

PRIVACY POLICY

Overview

Boss Energy Limited ("Boss", "we", "us" or "our") is committed to protecting the privacy of individuals and managing personal information in a responsible, transparent and lawful manner.

This Privacy Policy explains how Boss Energy collects, holds, uses, discloses and protects personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). It also explains how individuals may access or correct their personal information and how to make a privacy-related complaint.

Types Personal Information We May Collect

Personal information is information or an opinion about an identified individual or an individual who is reasonably identifiable.

In operating our business, we may collect personal information including identity and contact details, employment and contractor information, health, safety and fitness for work information, site access and security records, commercial contact details, shareholder information and website usage data.

Some of this information, particularly health and safety data, may constitute sensitive information and is handled in accordance with the stricter requirements of the Privacy Act.

How We Collect Personal Information

We collect personal information by lawful and fair means, and where practicable directly from the individual.

Information is collected through normal business activities, including recruitment, employment and contractor processes, site access and safety procedures, procurement and commercial arrangements, shareholder administration and interactions with our website and systems.

Where it is unreasonable or impracticable to collect information directly, we may collect it from third parties such as recruitment agencies, service providers, regulators or publicly available sources.

Where lawful and practicable, individuals may deal with us anonymously or by using a pseudonym. However, in some circumstances, including recruitment, shareholder matters, site access or legal obligations, we may need to identify the individual.

Why We Collect, Use and Disclose Personal Information

We collect, hold and use personal information where reasonably necessary to undertake our functions and activities.

This includes operating our business, managing employment and contractor relationships, ensuring health and safety compliance, controlling access to our sites and systems, managing supplier and customer relationships, administering shareholder records, complying with legal obligations, and protecting our legal and commercial interests.

If personal information is not provided, we may be unable to engage with you, provide services or site access, process employment or contractual arrangements, or otherwise carry out the relevant activity.

Use and Disclosure

We use and disclose personal information for the purpose for which it was collected, or for related purposes that would reasonably be expected, unless consent is obtained or an exception under applicable law applies.

We may disclose personal information to related entities, contractors and service providers, joint venture partners, professional advisers, financial institutions and regulators or government authorities where required to support our operations or comply with legal obligations.

We do not sell or trade personal information.

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How We Hold Your Personal Information

We hold personal information in both electronic and hard copy formats.

Personal information may be stored within our systems, on secure servers or by authorised third-party service providers. We retain personal information only for as long as necessary to fulfil the purposes for which it was collected or as required by law. When no longer required, we take reasonable steps to destroy or de-identify the information.

How We Protect Your Information

We take reasonable steps to protect personal information from misuse, interference and loss, and from unauthorised access, modification or disclosure.

These steps include appropriate technical, physical and administrative controls such as system security measures, access restrictions, secure storage and transmission protocols, and confidentiality obligations for personnel and service providers.

While we take reasonable steps to protect personal information, no method of transmission or storage is completely secure.

If an eligible data breach occurs, we will respond in accordance with the Notifiable Data Breaches scheme.

Overseas Disclosure

Due to the nature of our operations and the use of global service providers, personal information may be disclosed to recipients located outside Australia.

Where this occurs, we take reasonable steps to ensure the information is handled in a manner consistent with Australian privacy requirements.

Accessing and Correcting Personal Information

You may request access to personal information we hold about you and request correction where it is inaccurate, out of date, incomplete, irrelevant or misleading.

Requests should be submitted using the contact details in this policy. We will respond within a reasonable timeframe and may require verification of identity before processing your request.

We take reasonable steps to ensure personal information is accurate, complete and up to date. Where a correction is made, we will update our records and, where appropriate, notify relevant third parties.

In limited circumstances, we may refuse access or correction where permitted by law. If this occurs, we will provide reasons and information on how you may make a complaint.

Complaints

If you believe your privacy has been breached, you may submit a complaint using the contact details set out in this policy. We will acknowledge your complaint promptly, investigate the matter and aim to provide a written response within 30 days.

If you are not satisfied with our response, you may escalate your complaint to the Office of the Australian Information Commissioner (OAIC). Further information on how to make a privacy complaint to the OAIC is available at:

<https://www.oaic.gov.au/privacy/privacy-complaints>

Changes to This Policy

We reserve the right to amend this Privacy Policy from time to time to reflect changes in law, business operations or information handling practices. The amended policy will be uploaded as soon as practical following the amendment to our website www.bossenergy.com

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Contact Us

For privacy enquiries, access or correction requests, please contact us on +61 8 6263 4494 or by email at boss@bossenergy.com