

## 1. OVERVIEW

Australis Oil & Gas Limited is committed to ensuring that the Personal Information of our employees, securityholders and any people who deal with the Company is only collected, stored and used for legitimate and lawful purposes in all jurisdictions that govern our operations and in accordance with the Australian Privacy Principles (**APPs**) embodied in the Privacy Act 1988 (Cth) (as amended) (**Privacy Act**) and the Corporations Act 2001 (Cth) (**Corporations Act**).

## 2. APPLICATION AND COMPLIANCE

This Policy applies in all jurisdictions in which Australis operates and applies to all Australis Personnel. Australis Employees are required to confirm in writing that they have received, read and understood this Policy as part of their induction and to reconfirm understanding on an annual basis, or as per specified in the Employee Handbook.

## 3. WHAT IS PERSONAL INFORMATION?

Personal information is information or an opinion about an individual, or an individual who is reasonably identifiable, whether true or not and whether recorded in material form or not (**Personal Information**).

## 4. WHAT PERSONAL INFORMATION DO WE COLLECT?

The Company may collect Personal Information from you when you:

- (a) apply to be an employee, are hired as an employee or appointed as an officer or Director and when change your employment status with the Company;
- (b) apply for securities;
- (c) contact the Company by any method, such as telephone, email, post, facsimile or in person; and
- (d) access and use the Company website ([www.australisoil.com](http://www.australisoil.com)) (**Website**) where the Company will record and log for statistical purposes certain information about such access and use, including your IP address, the date and time of your visit, the parts of our Website you access during your visit, your actions on our Website, and the browser you are using.

## 5. COOKIES

If you use our Website, some of the Personal Information referred to in section 4 above may be collected through the use of cookies. Most browsers are set by default to accept cookies. However, if you do not wish to receive any cookies you may set your browser to either prompt you whether you wish to accept cookies on a particular site, or by default reject cookies.

Please note that rejecting cookies may mean that some or all of the functions on our Website will not be available to you.

## 6. HOW IS YOUR PERSONAL INFORMATION USED?

The Personal Information that we collect is generally used to communicate with you, and, if you use our Website, to track your usage, to evaluate performance of our Website. Personal Information collected by us may also be used for the following purposes:

- (a) in relation to your application for employment, to assess your suitability for the position for which you applied
- (b) in relation to all aspects of your employment with us or appointment as an officer or Director, including without limitation concerning your benefits and remunerations and required deductions therefrom
- (c) in relation to all aspects of your employment such as emergency contact details, Company travel and use of Company vehicles;
- (d) in relation to your security holding;
- (e) to provide you with information in relation to the group;
- (f) to send email notifications;
- (g) to conduct marketing activities and to conduct market research;

- (h) to respond to your questions or suggestions; or
- (i) to improve the quality of your visit to our Website.

You may opt out of receiving information of the type identified in (d), (e), (f) and (h) by notifying the Company accordingly, or using any unsubscribe facility we provide for that purpose.

## **7. DISCLOSURE OF YOUR PERSONAL INFORMATION**

We do not sell, rent or trade Personal Information to or with any other third parties.

We will not otherwise disclose your Personal Information to any third party unless:

- (a) it is in relation to your security holding, or your application for securities, in which case it may be disclosed to persons including but not limited to the registry, mail house, regulators and advisers;
- (b) it is required by law, policy or the rules of any applicable securities exchange;
- (c) that third party is a group company of ours, in which case that group company will only use and disclose your Personal Information in accordance with this privacy Policy as if a reference in this privacy Policy to us included a reference to that group company;
- (d) that third party is a contractor engaged to provide goods or services to us (including goods or services that assist us in providing our Website). Our agreements with such contractors require that they keep your Personal Information confidential, and that they only use or disclose your Personal Information for the purposes of providing those goods or services to us;
- (e) in relation to our employees, officer and Directors, such disclosure is for the purposes of facilitating a sale of some or all of our business or assets;
- (f) you have consented for us to share the information for this purpose; or
- (g) the disclosure is authorised by the Privacy Act including:
  - i. to lessen or prevent a serious threat to life or health;
  - ii. to protect the personal safety of users of our Website or the public;
  - iii. if authorised or required by law;
  - iv. if we have reason to suspect that unlawful activity has been, is being or may be engaged in;
  - v. to enforce the law or where necessary to investigate a suspected unlawful activity; or
  - vi. you would reasonably expect or we have told you that your Personal Information is usually used or disclosed to third parties in this way.

## **8. ACCESS AND CORRECTION OF YOUR PERSONAL INFORMATION**

The Company will, on request, provide you with access to the Personal Information the Company holds about you, including for the purpose of correcting or updating that information, unless there is an exception to such disclosure which applies under the APPs.

If you require access to your Personal Information, please contact the Company Secretary. Before the Company provide you with access to your Personal Information the Company will require some proof of identity. For most requests, your information will be provided free of charge, however, the Company may charge a reasonable fee to people outside of the Company if the request requires a substantial effort on our part.

If the Company refuses to provide you with access to the information, the Company will provide you with reasons for the refusal and inform you of any exceptions relied upon under the APPs (unless it would be unreasonable to do so).

The Company takes reasonable steps to ensure that your Personal Information is accurate, complete and up-to-date whenever collected or used. If the Personal Information the Company holds about you is inaccurate, incomplete, irrelevant or out-of-date, please make contact and the Company will take reasonable steps to either correct this information, or if necessary, discuss alternative action with you.

## 9. HOW WE HOLD AND SECURE YOUR PERSONAL INFORMATION

The security of your Personal Information is important to the Company. The Company will take reasonable steps to prevent the Personal Information it holds about you from misuse, interference or loss, and from unauthorised access, modification or disclosure. This includes the use of technologies and processes such as access control procedures, network firewalls, encryption and physical security to protect the privacy of your Personal Information.

## 10. SECURITYHOLDER INFORMATION

If you are a securityholder, the Corporations Act requires the Company to collect information about your name, address and security holding and include these in our register, which is held by us and on our behalf by our registry from time to time. The Company must keep this information included in the register for as long as you remain a securityholder and for a period after you cease to be a securityholder.

The Corporations Act also requires the Company to grant access to anyone to inspect our register on request and, under certain circumstances, to obtain a copy. The Company may provide information from the share register to meet specific requests, for example, identifying the top 20 shareholders or in request under the Corporations Act in a takeover offer context. Securityholder information will not be knowingly disclosed for purposes other than those which the Company considers to be in the best interests of the shareholders or as required by the Corporations Act, other law, policy or the rules of any applicable securities exchange.

As securityholders, you may also be required to provide the Company with your tax file number or financial institution account details so that the Company may make dividend and other payments to you. In compliance with Australian tax laws, the Company also provide certain advice to the Australian Taxation Office, including dividend information.

Under the *Anti-Money Laundering and Counter Terrorism Financing Act 2006* (Cth), our share registry from time to time may collect Personal Information about you (such as your legal name and other names you may be known by, your residential street address and your date of birth) and hold other documents in order to verify your identity. This information is generally not included in the public register and is restricted to the Company, authorised share register employees and regulators.

## 11. LINKS TO OTHER WEBSITES

Sometimes our Website contains links to other websites. When you access a website other than the Company Website, we are not responsible for the privacy practices of that site. We recommend that you review the privacy policies of each website you visit.

## 12. HOW TO CONTACT US

If you have any queries or complaints with regard our collection, use or management of your Personal Information, please contact:

Address: Australis Oil & Gas Limited  
Level 29, Allendale Square, 77 St Georges Terrace, Perth WA 6000

Email: [contact@australisoil.com](mailto:contact@australisoil.com)

Telephone: 08 9220 8700

If you wish to make a complaint about an alleged breach of the Privacy Act, we ask that you send us your complaint in writing to the email address listed above. We endeavor to respond to complaints within a reasonable period (usually 30 days). If you are not satisfied with our response, you may make a complaint to the Office of the Australian Information Commissioner by phoning 1300 363 992 or by email at [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au).

## 13. REPORTING BREACHES OF THIS POLICY

Any Australis Personnel suspecting or observing any contravention of this Policy, has the obligation to report this immediately to a Director or Management or otherwise in accordance with the Australis Whistleblower Policy

## 14. DEFINITIONS

**Australis** or **Company** means Australis Oil & Gas Limited (ACN 609 262 937) and its subsidiaries and joint ventures in which Australis and/or a subsidiary owns a controlling interest;

**Australis Employees** means all Australis Directors, officers, executives and employees;

**Australis Personnel** means all **Australis** Directors, officers, executives, employees, agents, independent consultants, contractors and other **Australis** representatives;

**APP** has the meaning given in section 1 of this policy;

**Board** means the board of Directors of the **Company**

**Company Secretary** means the secretary of the Company from time to time;

**Corporations Act** has the meaning given in section 1 of this Policy;

**Director** means a member of the Board

**Employee Handbook** means the handbook outlining the Policies applicable to Australis employees that can be found on the Australis intranet;

**Management** means Executive Management, and other Australis employees whose job title includes the honorific Manager.

**Personal Information** has the meaning given in section 3 of this Policy;

**Policy** means this Privacy Policy

**Privacy Act** has the meaning given in section 1 of this Policy;

**Website** has the meaning given in section 4 of this Policy;

## 15. AMENDMENTS

This Privacy Policy may be updated from time to time, due to changes in our business practices, if required or permitted by law or as a result of guidance from the Privacy Commissioner.

## 16. FURTHER INFORMATION

For further information, clarification or questions regarding compliance with this policy please contact the Company Secretary.

Approved by the Board: 24 August 2020