

PRIVACY POLICY



Policy

Comiskey Mining Services Privacy Policy complies with requirements set by the National Privacy Principles of the Privacy Act 1988 (Cth) and Privacy Act Amendment 2000 (Cth). All employees and officers of Comiskey Mining Services and its associated companies (referred to as 'Comiskey Mining Services', or 'CMS' or 'we' or 'us') are expected to comply with the Act and Comiskey Mining Services policies and procedures concerning the protection of personal information.

This policy also applies to all web pages linked to comiskeyminingservices.com.au, referred to as 'the website'. This policy details our practices with regards to the collection, access, storage and use of any personal information that may be collected as a result of the use of this website. More detailed information on the relevant laws regarding collection, access, storage and use of personal information can be found at www.privacy.gov.au.

What is personal information?

"Personal information" means any information or opinion, whether true or not, and whether recorded in a material form or not, about an identified individual or an individual who is reasonably identifiable. In general terms, this includes information or an opinion that personally identifies you either directly (e.g. your name) or indirectly.

What personal information do we collect?

The personal information we collect about you depends on the nature of your dealings with us or what you choose to share with us.

The personal information we collect about you may include:

- name;
- mailing or street address;
- date of birth;
- email address;
- phone number

Under certain circumstances, CMS may need to collect sensitive information about you. This might include any information or opinion about your racial or ethnic origin, political opinions, political association, religious or philosophical beliefs, membership of a trade union or other professional body, sexual preferences, criminal record, or health information. If we collect your sensitive information, we will do so only with your consent, if it is necessary to prevent a serious and imminent threat to life or health, or as otherwise required or authorised by law, and we take appropriate measures to protect the security of this information.

You do not have to provide us with your personal information. Where possible, we will give you the option to interact with us anonymously or by using a pseudonym. However, if you choose to deal with us in this way or choose not to provide us with your personal information, we may not be able to provide you with our services or otherwise interact with you.

How do we collect your personal information?

We collect your personal information directly from you when you:

- interact with us over the phone;
- interact with us in person;
- interact with us online;
- participate in surveys or questionnaires;
- attend a CMS sponsored event;
- subscribe to our mailing list;
- apply for a position with us as an employee, contractor or volunteer;

Collection of Information

Sections of this website allow you to contact Comiskey Mining Services by sending an email or submitting contact information via a form for the purpose of collecting general information,

PRIVACY POLICY



expressing interest in opportunities offered by Comiskey Mining Services, providing feedback about our website or making a general enquiry.

We may collect information when it is expressly volunteered by you or when you submit information or applications to the website via an online form. By submitting such enquiries, you are providing us with certain personal information, which may include your name, email address and other details included on your email or enquiry. We collect this information to process your request.

Collecting personal information from third parties

We may also collect your personal information from third parties or through publicly available sources, for example from LinkedIn. We collect your personal information from these third parties so that we may provide the best information about our products to you.

Use of Personal Information

We use personal information for many purposes in connection with our activities, including the following purposes:

- provide you with information or services that you request from us;
- deliver to you a more personalised experience and service offering;
- improve the quality of the services we offer;
- internal administrative purposes;
- marketing and research purposes;

Any personal information you send us will only be used for the purpose of processing your request or enquiry. Information is only used for the purposes for which it was gathered and what would be reasonably expected of its use. Comiskey Mining Services may collect information regarding the use of its website and those that visit. Information is collected for statistical purposes only and users are not identified from the use of these statistics.

Disclosure of personal information to third parties

We may disclose your personal information to third parties in accordance with this Policy in circumstances where you would reasonably expect us to disclose your information. For example, we may disclose your personal information to:

- our third party service providers
- our marketing providers;
- our professional services advisors;

Transfer of personal information overseas

Some of the third-party service providers we disclose personal information to may be based in or have servers located outside of Australia, including in the US, UK, Singapore, New Zealand, Japan. Where we disclose your personal information to third parties overseas, we will take reasonable steps to ensure that data security and appropriate privacy practices are maintained.

We will only disclose to overseas third parties if:

- you have given us your consent to disclose personal information to that third party; or
- we reasonably believe that:
- the overseas recipient is subject to a law or binding scheme that is, overall, substantially similar to the APPs; and
- the law or binding scheme can be enforced; or
- the disclosure is required or authorised by an Australian law or court / tribunal order.

How do we protect your personal information?

CMS will take reasonable steps to ensure that the personal information that we hold about you is kept confidential and secure, including by:

- having a robust physical security of our premises and databases / records;
- taking measures to restrict access to only personnel who need that personal information to effectively provide services to you;



- having technological measures in place (for example, anti-virus software, fire walls);

Online activity

Cookies

CMS's website uses cookies. A cookie is a small file of letters and numbers the website puts on your device if you allow it. These cookies recognise when your device has visited our website(s) before, so we can distinguish you from other users of the website. This improves your experience and our website(s).

We do not use cookies to identify you, just to improve your experience on our website(s). If you do not wish to use the cookies, you can amend the settings on your internet browser so it will not automatically download cookies. However, if you remove or block cookies on your computer, please be aware that your browsing experience and our website's functionality may be affected.

Website analytics

Our website uses Weebly analytics service to help us better understand visitor traffic, so we can improve our services. Although this data is mostly anonymous, it is possible that under certain circumstances, we may connect it to you.

Direct marketing

We may send you direct marketing communications and information about our services, opportunities, or events that we consider may be of interest to you if you have requested or consented to receive such communications. These communications may be sent in various forms, including mail, SMS and email, in accordance with applicable marketing laws, such as the Australian Spam Act 2003 (Cth). You consent to us sending you those direct marketing communications by any of those methods. If you indicate a preference for a method of communication, we will endeavour to use that method whenever practical to do so. You may opt-out of receiving marketing communications from us at any time by following the instructions to "unsubscribe" set out in the relevant communication] / contacting us using the details set out in the "Contact us" section below].

In addition, we may also use your personal information or disclose your personal information to third parties for the purposes of advertising, including online behavioural advertising, website personalisation, and to provide targeted or retargeted advertising content to you (including through third party websites)

Retention of personal information

We will not keep your personal information for longer than we need to. In most cases, this means that we will only retain your personal information for the duration of your relationship with us unless we are required to retain your personal information to comply with applicable laws, for example record-keeping obligations.

How to access and correct your personal information

CMS will endeavour to keep your personal information accurate, complete and up to date. If you wish to make a request to access and / or correct the personal information we hold about you, you should make a request by contacting us and we will usually respond within 5 days.

Links to third party sites

CMS's website(s) may contain links to websites operated by third parties. If you access a third party website through our website(s), personal information may be collected by that third party website. We make no representations or warranties in relation to the privacy practices of any third party provider or website and we are not responsible for the privacy policies or the content of any third party provider or website. Third party providers / websites are responsible for informing you about their own privacy practices and we encourage you to read their privacy policies.

DATE: 14/05/24

PRIVACY POLICY



Changes to this Policy

Comiskey Mining Services will make changes to this policy when new policies, services, laws or regulations are introduced. This policy was last updated in April 2023.

Contact Us

If you would like to obtain further information about our privacy policy, please contact us.
admin@comiskeymining.com.au