



# Privacy Policy

This Policy Statement applies to Mount Gibson Iron Limited and all its subsidiaries.

## **Purpose**

MGX recognises and respects your right to privacy. It is committed to and bound by the Australian Privacy Principles contained in the *Privacy Act 1988 (Cth)*.

The MGX Privacy Policy:

1. sets out how MGX collects, stores, uses and discloses your personal information; and
2. provides the way in which you can access, amend and update your personal information.

## **Personal Information**

"Personal information" means information or an opinion about an individual, which is capable of identifying that individual such as his or her name, address, date of birth and home telephone number. Personal information also includes "Sensitive information". Sensitive information includes medical information and opinions about an individual.

Personal information may be collected by MGX when you apply for an employment position with MGX, when you provide personal information in documents or when you update your personal details.

## **Collecting Information**

MGX only collects personal information which is necessary for the conduct of its business activities, as authorised by law and in order to comply with its legal obligations.

## **Security of Personal Information**

MGX takes all reasonable steps to keep your personal information secure. This includes adopting appropriate procedures relating to the storage of hard copy documents and electronic data so as to protect against misuse and loss from unauthorised access, use or disclosure.

## **Using and Disclosing Personal Information**

The personal information that is provided to MGX is only used for the purposes for which it was provided. MGX does not provide personal information to a third party unless it is required or authorised to do so under the Privacy Act.

## **Access to Personal Information**

MGX will take all reasonable steps to ensure that the personal information and details you provide to us are kept up to date.

Under the Privacy Act, and subject to certain exceptions (such as if personal information relates to your current or former employment relationship with MGX), you have a right to request access to personal information held by MGX about you. For example, you may wish to update or amend existing contact details.

Should you wish to request access to personal information, request a correction or provide additional details, please send a request via email to [HR@mtgibsoniron.com.au](mailto:HR@mtgibsoniron.com.au).

If you have any queries about your privacy, please contact MGX's privacy officer, Senior Legal Counsel, on 9426 7500 or via email: [Privacy@mtgibsoniron.com.au](mailto:Privacy@mtgibsoniron.com.au).

### **Complaints**

If you are not satisfied with the way in which MGX has dealt with a request or complaint relating to privacy, you can contact the Office of Australian Information Commissioner.

### **Review of Privacy Policy**

MGX reserves the right to update this Privacy Policy from time to time.

This policy was last updated in March 2014.