

# GLENCORE

## Privacy Collection Statement – Employees and Contractors

Protecting your privacy is very important to Glencore Australia Holdings Pty Ltd, its Australian related bodies corporate and associated entities (Glencore, our, us or we). This Privacy Collection Statement details how we collect, use and manage our employees and contractors Personal Information.

### The Types of Personal Information We Collect

We will collect Personal Information about you as an employee or contractor of Glencore. This includes, but is not limited to, your name, address, email address, personal contact details, date of birth, gender, work experience, qualifications, superannuation and bank account details, tax file number, emergency contacts, citizenship status or proof of right to work, images of you, relevant medical-related, health-related and biometric information, including any disabilities you may have.

### How We Collect Personal Information

We will collect your Personal Information in a number of ways, including:

- directly from you (unless it is unreasonable or impracticable to do so); and
- from third parties including employers, authorised representatives, agents or third parties who are authorised to share Personal Information, and publicly available sources of information, such as address validation software and telephone directories.

### Why We Collect Personal Information

We collect your personal information to create an employment record and to have an employment relationship with you. This includes:

- providing a safe work environment and ensuring we can contact you or your nominated delegate in the case of an emergency; and
- providing information technology and support services.

If the information that you supply is insufficient or inaccurate, our ability to provide employment related services may be impacted.

### Disclosing Personal Information to Third Parties

We may disclose your personal information to third parties in order to maintain our employment relationship with you. Third parties may include, IT service providers, superannuation providers,

external training providers, medical service providers, insurance service providers and professional consultants.

## Information Held Overseas

We may hold or disclose your Personal Information to our joint venture partners, as well as our third party service providers located overseas. If your Personal Information is held overseas, it will most likely be held in Asia, North America, Europe and/or South America.

## How to Access or Correct Your Personal Information

Our Australian Privacy Policy sets out how you may access and correct your Personal Information and how you can lodge a complaint in relation to our treatment of your Personal Information.

Our Australian Privacy Policy is available at <http://www.glencore.com.au/en/Pages/privacy-policy.aspx>

You can contact us by email at [privacy@glencore.com.au](mailto:privacy@glencore.com.au).