

Privacy Policy

INTRODUCTION

Macarthur Coal Limited and its related entities (Macarthur Coal) takes all reasonable steps to comply with the National Privacy Principles set down by the Privacy Act 1988 (Cth) ('Privacy Act') with respect to the collection, use, disclosure and security of personal information and access to personal information.

COLLECTION

Macarthur Coal may collect and hold personal information about an individual, being information that can identify that individual, that is necessary in order to conduct its business or communicate with that individual. The personal information collected by Macarthur Coal depends on an individual's interaction with Macarthur Coal.

Generally, Macarthur Coal will collect, use and hold personal information for the purposes of:

- (a) providing goods, services and information;
- (b) acquiring goods, services and information;
- (c) facilitating Macarthur Coal's internal business operations;
- (d) analysing Macarthur Coal's services and customer needs in order to develop its business; and
- (e) fulfilling any legal requirements.

Personal information will generally be collected by Macarthur Coal directly through the use of any of Macarthur Coal's standard forms, its website, telephone conversations or other forms of communication with Macarthur Coal, however Macarthur Coal does not regard email as a secure form of communication and takes reasonable steps to collect personal information via other means whenever possible. There may, however be some instances where personal information about an individual will be collected indirectly because it is unreasonable or impractical to collect personal information directly from the individual. Macarthur Coal will usually notify the individual about these instances in advance or where that it is not possible, as soon as reasonably practicable after the personal information has been collected.

USE AND DISCLOSURE

Generally, Macarthur Coal only uses or discloses personal information about individuals for the purposes for which it was collected. Macarthur Coal may disclose personal information about an individual to its related entities and to service providers who assist Macarthur Coal in operating its business.

Security

Precautions are taken to safeguard personal information from loss, misuse, unauthorised access, modification or disclosure. Personal information which is no longer required for business purposes or by law will be de-identified, hard copies will be securely destroyed and soft copies will be permanently deleted from Macarthur Coal's computer systems.

Access

An individual may access the personal information held about them by making a written request and on verification of their identity. Macarthur Coal will try to acknowledge the request within 14 days of its receipt, and to provide access to the personal information within 30 days. Macarthur Coal may charge a reasonable fee for processing the request. Macarthur Coal may decline a request for access to personal information in circumstances prescribed by the Privacy Act.

If, upon receiving access to personal information or at any other time, an individual believes that the personal information held by Macarthur Coal is inaccurate, incomplete or out of date, that individual should notify Macarthur Coal immediately. Macarthur Coal will take steps to correct the personal information so that it is accurate, complete and up-to-date.

Macarthur Coal's contact details for any issues relating to personal information and this policy are:

Company Secretary, Macarthur Coal Limited, GPO Box 1025, Brisbane Q 4001
Tel: 07 3221 7210, Fax: 07 3229 1776

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100430 Privacy Policy	Corporate	2	Final	29 Apr 10	Company Secretary