



# Privacy Policy

Vytas Resources Limited ("Company")

## Introduction

### Our Commitment to Privacy

Our commitment to protecting your personal details is an integral part of our business operations.

### Collecting Information

Before we can provide any information or business, we may be required to collect personal information from you.

## Privacy Policy

This policy applies to Vytas Resources and all our representatives. It explains our policy in relation to the collection and management of personal information we collect from individuals. The Privacy Act 1988 requires us to handle personal information in accordance with the Australian Privacy Principles.

### Collection of information – What is collected and why we collect it.

Personal information means information, or an opinion about, an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. When we provide you with any information, we may be required by the Corporations Act 2001 and regulatory requirements to seek to obtain certain personal information about you, including, but not limited to, your:

- Name, date of birth, contact details and tax file number.
- Employment details and employment history.
- Financial details.
- Information about your employment history, employment circumstances, family commitments and social security eligibility.
- Any relevant information relating to AML/CTF

### Sensitive information

Sensitive information includes health information, racial information, genetic information, etc. We do not collect sensitive information from you.

### How is information collected?

We collect personal and sensitive information in a number of ways, including:

- Directly from you such as when you provide the information at meetings, by phone, email, in data collection forms and when you visit our websites.
- Our website may use "cookies". Cookies are small data files that are downloaded from our website and stored on your computer when you visit our website. Cookies are used to allow us to see which pages and what information is of most interest to visitors to our website, which in turn enables us to improve our offerings to our customers. Your computer's web browser will allow you to configure your computer to refuse to accept cookies. You can also delete cookies from your computer's hard drive at any time. However, please note that doing so may hinder your access to valuable areas of information within our site.
- Indirectly from third parties once you have authorised the third parties to provide us with this information.

## **Are you obliged to provide us personal information?**

You are not required to provide us the information that we request, or to allow us to collect information from third parties. However, where you choose not to provide us with the information we request, we may not be able to provide you with services that you have requested from us, and we may elect to terminate our arrangement with you. Importantly, if you provide either inaccurate or incomplete information to us you risk obtaining information and or business that may not be appropriate or suitable for your needs and you may risk suffering a financial detriment or financial loss.

## **What happens if we obtain information about you which we have not solicited?**

Where we receive unsolicited personal information about you, we will consider if we could have collected the information if we had solicited the information. Where we determine that we could have collected the personal information from you, we will treat your personal information in the same manner as if we have solicited the information directly from you. Where we determine that we could not have collected the personal information, we will destroy the information or ensure that the information is de-identified as soon as practicable.

## **Use of information**

We use your personal information for the primary purpose for which the information was obtained.

## **Do we disclose personal information for marketing?**

We may also disclose your personal information to external associates and service providers who assist us to market our company.

## **Disclosure of information**

We may disclose your personal information to:

- Our representatives.
- Our external service providers.

For example, information may be disclosed to the following parties:

- Other parties involved in the administration of your financial products (e.g. custodians, mail houses, registries, etc.).
- Our external service providers (e.g. IT providers, professional advisers and contractors).
- Government and regulatory authorities and other organisations, as required or authorised by law.
- Any person considering acquiring, or acquiring, an interest in our business.

## **Government related identifiers**

Although in certain circumstances we are required to collect government identifiers such as your tax file number, we do not use or disclose this information other than when required, authorised by law or unless you have voluntarily consented to disclose this information to any third party.

## **Cross-border disclosure of personal information**

We do not currently disclose your personal information overseas.

## **Storage and security of information**

We store personal information in our computer database and hard copy files. We take reasonable steps to ensure the personal information collected and held by us is protected from misuse, interference, loss, unauthorised access, modification or disclosure.

## **Complaints**

If you believe that we have breached the Australian Privacy Principles, or disagree with a decision that we have made in relation to our Privacy Policy, you may lodge a complaint with us. To enable us to understand and deal with your complaint in a timely fashion you should set out a brief description of your privacy problem, the reason for your complaint and what action or remedy you are seeking from us. Please address your complaint the Privacy Officer. Contact details have been included below.

Your complaint will be investigated and responded to within 30 days. If you are not satisfied with the outcome of your complaint, you are entitled to contact the Office of the Australian Information Commissioner.

### **Policy updates**

This policy is subject to change from time to time. The most current version of our Privacy Policy can be obtained from our website ([www.vytas.com.au](http://www.vytas.com.au)) or by contacting us at Head of Compliance at: 45 Gladstone Street East Perth Western Australia 6004.