties to whom we may disclose personal information in accordance with this Privacy Policy, may use your personal information to:

- (a) verify your identity;
- (b) complete background checks;
- (c) research, develop, run, administer and market competitions, programs, activities and other events relating to EP's business;
- (d) research, develop and market products, services, merchandise and special offers made available by us and third parties;
- (e) respond to emergency situations involving or requiring medical treatment;
- (f) administer, manage and provide you with access to EP websites and other IT based applications; and
- (g) keep you informed of news and information relating to various EP promotions, marketing, events, activities and opportunities via various mediums.

EP may use health information to ensure that its services and venues it operates are run safely and in accordance with any special health needs participants may require. Health information may also be kept for insurance purposes. In addition, EP may use de-identified health information and other sensitive information to carry out research, to prepare submissions to government or other regulatory bodies, or to plan events and activities. EP does not provide a Health Service as defined under the *Privacy Act 1988* and will not use health information for the purposes of providing a Health Service as defined under the *Privacy Act 1988*.

3.2 Disclosure

EP may disclose your personal information to a range of organisations which include, but are not limited to:

- (a) companies EP engages to carry out functions and activities on EP's behalf, including direct marketing;
- (b) EP's professional advisers, including our accountants, auditors and lawyers;
- (c) our insurers;
- (d) police and other legal agencies;
- (e) EP companies, subsidiaries and affiliates; and
- (f) Such other circumstances permitted by law.

In some circumstances, personal information may also be disclosed outside of Australia. In such circumstances, EP will use its best endeavours to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are suitably similar to the Australian Privacy Principles.

Any disclosure will be on such terms and conditions as EP determines taking into account the circumstances of the disclosure but always with the best interests of the parties whose personal information is being disclosed.

3.3 Direct marketing

EP will assume your consent to use non-sensitive personal information to provide to you better services, products and marketing purposes (including disclosure of such information to service providers).

Every person whose data is collected by EP has the option to refuse e-mail, SMS or posted offers. You may do this by updating the direct marketing settings in your user portal in EP's database (if offered), or via the opt-out procedures included in any communication from EP (information relating to the option to unsubscribe from those communications may be retained).

If you are still not satisfied at the communication you are receiving, you can also write to EP's Privacy Officer via the contact details set out below.

3.4 Other disclosures

In addition, EP may also disclose personal information:

- (a) with your express or implied consent;
- (b) when required or authorised by law;
- (c) to an enforcement body when reasonably necessary; or
- (d) to lessen or prevent a threat to an individual or public health or safety.

3.5 EP website

When users visit the EP website, our systems may record certain information about their use of the site, including the web pages visited and the time and date of their visit. EP uses this information to help analyse and improve the performance of the EP website.

In addition, EP may use “cookies” on the EP website. Cookies are small text files that help a website to remember the preferences of users to improve the experience of using that website. In some cases, the cookies that we use may collect some personal information. EP will treat this information in the same way as other personal information we collect. You are free to disable cookies on your internet browser to prevent this information being collected; however, you may lose the benefit of an enhanced website experience that the use of cookies may offer.

Websites linked to the EP website are not subject to EP's privacy standards, policies or procedures. EP does not take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third-party website.

4. ACCESSING AND SEEKING CORRECTION OF INFORMATION HELD BY EP

EP will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. EP relies on the accuracy of personal information as provided to us both directly and indirectly.

Individuals may also request access to their personal information held by EP by making a request via the contact details set out below. EP will respond to your request for access within 14 days and endeavour to provide the requested information within 30 days. If you find that the personal information EP holds about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will see that it is corrected.

5. RESOLVING PRIVACY ISSUES AND COMPLAINTS

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to the EP Privacy Officer at this address:

Privacy Officer

Endeavour Petroleum

Email: privacy@eefuels.com.au

Ph: (03) 9781 7100

Address: PO Box 2243, Seaford, VIC 3198

EP will respond to your complaint within 30 days and try to resolve it within 90 days. If EP is unable to resolve your complaint within this time, or you are unhappy with the outcome, you can contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.

For further information on EP's management of personal information, please contact EP.

EP may amend this Privacy Policy from time to time.