

ARGO INVESTMENTS LIMITED
PRIVACY POLICY

1. Introduction

Argo Investments Limited ACN 007 519 520 (Argo) has always respected the confidentiality of the personal information provided to us by our shareholders and others.

We are bound by the *Privacy Act 1988* (Cth) (Privacy Act), including the Australian Privacy Principles.

This Privacy Policy sets out how we collect, hold, use and disclose personal information.

2. Personal information

“Personal information” means information or opinion about an identified or identifiable individual, whether that information is obtained from the relevant individual or a third party.

The personal information which Argo collects may include:

- *for shareholders* - names, postal addresses, security holdings, tax file numbers, bank account details, email addresses and telephone numbers; and
- *for job applicants or staff* - employment history, educational qualifications, reference checks, payroll information and medical information (where relevant).

3. Collection of information

We will only collect personal information where it is reasonably necessary to do so for the conduct of our business. Any collection of personal information by us will be fair and lawful and will not be intrusive.

In general, we will collect personal information directly from an individual in order for us to conduct our business and provide the services you require. We may collect personal information in the following ways:

- if you provide your information by telephone, post, email or facsimile, or in person;
- if you purchase shares, or require us to provide services to you; and/or
- if you contact us via email or submit your information through our share registry website.

We are required by the *Corporations Act 2001* (Cth) (Corporations Act) to collect and disclose shareholders’ personal information to maintain our share registry.

To assist us to offer a professional and secure share registry system and to communicate with our shareholders, we have appointed BoardRoom Pty Limited to act in the capacity of our share registrar. In this role, BoardRoom collects on our behalf personal information from our shareholders. BoardRoom has its own specific confidentiality requirements and privacy policy which is publicly available. Argo regularly confirms that its service providers have appropriate policies, procedures and systems in place to protect privacy.

If we collect personal information about an individual from a third party we will, where appropriate, request that the third party inform the individual concerned that we are holding such information, how we will use and disclose the information, and of his or her rights to gain access to and correct and update it.

We will take reasonable steps to make sure that the personal information which we collect, use or disclose is accurate, complete and up to date.

4. The purposes for which we collect, hold, use and disclose personal information

In general, we will not use or disclose personal information other than for the purposes for which it is collected, for a purpose which the individual concerned would reasonably expect and which is related to the primary purpose, for a purpose authorised by law, or for some other purpose disclosed to or authorised by the relevant individual.

The primary purpose for which personal information is collected from our shareholders is to enable their holdings to be maintained and administered efficiently. By providing us with your personal information, you consent to us collecting, holding, using and disclosing your personal information in connection with one or more of the following:

- maintenance of Argo's share register as required by the Corporations Act;
- distribution of financial results, annual reports, notices of general meetings and other corporate communications to shareholders;
- distribution of dividend payments to shareholders;
- distribution of offers to purchase new Argo shares;
- compliance with legal and regulatory requirements;
- obtaining and responding to shareholder queries;
- distribution of marketing and promotional material that we consider to be of interest to our shareholders; and
- other purposes required or authorised by law.

BoardRoom may disclose personal information to third party contractors which provide administrative or other services on their behalf, as well as those who provide financial services, including facilities for directly crediting dividends.

There may be circumstances in which we are authorised or required by law to use or disclose your personal information. For instance:

- under the Corporations Act, we must allow any person to inspect our share registry on request; and
- we must also from time to time disclose certain personal information to other persons, such as regulatory bodies (including the Australian Securities and Investments Commission and the Australian Taxation Office) and authorised share brokers.

Where appropriate, we will instruct third parties to whom an individual's personal information is disclosed to use that information only for the purposes for which it is disclosed.

We may disclose personal information to avoid, lessen or prevent a serious emergency or crime.

We may use personal information for certain marketing purposes. You may opt out of receiving marketing and promotional material from us at any time by contacting our Privacy Officer.

5. How we hold personal information

We will hold personal information as either physical records, electronic records on our servers, BoardRoom servers and, in some instances, records on other third party servers.

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

We will review, on a regular and ongoing basis, our information security practices in order to ensure that our ongoing obligations and responsibilities are observed and maintained. We have procedures in place to destroy or de-identify personal information once it is no longer needed for a valid purpose or required to be kept by law.

6. Access and correction

You have a right to request access to your personal information and to request its correction if it is out of date or incorrect.

You may request access or correction at any time by sending a written request to our Privacy Officer. We will respond to all requests for access to or correction of personal information within a reasonable time.

We will provide access to your personal information except in special circumstances referred to in the Privacy Act, including where disclosure would have an unreasonable impact on the privacy of another individual, the information would reveal a commercially sensitive decision-making process, or we are prevented by law from making disclosure. If we are unable to provide you with access to your information, or make the amendments which you have requested, we will provide you with reasons for this decision.

Depending on the nature of the request for information, we may require the completion of a personal information request form (including verification of your identity), and we may charge a fee for our service, but we would advise the amount of the fee when responding to the request. We will not charge you to correct your personal information that we hold in our records.

7. Cross-border disclosures of information

As at the date of this Privacy Policy, we are not likely to disclose personal information to overseas recipients.

If at some stage we need to disclose personal information about an individual to a recipient outside Australia, then we will do so in compliance with the requirements of the Privacy Act. In general, we will seek the individual's consent to the disclosure of the information if we believe that the overseas recipient is not subject to, or has not agreed to comply with, privacy obligations equivalent to those which apply to us.

We will, where practicable, advise you of the countries in which any overseas recipients are likely to be located.

BoardRoom, in the capacity of our share registrar, may disclose personal information to third party contractors located overseas, who have been engaged to provide services to or perform functions on behalf of BoardRoom. The countries in which such recipients are likely to be located are specified in BoardRoom's Privacy Policy which is available [here](#).

8. Data breach

In the event of an eligible data breach as defined by the Privacy Act, we will notify the Office of the Australian Information Commissioner and the affected individuals as soon as practicable after we become aware there are reasonable grounds to believe that there has been an eligible data breach.

9. Changes to this Privacy Policy

This Privacy Policy may be amended from time to time. If it is amended, it will be available from our website, www.argoinvestments.com.au.

10. Further information and complaints

Any individual requiring further information or wishing to make a complaint should contact our Privacy Officer as follows:

Privacy Officer
Argo Investments Limited
Level 25, 91 King William Street
Adelaide SA 5000
Telephone: (08) 8210 9500

Email: invest@argoinvestments.com.au

We take privacy issues seriously, and if you are dissatisfied with the manner in which we have handled your personal information, we will respond to your complaint within a reasonable period.

If you are dissatisfied with the handling of your complaint, you may contact the Office of the Australian Information Commissioner, see <https://www.oaic.gov.au/privacy/privacy-complaints/> for further information.