Computershare Dealing Services Pty Limited Privacy Policy

Effective Date: this Privacy Policy was last modified on 5 September 2016.

PROTECTING YOUR PRIVACY
Protecting your privacy and your personal information is important to Computershare Dealing Services Pty Limited (ABN 76 085 801 350) (Computershare). We are bound by the Australian Privacy Principles in the Privacy Act 1988 (Cth).

Computershare provides an investor trade service which enables eligible securityholders to instruct Computershare to arrange for the sale of their securities where those securities are in an entity that is listed on the ASX and Computershare Investor Services Pty Ltd (CIS) is the share registry provider for that entity (“the Service”).

In the course of providing the Service, Computershare needs to collect and maintain certain personal information. This Privacy Policy outlines what personal information we collect and why, what we do with it, and how we protect it.

This privacy policy may be updated from time to time.

HOW WE COLLECT YOUR PERSONAL INFORMATION
If you instruct us to sell some or all of your securities that are eligible to be sold using the Service, we collect the following types of personal information:

- information you provide online such as your name, address, telephone and mobile phone numbers, bank account details, email address and date of birth (for information on privacy practices specific to our websites, please refer to our Australian Web Privacy Policy); and
- information relating to you and your securities that CIS provides to us as may be reasonably necessary in relation to the performance of the Service (for information on CIS’s privacy practice, please refer to their Privacy Policy).

HOW WE USE YOUR PERSONAL INFORMATION
We only collect, use and disclose personal information about you that is necessary to perform our functions and activities, including:

- to enable Computershare to provide the Service to you
- to perform administrative and operational functions (including systems development and testing, staff training and market or customer satisfaction research);
- to comply with our regulatory and legal obligations (for example, in order for us to comply with laws relating to the prevention of money laundering and the financing of terrorism (AML laws), we need to collect certain information from you to prove your identity, such as name, address and date of birth and identity documents such as your driver’s license, Medicare card or passport details (AML ID Information)); and
- to contact you (including by way of email and SMS) in response to your inquiries and to provide you with information about the Service.

DISCLOSURE OF YOUR PERSONAL INFORMATION TO THIRD PARTIES
Computershare may disclose your personal information to the following entities:

- CIS and other related companies that provide data processing and other support services including printing and mailing;
- the executing broker we use to execute your instructions in order to sell your securities using the Service; and
- third party identity service providers for the purpose of undertaking independent verification of your identity in accordance with applicable AML laws, including by means of electronic verification of your personal information against external data sources located in Australia and, where applicable, overseas (these service providers and external data sources may retain
the AML ID Information that they use as part of the verification process in accordance with their own statutory record-keeping requirements).

**Disclosure of your personal information overseas**

AML ID Information collected for the purposes of verifying your identity (as described above) may be disclosed by our third party identity service providers to external data sources located overseas (including credit reporting agencies) in order to match your AML ID Information with identification information on their databases. These external data sources will generally be located in New Zealand which has substantially similar privacy laws or schemes to Australia. Where credit reporting agencies are used for the purpose of verifying your identity, we may disclose your name, address and date of birth to these agencies in order for them to provide an assessment as to whether these details match the information that they hold on their databases.

In relation to personal information that is collected for purposes unrelated to AML Laws, Computershare may need to disclose your information to service providers located overseas. For the most part, these service providers are related entities of Computershare which perform a range of technology functions for Computershare including data storage, back-up services and IT support. These entities are generally located in Canada, New Zealand, the United Kingdom and the United States of America. Computershare may also disclose your personal information to third party service providers located in the Philippines for call centre services and India for transaction processing services. Computershare works with these entities to ensure that all personal information we provide to them is handled by them in accordance with the Australian Privacy Principles.

**ACCESS AND CORRECTION**

If you would like to access, correct or update the personal information that we hold about you please contact the relevant number set out on the documentation that we send to you about the Service. Alternatively, you can contact our Privacy Officer (contact details provided below).

To ensure the integrity and safety of personal information which we maintain, we will only disclose information to you if our internal procedures are satisfied. In certain cases we may charge you a fee for this service but we will inform you at the time.

**STORAGE AND SECURITY OF PERSONAL INFORMATION**

Computershare is committed to keeping your personal information secure. Your personal information may be stored in paper-based form or electronically in our systems. We use reasonable precautions to protect it from loss, misuse, interference, unauthorised access, modification or disclosure, including: maintaining computer and network security, including through the use of firewalls and other security measures such as identification codes and passwords to control access to computer systems; physically securing external and internal premises, including through locks and security systems; and appropriate training of staff.

**HOW TO CONTACT US ABOUT PRIVACY**

If you have any questions about our privacy practices or this privacy policy please contact our Privacy Officer by email at privacy@computershare.com.au or write to:

Privacy Officer
Computershare Plan Managers
Yarra Falls, 452 Johnston Street
Abbotsford Vic 3067
Australia

**COMPLAINTS HANDLING PROCESS**
If you wish to make a complaint about the way Computershare has handled your personal information please contact our Privacy Officer in writing to the postal or email address set out above. We will respond to your complaint within a reasonable period of time.