

1. Introduction

- 1.1. Paperless Warehousing respects people's privacy. Paperless Warehousing is bound by the Australian Privacy Principles in the Privacy Act, as well as other applicable laws protecting privacy. All personal information that Paperless Warehousing handles is managed in accordance with those laws.
- 1.2. Paperless Warehousing may modify or update its Privacy Policy from time to time by publishing it on the Paperless Warehousing website (<https://www.Paperlesswarehousing.com.au>). Paperless Warehousing encourages individuals to check the Paperless Warehousing website periodically to ensure that they are aware of Paperless Warehousing's current Privacy Policy.

2. What personal information does Paperless Warehousing collect and why?

- 2.1. Paperless Warehousing collects the personal information it needs to provide its products and;
- 2.2. information to its customers, for its business operations and to comply with the law. If an individual chooses not to provide certain personal information to Paperless Warehousing, Paperless Warehousing may not be able to do business with that person or their organisation, or provide them with the products or information they require.
- 2.3. If appropriate, Paperless Warehousing will generally inform an individual why it is collecting personal information when Paperless Warehousing collects the information and how Paperless Warehousing plans to use the information, or these things will be obvious when the information is collected by Paperless Warehousing.

3. The following are the main types of personal information collected by Paperless Warehousing and the main purposes for which they are collected.

- 3.1. As part of Paperless Warehousing's general business operations
 - 3.1.1. Paperless Warehousing collects personal information about individuals who are contracted to, or employed by, Paperless Warehousing's suppliers (including third party service providers) and customers, and their related companies and agents. As required, this information may include an individual's name, contact details and other information necessary for Paperless Warehousing to conduct business with that person or their organisation.
- 3.2. Employees and contractors
 - 3.2.1. Paperless Warehousing collects personal information about individuals who are employed by or contracted to Paperless Warehousing or its related companies. This information may include an individual's name, contact details, qualifications and other information necessary to maintain an employment or contractual relationship with that individual. In certain circumstances this may include sensitive

information, used for compliance with applicable workplace or equal opportunity laws and or for compliance with contractual agreements.

3.3. To manage on-site operations

3.3.1. When an individual visits a Paperless Warehousing site, Paperless Warehousing records personal information about that individual which can include their address, phone number and licence details, for health and safety, and security purposes.

3.4. To assist with queries

3.4.1. An individual may provide Paperless Warehousing with personal information including their name, email address or other contact details when he or she contacts Paperless Warehousing by phone, email, post or using its website. This information enables Paperless Warehousing to respond to these requests for information on matters such as corporate affairs, supplier information, sales process or client affairs. For example, when an individual makes an enquiry using the Paperless Warehousing website, he or she may be asked to provide a name, email address and organisation he or she is associated with.

3.5. To consider applications from prospective employees or contractors

3.5.1. When an individual applies for a job or contract with Paperless Warehousing, Paperless Warehousing may collect certain information such as his or her name and contact details, information about his or her working history, relevant record checks and information on his or her professional interests.

3.5.2. This may be collected from the individual directly, from any recruitment consultant and from the individual's previous employers and others, including referees and publicly available sources.

3.5.3. This information is used to inform or assist Paperless Warehousing in its decision on whether or not to make the individual an offer of employment or engage the individual under a contract.

3.5.4. As necessary and where appropriate, Paperless Warehousing may require prospective employees to undergo certain security, criminal, driving and medical checks.

3.6. To comply with the law

3.6.1. Paperless Warehousing may otherwise collect information about an individual as required or permitted by law.

4. How does Paperless Warehousing collect personal information?

4.1. Paperless Warehousing will generally collect information directly from the individual to whom it relates. However, Paperless Warehousing may collect information about an individual from a third party, such as a contracting company or via third party service providers.

- 4.2. Paperless Warehousing may also receive third party personal information through its employees and contractors, including details of family members and next of kin.
- 4.3. Paperless Warehousing may supplement the information it collects with information from other sources, such as generally available publications and other information publicly accessible on the internet.

5. Use of personal information

- 5.1. Paperless Warehousing generally uses and discloses personal information for the purposes for which it was collected, as described above. This primarily involves carrying out Paperless Warehousing business operations, including in connection with a person's recruitment or employment; managing supplier and customer relations; for site safety and security purposes; or as otherwise required or authorised by law.
- 5.2. Some of this information may include sensitive information and will only be used for compliance with applicable laws and regulations including workplace and equal opportunity laws and or for compliance with contractual agreements.
- 5.3. In fulfilling these purposes, Paperless Warehousing discloses certain personal information to particular third party service providers. For the purpose of its business operations, Paperless Warehousing may also disclose personal information to the joint ventures in which Paperless Warehousing has at least a 50% participating interest.
- 5.4. Where appropriate, Paperless Warehousing may handle personal information relying on exemptions that are available under applicable privacy laws, including, for example, the employee records exemption in the Privacy Act and provisions in the Privacy Act concerning the sharing of personal information among related corporate bodies.

6. Disclosure of personal information

- 6.1. For the purposes described in this policy, Paperless Warehousing may disclose personal information:
 - 6.1.1. subject to any restrictions imposed by any relevant legislation, among the Paperless Warehousing entities covered by this Privacy Policy;
 - 6.1.2. to Paperless Warehousing's suppliers, service providers, professional advisers and agents. The types of service providers Paperless Warehousing may disclose personal information to include:
 - 6.1.2.1. professional advisors such as lawyers, accountants and auditors;
 - 6.1.2.2. providers of systems for recruitment management;
 - 6.1.2.3. data storage providers; and
 - 6.1.2.4. delivery supply contractors;

- 6.2. to joint ventures in which Paperless Warehousing has at least a 50% participating interest, either in Australia;
- 6.3. to government agencies or regulatory bodies, where required;
- 6.4. to anyone to whom Paperless Warehousing's assets or business (or any part of it) is transferred;
- 6.5. where necessary to protect the rights or safety of any of its employees or a third party;
- 6.6. where an individual to whom the personal information relates has consented to the disclosure; or
- 6.7. where otherwise required or permitted by law. For example, Paperless Warehousing may disclose information in response to a subpoena, warrant, or request from a government law enforcement agency, or as required under any laws or regulations applying to the mining industry.

7. Cross-border disclosures

- 7.1. As Paperless Warehousing has operations in a number of countries, Paperless Warehousing may disclose information to recipients that are located outside Australia. Paperless Warehousing may disclose personal information to joint ventures in which Paperless Warehousing has at least a 50% participating interest or to overseas contractors, and may use offshore servers for the purposes of data storage.
- 7.2. Paperless Warehousing may also disclose certain personal information to its related entities in those countries, although such information will typically only relate to employees and internal corporate matters as required as part of Paperless Warehousing's business operations.
- 7.3. Paperless Warehousing will take commercially reasonable steps to ensure that any overseas recipient will deal with such personal information in a way that is consistent with the Australian Privacy Principles.

8. Cookies and IP address tracking

- 8.1. The Paperless Warehousing website may use cookies for site administration purposes.
- 8.2. If for any reason an individual does not wish to take advantage of cookies, the individual may have his or her browser not accept them (although this may disable or render unusable some of the features of the Paperless Warehousing website). Paperless Warehousing's website may also detect and use an individual's IP address or domain name for internal traffic monitoring and capacity purposes or to otherwise administer the website.
- 8.3. No personal information is obtained, rather the patterns of usage of visitors to the website may be tracked for the purposes of providing improved service and content based on aggregate or statistical review of user site traffic patterns.

9. Links to other sites

- 9.1. The Paperless Warehousing website may contain links to other websites. Paperless Warehousing is not responsible for the privacy practices or the content of such other websites.
- 9.2. The privacy policies applicable to such other websites may differ substantially from this Privacy Policy, so Paperless Warehousing advises individuals to read them before using those websites. Paperless Warehousing will not be liable for any use of those websites.

10. Security

- 10.1. Paperless Warehousing implements a number of physical and electronic measures to protect personal information. We restrict access to our physical and electronic databases, maintain firewalls and encrypt certain data where practicable to do so.
- 10.2. Please note, however, that the internet is not a secure environment and although all care is taken, Paperless Warehousing cannot guarantee the security of information provided to it via electronic means.

11. Access and correction

- 11.1. An individual has a right to access and request correction to most personal information that Paperless Warehousing has about that individual. In some circumstances, it may not be possible for Paperless Warehousing to provide the individual with all of their personal information or an exemption under the Privacy Act may apply. For instance, the employee records exemption may apply or Paperless Warehousing may not provide access to information if disclosing that information would impact on the privacy of another individual. Where Paperless Warehousing will not provide access to personal information held about an individual, Paperless Warehousing will tell the individual why.
- 11.2. When an individual requests access to personal information, Paperless Warehousing may need to take measures to verify the individual's identity before providing them with such information. If some individual thinks that any personal information Paperless Warehousing holds about them is inaccurate, the individual may contact the Paperless Warehousing using the contact details below and Paperless Warehousing will take reasonable steps to ensure that the information is corrected.

12. Complaints handling

- 12.1. If an individual decides to make a complaint about the way Paperless Warehousing has handled their personal information (including if the individual thinks Paperless Warehousing has breached the Privacy Act) they can do so by contacting the Paperless Warehousing in writing, by mail or email to the address or email address set out at the end of this Privacy Policy.
- 12.2. If a complaint is made, please include your name and contact details such as an email, address and telephone number and clearly describe the complaint. Paperless Warehousing will investigate the complaint and respond promptly.

If the complainant considers that Paperless Warehousing has failed to resolve the complaint satisfactorily, the complainant can complain to the Office of the Australian Information Commissioner.

13. Definitions

- 13.1. Paperless Warehousing
 - 13.1.1. means Paperless Warehousing Pty Ltd (ACN 000 800 617) and each of its subsidiaries; and
- 13.2. Personal information
 - 13.2.1. means information or an opinion about an identified individual, or about an individual who is reasonably identifiable.

14. Further information

For further information about Paperless Warehousing's privacy policies or practices please contact the Paperless Warehousing Privacy Officer by mail, email or phone on the contact details below:

Postal address:

Att. CEO
Paperless Warehousing Pty Ltd
Unit C9, 391 Park Road
Regents Park, NSW, 2143,
Australia.

Email Address:

enquiries@paperlesswarehousing.com.au

Telephone:

+61 (2) 9795-2900