PRIVACY NOTICE

This Privacy Notice ("**Notice**") sets out the basis upon which **AGP Group Entity** and its related companies, (together "**AGP Group**" "**AGP**", "**we**", "**us**" or "**our**") may collect, use, disclose or otherwise process your personal information and sensitive information in accordance with the Privacy Act 1988. This Policy applies to personal information in our possession or under our control, including personal information in the possession of organisations which we have engaged to collect, use, disclose or process personal information for our purposes.

Please refer to the list of AGP Group Entities available at the following URL:
https://agpgroups.sharepoint.com/:b:/s/AllStaff-Resources/Ef-R0nvDsWRJiEFiJ6ZmlY8BXEhfgxfKavd--TQB-UhP1A?e=wnl1yF

APPLICATION OF THIS NOTICE

1. This Notice applies to all AGP personnel working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, home workers, part-time and fixed-term employees, casual and agency staff and volunteers, or any other person associated with us, or who performs services for or on behalf of the Group, wherever located (collectively "**AGP Personnel**").

2. Please be advised that the entity specified in your employment contract will serve as your final employer. The data protection notice provided will be applicable to this entity, ensuring that all personal data is managed in compliance with this policy.

PERSONAL INFORMATION

3. As used in this Notice, "**personal information**" means information or an opinion, whether true or not, about an employee and job applicant who can be identified or who is reasonably identifiable.

4. Your personal information and sensitive information which we may collect in the context of your employment/engagement (or when assessing your suitability for employment) with us includes, without limitation, your:

   (a) Name or alias, gender, Tax File Number, passport number, date of birth, nationality, and country and city of birth;
   (b) Residential and/or Mailing address, telephone numbers, email address and other contact details;
   (c) Specimen signature;
   (d) Drivers Licence number;
   (e) Professional Licence number;
   (f) Employment, professional and training history;
   (g) Salary information and bank account details;
   (h) Tax file number;
   (i) Your superannuation fund details;
   (j) Details of your next-of-kin, spouse and other family members;
   (k) Work-related health issues and disabilities;
   (l) Records on leave of absence from work;
   (m) Photographs and other audio-visual information;
   (n) Performance assessments and disciplinary records;

(o) Any additional information provided to us by you as a job applicant or by your referees (that is, prior to being engaged as an AGP Personnel); and

(p) Education details.

5. Other terms used in this Notice shall have the meanings given to them in the Privacy Act (where the context so permits).

COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

6. We generally collect personal information that (a) you knowingly and voluntarily provide in the course of or in connection with your employment, job application or engagement with us, or via a third party who has been duly authorised by you to disclose your personal information to us (your "**authorised representative**", which may include your job placement agent and/or referees), after (i) you (or your authorised representative) have been notified of the purposes for which the information is collected, and (ii) you (or your authorised representative) have provided written consent to the collection and use of your personal information for those purposes, or (b) collection and use of personal information without consent is permitted or required by the Privacy Act or other laws. We shall seek your consent before collecting any additional personal information and before using your personal information for a purpose which has not been notified to you (except when permitted or authorised by law).

7. Your personal information will be collected and used by us for the following purposes and we may disclose your personal information to third parties where necessary for the following purposes:

(a) performing obligations under or in connection with your contract of employment with us, including payment of remuneration, superannuation, medical insurance, tax and making the necessary filings, etc.;

(b) all administrative and human resources related matters within our organisation, including administering payroll, granting access to our premises and computer systems, processing leave applications, administering your superannuation, insurance and other benefits, processing your claims and expenses, investigating any acts or defaults (or suspected acts or defaults) and developing human resource policies;

(c) performing the necessary corporate secretarial obligations to comply with relevant laws or agreements which the AGP Group is subject to;

(d) performing due diligence and annual review related matters by us or affiliates or subsidiaries or parent company or any third parties or agents who have business relationship with us;

(e) managing and terminating our employment/engagement relationship with you, including monitoring your internet access and your use of our intranet email to investigate potential contraventions of our internal or external compliance regulations, and resolving any grievances (including any employment related);

(f) assessing and evaluating your suitability for employment/appointment or continued employment/appointment in any position within our organisation;

(g) verifying your identity and the accuracy of personal details and other information provided;

(h) for business operations purposes in connection with our service providers including trustees, investment managers, registrars, transfer agents, custodians, administrative service agents, banks, consultants and auditors;

(i) ensuring business continuity for our organisation if your employment/engagement with us is or will be terminated;

(j) facilitating any proposed or confirmed merger, acquisition or business asset transaction involving AGP Group, or corporate restructuring process;

(k) facilitating compliance with any laws, customs and regulations which may be applicable;

(l) in case we are required by: i) any regulatory/ government/statutory authority (including any stock exchanges); ii) laws, rules or regulations; or iii) court proceedings; and

(m) any other purpose related to any of the above.

Some of the recipients of your personal information are located overseas such as our parent company which is in Singapore. For details on where your data is stored and transferred outside Australia, please refer to the list available at the following URL: https://agpgroups.sharepoint.com/:b:/s/AllStaff-Resources/EfYjg4_rVQtHnF_IxvRSbVABCBPNfUct3L80ewzXQ-fsqA?e=QLPggI

WITHDRAWING YOUR CONSENT - PHOTOGRAPHS AND AUDIO-VISUAL IMAGES

8. You may withdraw consent and request us to stop collecting, using and/or disclosing your personal information, comprising photographs and/or audio-visual images of you, by submitting your request in writing or via email to our Privacy Officer at the contact details provided below.

9. Please note that withdrawing consent in respect of photographs and audio-visual images does not affect our right to continue to collect, use and disclose personal information where such collection, use and disclose without consent is permitted or required under applicable laws.

10. Upon receipt of your written request to withdraw your consent, we may require reasonable time for your request to be processed. In general, we shall seek to process your request within ten business days of receiving it.

ACCURACY OF PERSONAL INFORMATION

11. We generally rely on personal information provided by you (or your authorised representative). To ensure that your personal information is current, complete and accurate, please update us if there are changes to your personal information by informing our Privacy Officer in writing using the contact details provided below.

PRIVACY OFFICER

12. If you have any queries or feedback, you may contact our Privacy Officer at AUS.Privacy@agpgroup.com.

PRIVACY POLICY

13. Further information about our Privacy Policy can be found on AGP's website www.agpgroup.com

Last Updated: 6 September 2024