

Mitsui & Co (Australia) Ltd

Privacy Policy

This Privacy Policy applies to the Australian operations of Mitsui & Co (Australia) Ltd (ABN 64 004 349 795), referred to in this Policy as "we," "our," "us" or "MCA."

MCA is bound by the National Privacy Principles of the *Privacy Act* 1988. This Privacy Policy outlines how we manage your personal information in accordance with those principles. It also describes, generally, the sorts of personal information we hold and for what purposes, and how that information is collected, held, used and disclosed.

This Privacy Policy may change from time to time. Our latest Privacy Policy can be obtained on the MCA website.

Collection of personal information

Personal information is information about, or an opinion about, an individual whose identity is apparent or can be reasonably ascertained. The kinds of personal information MCA may collect include your name, contact details, date of birth and employment history.

As a general rule we only collect information about you that is necessary for us to provide a service to you, consider any application or request you make to us or maintain our relationship with you.

In general we will collect your personal information directly from you, but on occasions we may need to collect personal information about you from third parties. If required by law, we will obtain your consent to collect personal information from third party sources.

We do not generally collect sensitive information, however, should we do so, we will obtain your consent.

Personal information about third parties

If at any time you supply us with personal information about another person you should ensure that you are authorised to do so and you must agree to inform that person who we are, that we will use and disclose that personal information and that they may gain access to it should we hold that information.

Use and disclosure of personal information

We will not use or disclose personal information collected about you other than for a purpose made known to you, a purpose you would reasonably expect, a purpose required or permitted by or under law, or a purpose otherwise authorised by you.

Subject to what is permitted by law, the types of third parties to whom we may disclose your personal information include our related companies and affiliates, your referees and any person to the extent necessary, in our view, to provide a service to you or to consider your application for employment.

In some cases we may need to transfer your personal information outside Australia. If we believe that the overseas third party is not subject to privacy obligations equivalent to those

which apply to us we will seek your consent to transfer the information, except where the National Privacy Principles do not require us to do so.

Security of your personal information

When we have received your information, we will take all use reasonable steps to protect the personal information we hold from misuse and loss from unauthorised access, modification or disclosure.

If we no longer need your information we will destroy or permanently de-identify it.

Access to your personal information

If at any time you wish to know what personal information we are holding about you, you are welcome to apply for access by E-Mail to inquiries.au@mitsui.com

We may charge a fee for accessing your personal information.

Under certain circumstances under the *Privacy Act 1988*, we may not be able to provide you access to your personal information: for example, if providing access would be unlawful or providing access would have an unreasonable impact upon the privacy of other individuals. We will give you reasons if we deny you access to your personal information.

Complaints

If you believe that the privacy of your personal information is not being adequately protected, or that the information we hold is inaccurate, incomplete or out of date, you should contact us by E-Mail to inquiries.au@mitsui.com and we will make every effort to resolve your complaint.

If we do not resolve your complaint to your satisfaction, you may apply to the Federal Privacy Commissioner to have your complaint investigated. For more information, you may contact the Commissioner's hotline service on 1300 363 992.