

RANGE INTERNATIONAL LIMITED

Privacy Policy

1. Policy Statement

Range respects the privacy of personal information and is committed to ensuring that the personal information it collects and receives is handled in a responsible way and in accordance with the Australian Privacy Principles.

2. Introduction

In this Policy, 'personal information' has the meaning given to that term in the *Privacy Act 1988* (Cth). In brief, it is information which identifies a person or can be used to identify the person.

The *Privacy Act 1988* classifies some personal information as 'sensitive information' due to the potential for a higher level of embarrassment or indignity flowing from the inappropriate handling of the information. Sensitive information about a person includes health information about them, information about their racial or ethnic origin, political opinions, membership of a political association, professional or trade association or trade union, religious beliefs, philosophical beliefs, sexual orientation or criminal record. Range will not generally collect sensitive information as Range does not consider the collection of sensitive information to be necessary for our functions or activities. Where the collection of sensitive information is necessary, the individual's consent to the collection of the information will be obtained.

3. What kinds of personal information does Range collect and hold?

Range only collects personal information about a person where it is reasonably necessary for, or directly related to, Range's functions or activities.

The kinds of personal information Range may collect include a person's name, address and contact details and records of a person's dealings with Range including records of telephone, email, and online interactions and face to face meetings. In respect of job applicants or contractors, Range may collect information regarding former employment, qualifications and skills, references and other information relevant to the individual's suitability to being engaged by Range.

4. How does Range collect and hold personal information?

Range generally collects personal information directly from an individual unless it is unreasonable or impracticable to do so.

When an individual interacts with Range, whether through direct contact with our staff and our business or via online interactions on Range's website or Range's social media platforms, Range may collect personal information about the individual.

Range will only keep records of personal information, whether solicited or unsolicited, to the extent it is reasonably necessary for one or more of our functions or activities.

We hold personal information in a number of ways including in electronic databases and in paper files held in drawers and cabinets. Paper files may also be archived in boxes and stored offsite in secure facilities.

Range takes reasonable steps to:

- make sure that the personal information it collects, uses and discloses is accurate, up-to-date and complete and (in the case of use and disclosure) relevant; and
- protect the personal information that it holds from misuse, interference and loss and from unauthorised access, modification or disclosure.

Individuals are encouraged to keep their information up to date by letting us know about any changes to their personal information.

The steps we take to secure the personal information we hold include information and communications technology security such as encryption, firewalls, anti-virus software, login and password protection.

5. What are the purposes for which Range collects and holds personal information?

Range collects, uses and discloses personal information generally to respond to queries on our products, to provide an individual with products requested, to respond to other queries about our business or to engage with potential staff and contractors. Range may also use and disclose personal information in connection with potential or actual commercial transactions relating to Range's business or assets.

In general, we only use or disclose personal information for the purposes for which an individual has disclosed it to us. However, we may also use or disclose personal information where this is necessary to lessen or prevent a serious threat to the life, health or safety of a person or to public health or safety or it is required or authorised by law.

6. How can an individual access personal information about me?

Individuals have a right to enquire as to whether Range holds personal information about them, the nature of any information held, the main purpose for which it has been collected, how to access the information that Range holds and how to request the correction of any information that isn't correct.

This can be done by contacting the Company Secretary on:

Email: gn@rangeinternational.com

Post: Level 5, 134 William Street, Sydney NSW

Tel: 02 8123 1777

7. How can an individual make a complaint about a breach of the Australian Privacy Principles?

If you have a complaint about an act or practice by Range that may be an interference with your privacy, please contact the Company Secretary. Our Company Secretary's contact details are provided above.

Range will endeavour in the first instance to deal with a complaint and take any steps necessary to resolve the matter.

If unhappy with Range's response, complainants can refer their complaint to the Office of the Australian Information Commissioner via its website or by telephone on 1300 363 992.

8. Is Range likely to disclose personal information to overseas recipients?

Range may share personal information with related entities of Range which are located overseas but we will only do this to the extent that it is reasonably necessary for Range's functions and activities. The countries in which these related entities are located are Indonesia and Singapore.

It may also be necessary to disclose personal information to contractors who are located overseas and provide services on Range's behalf.

9. Review of this policy

This Policy will be reviewed periodically and may be changed from time to time at Range's absolute discretion.

Adopted on 19.9.2016