

# Australian United Investment Company Limited

## Privacy Policy

This Privacy Policy applies to Australian United Investment Company Limited (**our, us, we, AUI**) and outlines its ongoing obligations in respect of how Personal Information is managed.

AUI is committed to protecting your privacy and the confidentiality of Personal Information provided by our shareholders and business stakeholders.

AUI will treat your Personal Information in accordance with the Australian Privacy Principles (**APPs**) contained in the *Privacy Act 1988 (Cth)* (the **Privacy Act**). The APPs governs the way in which AUI collects, uses, discloses, stores, secures, and disposes of your Personal Information. A copy of the Australian Privacy Principles may be obtained from the website of the Office of the Australian Information Commissioner (**OAIC**) at [www.oaic.gov.au](http://www.oaic.gov.au).

### 1. What is Personal Information and why do we collect it?

In this Policy, **Personal Information** means any information or opinion about an identified individual or an individual who is reasonably identifiable, whether true or not. It does not include information that is de-identified.

AUI will only collect Personal Information where it is reasonably necessary to do so for the conduct of its business. Any collection of Personal Information will be fair and lawful.

### 2. How Personal Information is collected by us

Personal Information required by AUI for its operations is predominately collected directly from shareholders by our share registrar, Link Market Services Pty Limited (Link) in its capacity as share registrar. The methods by which Link may collect Personal Information is detailed in their privacy policy, which can be accessed on its website.

AUI may also collect Personal Information about you from telephone calls, emails, letters and/or other methods as a means of identification in response to inquiries, or to meet its other obligations.

### 3. Collection of Personal Information via our website

You can visit our website without revealing Personal Information about yourself. However, when you visit our website, our internet service provider and website managers may use cookies or other similar tracking technologies that help us track your website usage and remember your preferences. You can disable cookies through your internet browser, but our website may not work as intended for you if you do so.

Whilst we do not use browsing information to identify you personally, we may record certain information about your use of our website, such as your IP address (if applicable), date and time of visit, pages accessed, the domain where you clicked through from, and the type of browser used. This information is collected for trend and statistical purposes, and to provide data analysis enabling our website's function and capability to be enhanced.

#### **4. Purposes for which we collect, use, and disclose Personal Information**

AUI may collect, use, and disclose your Personal Information for the following purposes:

- for purposes related to your investment,
- to enable AUI to perform its services,
- to enable the administration and maintenance of investor shareholdings,
- to respond to shareholder queries,
- to comply with legal and regulatory obligations. and
- for any other purposes permitted by law.

Your Personal Information may also be used by AUI to administer, monitor and evaluate our services, gather, aggregate, and report statistical information, assist you with any queries and take measures to detect and prevent fraud and other illegal activity.

Where possible and lawful, you may interact with us anonymously or using a pseudonym. For example, if you contact us with a general question, we will not record your name unless we need it to adequately handle your question.

However, for many of our functions and activities we usually need your name, contact information and other details to enable us to provide our services or products to you.

#### **5. Disclosing your Personal Information**

In the course of providing our products and services to you, we may disclose your personal information to the following:

- our share registrar, Link;
- related companies;
- organisations with whom we contract to provide services on our behalf such, such as for administrative and support purposes;
- anyone to whom part of all of our assets or businesses are transferred or sold;
- our professional advisers, including lawyers, accountants and auditors; and
- government agencies, regulatory bodies and law enforcement agencies, or other similar entities.

#### **6. Access to, and correction of, your Personal Information**

It is an important to us that your Personal Information is up to date. We will endeavour to 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 Link as soon as practicable, so your records can be updated, and you continue to receive quality service. Link's contact details are listed on its website.

You may also request access to, or correction of, the Personal Information we hold about you, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing using the contact details below. In order to protect your Personal Information, we will require identification from you before releasing the requested information.

## **7. Security and storage of information**

We store your personal information electronically, including on third party cloud storage platforms. No personal data is stored on our website.

We take all reasonable and appropriate steps (including organisational and technological measures) to protect your Personal Information 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. Any Personal Information that is held by AUI will be kept by us for a minimum of 7 years.

## **8. Overseas disclosure of Personal Information**

AUI does not disclose Personal Information to overseas third parties unless required, in which case we will only do so in accordance with the Privacy Act.

In its capacity as our share registrar, Link may disclose Personal Information to third parties it has engaged to assist in performing its services to us. The countries that Link may disclose Personal Information to are listed in its privacy policy, which can be accessed on its website.

## **9. Complaints**

If you wish to make a complaint about a breach of this Privacy Policy, or a breach of the Privacy Act and the APPs by us, you can contact us using the contact details listed below. Please provide sufficient details regarding your complaint in addition to any supporting evidence and information.

We will respond to you within a reasonable period of time to acknowledge your complaint and inform you of the next steps we will take in dealing with your complaint.

If you are not satisfied with our response, you may submit your complaint to the OAIC via its website, [www.oaic.gov.au](http://www.oaic.gov.au).

## **10. Policy review**

This Policy is reviewed periodically to ensure that it meets current legal obligations and management practices. Refer to our website to obtain the most up to date document.

## **11. Contact us**

If you have a question or comment regarding this Policy or wish to make a complaint or exercise your privacy rights, please contact James Pollard, Company Secretary on the following details:

Australian United Investment Company Limited  
Level 20, 101 Collins Street  
MELBOURNE VIC 3000  
Phone: +61 3 9654 0499  
Email: [info@aui.com.au](mailto:info@aui.com.au)