



## Privacy Collection Statement – Visitors to our Offices and Sites

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

### The Types of Personal Information We Collect

When you visit our offices or sites, we will collect Personal Information about you including, but not limited to, your name, address, telephone number, contact details, details of your employer and images of you.

We may collect Sensitive Information about you, for example medical and health related information, biometric information, and any disabilities that you may have. We may also collect identification information in order to verify your identity, such as driver's license and passport information. We collect this information where it is reasonably necessary to comply with the law or if it is required to administer aspects of the relationship between you and us. For example, one of our representatives may request that you submit to a drug or alcohol test while on our premises.

### How We Collect Your Personal Information

We may 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 Your Personal Information

If you are a visitor to any area or vehicle that we own, lease, or that is under our control, we collect your Personal Information before allowing you to access that area, including for the purposes of health, safety and security.

If you do not provide your Personal Information to us we may not allow you to access our areas, premises or vehicles, or we may ask you to leave.

## When We Disclose Personal Information to Third Parties

We may disclose your information to third parties, including:

- contractors;
- agents;
- our joint venture partners;
- government and regulatory bodies, including local authorities (where required or authorised by law); and
- our service providers, such as information technology suppliers, contractors, debt collection agencies and our professional advisors, such as accountants, auditors and lawyers.

Where appropriate, we ask that these third parties hold, use and disclose your Personal Information in accordance with the Privacy Act and other relevant privacy laws.

## Information Held Overseas

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

## 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).