

## Purpose

KGL Resources Limited (KGL) is committed to providing quality services to you and this Standard outlines our ongoing obligations to you in respect of how we manage your Personal Information.

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone and facsimile, by email, via our website [www.kglresources.com.au](http://www.kglresources.com.au) and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing at any time by the options on the website.

## Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

## Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

## Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

## Disclosure Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:  
Third parties where you consent to the use or disclosure; and Where required or authorised by law.

## Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

## Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Approved by the Board



**Simon Finnis**  
Managing Director

12 October 2021



# PRIVACY STANDARD

Document Information	
Doc Ref:	KGL-STD-01 Privacy Standard
Author:	CFO
Status:	Approved
Version:	1.0
Date Created:	28/05/2020
Date Issued:	18/08/2020
Location:	Corporate Office

## Revision History

Version	Date	Author	Description
1.0	18/08/2020	CFO	Initial Standard Adopted

## Distribution History

Version	Date	Description
1.0	06/01/22	Uploaded to website