
Woolnorth Renewables – Privacy Policy and Disclaimer

WNH Q47 - Revision 1.0

Effective from 30 July 2024

Revision History

Rev	Reason for Revision	Date	Prepared	Reviewed	Approved
1	Initial Release	July 2024	Chris Sims	Chris Sims	Jie Yao

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1.0 This Document

1.1 Purpose

To provide transparency with regard to how Woolnorth Renewables (WNR) handles the security of your personal information.

1.2 Scope

WNR recognises the importance of your privacy and is committed to protecting the security of your personal information. This Privacy Policy details how we generally collect, hold, use and disclose personal information and your rights in relation to the personal information that we hold about you.

We have adopted the National Privacy Principles (**NPPs**) contained in the *Privacy Act 1988* (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Federal Privacy Commissioner at www.privacy.gov.au. All Procedures/Guidelines that are to be Controlled Documents.

2.0 Privacy

2.1 What is Personal Information?

'Personal information' is defined in the *Privacy Act 1988* (Cth) to mean any information or opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not. Examples of personal information we may collect include: names, addresses, email addresses, phone and facsimile numbers.

2.2 Collection of your personal information

The amount and type of information we collect from you when you use our website, contact us or enter into agreements with us (including leases, land use agreements, easements or other contracts) will depend upon your use of the facilities and services available through our website, otherwise made available by us or as otherwise necessary under the relevant contracts. However, the only personal information which we collect about you when you use our website or contact us is what you tell us about yourself, such as when you complete an online subscription form to our publications or newsletters, when you accept an invitation to attend a seminar or function, complete one of our online forms or information you provide to us when you send us an email or enter into a contract with us.

We will also collect personal information about you if you provide us with your business card at a function or otherwise provide your personal information to us in person or contact us through social media (such as LinkedIn and Facebook).

2.3 Purpose

We collect your personal information for the primary purpose of carrying out our business of being a wind farm developer and operator, including enabling us to provide information to you regarding our projects and business activities, and undertaking community consultation as part of our activities.

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.

2.4 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. We do not collect sensitive information.

2.5 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.

2.6 Disclosure

Your personal information may be disclosed in a number of circumstances including the following:

- to third parties where you consent to the use or disclosure; and
- where required or authorised by law.

2.7 Security of Personal Information

Your personal information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised 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 files which will be kept by us for a minimum of 7 years.

2.8 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.

We will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your personal information.

In order to protect your personal information we may require identification from you before releasing the requested information.

2.9 Maintaining the Quality of your Personal Information

It is 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.

2.10 Policy Updates

This Privacy Policy may change from time to time and is available on our website.

2.11 Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

LEVEL 2, 33 GEORGE STREET

LAUNCESTON TAS 7250

E-MAIL: INFO@WOOLNORTHWIND.COM.AU

PHONE: 1800 870 776

2.12 Disclaimer

WNR makes every effort to ensure that the material provided on this internet site is accurate. However, we do not warrant the accuracy, adequacy or completeness of such information nor do we undertake to keep this website updated. To the extent permitted by law, WNR excludes all liability to any person arising directly or indirectly from using this site, and any information or material available to it.

3.0 Accountabilities

Manager/Officer/Supervisor (including contractors)

Ensure employees, contractors and sub-contractors are aware of and comply with this procedure.

4.0 References

Nil