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# Privacy Policy

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Hexima Limited  
ACN 079 319 314



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# Privacy Policy

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# Privacy Policy

## 1 Purpose and nature

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Hexima Limited (ACN 079 319 314) (**Company**) recognises the importance of your privacy. This Privacy Policy explains how the Company intends to collect, store, use, disclose, protect and otherwise handle your personal information having regard to the Australian Privacy Principles (**APPs**) contained in the Privacy Act 1988 (Cth) (**Privacy Act**).

This Privacy Policy does not constitute a contractual representation, promise, guarantee or warranty by the Company to you as to the manner in which the Company will or may collect, store, use, disclose, protect or otherwise handle your personal information. Some matters are beyond the control of the Company, such as third party malicious or criminal attacks.

The Company may allow its related entities, such as its subsidiaries, and their employees, to use and process your personal information in the same way and to the same extent that the Company is permitted to under this Privacy Policy. These related entities comply with the same obligations that the Company has to protect your personal information under this Privacy Policy.

## 2 What is personal information?

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Personal information is information or an opinion about you from which you can be reasonably identified.

## 3 Why does the Company collect personal information?

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The Company collects personal information for the primary purpose of providing investor notices and updates to subscribers.

## 4 What personal information does the Company collect?

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4.1 The types of personal information collected by the Company include:

- (a) names;
- (b) contact details;
- (c) email addresses; and

any other information that you choose to provide to us.

## 5 How does the Company collect your personal information?

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- 5.1 The Company will collect personal information only by lawful and fair means and not in an unreasonably intrusive manner. When you provide the Company with personal information you consent to the use, disclosure and handling of your personal information in accordance with this Privacy Policy and any subsequent amendments (see clause 13).Collecting information from you

If it is reasonable and practical to do so, the Company will collect personal information directly from you.

The Company will collect your personal information when you complete a form or document and provide it to the Company.

- 5.2 The Company may also collect information about you from other people (eg a third party administrator) or independent sources. For example, the Company may collect personal information about you from its services providers, including the Company's share registry Link Market Services, related entities of a corporate group, and character referees in an employment context. However, the Company will only do so where it is not reasonable and practicable to collect the information from you directly. Where the Company has collected your information from a third party, such personal information will be held, used and disclosed by the Company in accordance with this Privacy Policy.
- 5.3 If the Company receives personal information that it has not requested and determines that the personal information received is not reasonably necessary to provide its services, the Company will take all lawful and reasonable steps (if any) to de-identify or destroy that personal information.

## 6 How does the Company hold your personal information?

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- 6.1 The security of your personal information is important to the Company. Accordingly, the Company takes reasonable steps to protect your personal information from misuse, loss and unauthorised access, modification or disclosure. These steps include the implementation of the following safeguards:

- (a) password protected databases,
- (b) staff training.

The Company will take reasonable steps to permanently de-identify or responsibly destroy personal information if it is no longer needed for the purpose for which the information was used or disclosed.

- 6.2 The Company's data security practices have been adopted with a view to protecting the data held by the Company. Notwithstanding this, individuals should be aware that there are inherent risks associated with the transmission of data over the internet and other mediums. Accordingly, the Company cannot guarantee any transmission will be completely secure.

## 7 How does the Company use your personal information?

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7.1 The Company may hold, use or disclose your personal information so that it can provide any products and service that you request.

The Company may also hold, use or disclose your personal information to:

- (a) consider any concern or complaint that you raise against the Company or to manage any legal action between you and the Company;
- (b) prevent or investigate any actual or suspected fraud, unlawful activity or misconduct;
- (c) comply with any relevant laws, regulations, codes of practice and court orders.

## 8 How is personal information disclosed to others?

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8.1 The Company does not sell, rent or trade personal information to, or with third parties.

8.2 The Company may disclose your personal information to third parties in limited circumstances, including to external providers that perform services on behalf of the Company.

8.3 The Company's website may contain certain links to other websites. The Company does not share your personal information with those websites and it is not responsible for the privacy practices applying in respect of those websites.

8.4 The Company will not disclose your personal information to third parties who are overseas.

## 9 Change of control

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If the Company sells, assigns or otherwise transfers part or the whole of its business, your personal information, which was collected by the Company directly from you, may be among the items transferred or sold to the extent that it is relevant to the Company's business.

## 10 How you may access or correct your personal information

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You may contact the Company to request access to the personal information it holds about you at any time. You may also ask the Company to correct information about you that you may believe is inaccurate, incomplete or out of date.

Please contact the Company using the contact details set out in clause 12. The Company will need to verify your identity before giving you access to, or correcting, your personal information. The Company will respond to the request within a reasonable period after the request is made. There is no charge to make a request, however the



Company may charge a reasonable fee to cover the administrative costs of retrieving your personal information.

In certain circumstances, the Company may refuse, or be unable, to correct or provide you with access to your personal information. In these circumstances, the Company will write to you to explain the reasons why this is the case.

## 11 How you may complain if you have concerns about how the Company has managed your personal information

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If you have a complaint related to how the Company has managed your personal information, please contact the Company using the contact details set out in clause 12. The Company may ask you to place your concerns in writing so that its compliance staff can fully understand and investigate your complaint.

The Company will provide you with an estimated response timeframe in relation to your complaint. In any event, the Company will endeavour to respond to your complaint within 30 days.

If a complaint remains unresolved, you may contact the Office of the Australian Information Commissioner (OAIC) at [www.oaic.gov.au](http://www.oaic.gov.au) to have the complaint heard and determined.

## 12 How to contact us

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If you have any questions about this Privacy Policy or the Company's management of your personal information, please contact the Company on:

Attention: Michelle Long, Administration Manager

Tel: 61 3 9479 1210

Email: [info@hexima.com.au](mailto:info@hexima.com.au)

Mail: Level 4, LIMS2, La Trobe University, Bundoora VIC 3086

## 13 Changes to the Company's privacy policy and information handling practices

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This Privacy Policy is subject to change at any time so we encourage you to review this Privacy Policy at regular intervals. If the Company changes this Privacy Policy an updated version will be posted on the Company's website to notify you of this change. By continuing to use the Company's services after that time you will be deemed to have accepted any changes to its Privacy Policy.