

This Privacy Policy explains how Senex and its related entities (collectively **Senex, we or us**) collect and handle personal information from our employees and potential employees, and our other stakeholders – such as traditional owners, landholders, joint venturers, contractors, suppliers and other persons with whom we interact, including visitors to our sites and premises, and visitors to our website at www.senexenergy.com.au.

This Policy describes generally the types of personal information we hold, how it is collected, held, used and disclosed, and our purpose in doing so.

Senex is bound by the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Australian Privacy Principles (**APPs**) that are contained in that Act.

1. Why do we collect personal information and what information do we collect?

Personal information is information or an opinion about you, or information from which you could reasonably be identified.

We collect personal information for a range of purposes, including:

- to verify your identity and manage our relationship with you;
- to keep our premises, assets, facilities and IT systems secure;
- to comply with our legal and regulatory obligations; and
- for other purposes which you have provided your consent (e.g., subscribing to Senex media releases and similar communications).

The type of personal information we collect and the purpose for which we use and disclose it varies depending on your relationship with us. A description of the key types of information we commonly collect, and why, is set out in the separate sections below.

We do not sell or rent to, or trade with, any third party the personal information we hold.

If we are not able to collect personal information about you (or if you choose to deal with us anonymously or by using a pseudonym), we may not be able to engage with you further or provide you with our services or assistance to the extent that such engagement or provision of services requires us to collect, use or disclose your personal information.

2. Our employees and potential employees

a) Job applicants

If you apply for a position with us, we will ask you to provide specific personal information, such as your name, a means of contacting you (such as your email address and telephone number), your qualifications and career history, your right to work in Australia information, and whether you identify as Aboriginal or Torres Strait Islander. We may also ask you for other information such as your interests and the positions in which you are interested.

Any personal information you give us in connection with a job application may be used to consider you for current and future employment and may be disclosed to our external advisors to assist us in the selection and recruitment process.

b) Employees

If you are an employee of Senex, we will collect your personal information and hold it in employee records and personnel files, including in referee reports and other records. The types of personal information we collect and hold about you may include:

- contact information including your name, address, phone number(s), email address, date of birth, place of birth, next of kin details, and emergency contact(s);
- copies of, or information from, identity documentation such as your drivers' licence, passport and right to work in Australia documentation (such as birth certificates and visas);
- information relating to payments made to you, your salary or wages (including group certificates, PAYG summaries, bank account details, tax file number and certain credit information (including any garnishee orders on salary));
- information relating to your employment with Senex, including leave details, health information including medical records, performance information (including performance reviews and discipline matters), training information, licences and qualifications;
- information in criminal history checks; and
- information about your ethnic or cultural background (only when provided voluntarily to us).

Our handling of your personal information as an employee is exempt from the Privacy Act if the information forms part of an employee record relating to you, and the handling is directly related to our current or former employment relationship with you. While employee personal information is therefore not covered by some of the details in this Policy, we will generally not disclose your personal information for any purpose other than our employment relationship with you, unless we are required or authorised by law to do so.

3. Our other stakeholders

If you are a stakeholder such as a landholder, joint venturer, contractor, supplier, visitor or other person with whom we interact, we may ask you to provide specific personal information such as your name, address, business credentials or financial institution details. We may also ask for other personal information if required, depending on the circumstances.

4. Collection of information

a) How do we collect personal information?

We may collect personal information in a number of ways, including:

- from you directly, e.g., through our website, by telephone, through written correspondence (such as a letter or email), through online and hardcopy forms, or in person if you visit our premises in discussions with you, and through visitor sign-in logs and CCTV;
- from publicly available sources of information, such as address validation software and telephone directories (for example, if it is unreasonable or impractical for us to collect the personal information directly from you); or
- by monitoring or recording a call that you make to us in certain circumstances (we will notify you beforehand).

If we receive unsolicited personal information about you, we will assess whether we would have been permitted to collect it under the Privacy Act and the APPs. If we would not have been permitted to

collect it, we will destroy or de-identify it as soon as practicable (provided it is lawful and reasonable to do so).

b) Information collected through our website

We may also collect information during your visit to our website, such as your server address, the date and time of your visit, the pages you viewed, any documents you downloaded and the type of browser and operating system you used. However, generally this information will not identify you, and we don't link this information to your identity or other information that you have provided to us.

If collected, this information will be used and disclosed by us in anonymous, aggregated form only, for purposes including statistical and web site development. However, we may use or disclose this information to try to locate an individual where we reasonably believe that the individual may have engaged in any unlawful or inappropriate activity in connection with our website, or where we are otherwise required or authorised by law to do so.

5. Use and disclosure of personal information

We may use and disclose any personal information you provide for the purpose for which it is collected, including compliance with our legal and regulatory obligations.

This includes use and disclosure within Senex, and disclosure to Senex's shareholder entities, and to third parties such as service providers we engage to conduct our business, including recruitment, customer contact, technology, data storage and processing, research, marketing, advertising, mail and delivery, investigations, archives, auditing, debt collection, financial services, insurance, professional advisory (e.g. legal, accounting, business consulting) and security services.

We may also use and disclose your personal information for a secondary purpose that is related to a purpose for which we collected it, where you would reasonably expect us to use or disclose the information for that secondary purpose or where we have your consent. We will not disclose your personal information for any other purpose, other than as required or authorised by law (including for law enforcement or public health or safety reasons).

6. Quality and security of personal information

We take reasonable steps to ensure that the personal information we collect, use and disclose is accurate, complete and up to date. You can help us by letting us know about any changes to your personal information, such as your email address or phone number.

We store information in different ways, including in hardcopy and electronic form. We have implemented controls around technology and our organisational processes to assist us in protecting your personal information. This includes having in place confidentiality requirements for our employees, contractors and service providers, and policies, systems and site access restrictions.

While we take reasonable steps to protect personal information we hold, we cannot guarantee or warrant the security of any information transmitted online. You can also contact us by telephone or post.

If any unauthorised access or disclosure of your personal information occurs, we will comply with our obligations under the Privacy Act in dealing with that unauthorised access or disclosure, including any obligations in respect of eligible data breaches under the Privacy Act.

Please let us know immediately if you become aware of any breach of security affecting personal information that Senex holds about you.

7. Access and correction

Please contact us if you would like to access or correct the personal information that we hold about you. We will generally provide access in an appropriate format or make corrections within a reasonable period of time, subject to some exceptions permitted by law. There is no charge for requesting access to your personal information, but we may charge a fee to cover our costs of providing the requested access to you.

We may need to refuse to grant you access to your personal information under some circumstances prescribed by the Privacy Act (for example, if providing access would be unlawful or would have an unreasonable impact upon the privacy of other individuals).

8. Overseas disclosure

Some of Senex's shareholder entities and our third party service providers (including technology providers) to whom we may disclose your personal information are located in countries outside Australia or may hold your personal information on servers located outside of Australia. Such disclosures are made on a confidential basis, and disclosures to service providers are protected by privacy clauses in our contracts with those service providers.

The countries in which these third parties are located will depend on the circumstances. However, in the ordinary course of our business operations we commonly disclose personal information to third parties located in the United Kingdom and, in the case of Senex's shareholder entities, South Korea.

9. How to make a complaint

If you believe that your privacy has been breached or you have a complaint about our handling of your personal information, please contact the Company Secretary on legal@senexenergy.com.au. We will investigate your complaint and provide you with a response.

We take complaints very seriously and will respond to you shortly after receiving written notice of your complaint. We ask that you cooperate with us during this process and provide us with additional relevant information we may require in order to investigate and respond to your complaint.

If you are not satisfied with our response or how we have handled your complaint, you may complain to the Office of the Australian Information Commissioner (in writing) at:

*Office of the Australian Information Commissioner (OAIC)
GPO Box 5218
Sydney NSW 1042*

*Phone: 1300 363 992
TTY: 1800 620 241*

Email: privacy@privacy.gov.au

10. Contact us

Please direct any privacy issues or queries to:

*General Counsel and Company Secretary
Senex Energy Pty Ltd
GPO Box 2233, Brisbane QLD 4001
Phone: +61 7 3335 9000
Email: legal@senexenergy.com.au*

11. Updates to this Privacy Policy

We may review and update this Privacy Policy at our discretion, including where required to reflect any changes to our information handling practices, and will publish the latest version of this Privacy Policy on our website at www.senexenergy.com.au.

Please make sure you review this Privacy Policy each time you visit our website, or interact with us, in order to keep up to date with any changes.

DOCUMENT HISTORY

This policy is approved by the Chief Executive Officer.

| Revision date | Comments |
|---------------|---|
| 12 March 2014 | Adopted and approved board 11 June 2014 |
| 29 June 2020 | General update (approved) |
| 7 August 2024 | General update (approved) |