



Pilot Energy Limited
ABN: 86 115229 984

PRIVACY POLICY

Pilot Energy Limited (Pilot) is committed to protecting the privacy of individuals' "Personal Information".

Pilot is bound by the *Privacy Act 1988* (Cth) (**Act**) and the Australian Privacy Principles (**APPs**) contained in the Act. This Privacy Policy reflects the APPs and sets out the principles that Pilot will follow in collecting, using, holding, disclosing, disposing of, and otherwise managing an individual's Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au

In this Privacy Policy, Pilot means Pilot Energy Limited ACN 115 2299 984 and its subsidiaries.

What is Personal Information and why does Pilot collect it?

Personal Information is information or an opinion that identifies an individual or an individual who is reasonably identifiable, whether true or not and whether the information or opinion is recorded in material form.

Pilot may collect personal information about an individual in a variety of ways, including where an individual communicates with Pilot in person or electronically, for example when an individual registers shareholdings with the Pilot share registry, via other forms of communication between Pilot and the individual, by telephone and email, by accessing Pilot's website www.pilotenergy.com.au, and from third parties.

Examples of Personal Information Pilot collects include: names, addresses, email addresses and phone numbers, information from enquiries made and communications between Pilot and an individual.

Pilot will only collect an individual's Personal Information where the information is reasonably necessary for one or more of Pilot's functions, operations or activities or to comply with the law. The kinds of Personal Information collected and held, how that information is collected and held and the purposes for which that information will be collected, held, used and disclosed will depend on the circumstances. Pilot may also use an individual's Personal Information for secondary purposes closely related to the primary purpose, in circumstances where such use or disclosure would reasonably be expected.

When Pilot collects Personal Information from an individual it will, where appropriate and where possible, explain to that individual why Pilot is collecting the information and how Pilot plans to use it.

Disclosure of Personal Information

An individual's Personal Information may be disclosed in a number of circumstances including the following:

- the purpose for which it was collected in the first instance;
- any related purpose for which it would be reasonably be expected to be used or disclosed;

- third parties where the relevant individual has consented to the use or disclosure; and
- where required or permitted by law.

Third Parties

Where reasonable and practicable to do so, Pilot will collect an individual's Personal Information only from that individual. However, in some circumstances, Pilot may be provided with information by third parties, such as third party service providers (e.g. Pilot's share registry provider and recruitment service providers providing services to Pilot). In such case, Pilot requires its service providers to keep the Personal Information confidential and not use it for any purpose other than performing those services.

Pilot may also receive third party Personal Information from its employees and contractors, including details of family members and next of kin.

Security of Personal Information

Pilot will take reasonable steps to ensure that the Personal Information it holds is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

Pilot implements physical and electronic measures to protect Personal Information. Please note however, that the internet is not a secure environment and although all care is taken, Pilot cannot guarantee the security of information provided to it via electronic means.

When an individual's Personal Information is no longer needed for the purpose for which it was obtained, Pilot will take reasonable steps to destroy or permanently de-identify that Personal Information, subject to any legal obligation to keep the Personal Information for any required period of time.

Access to Personal Information

An individual may access the Personal Information Pilot holds about that individual and may update and/or correct it, subject to certain exceptions. If an individual wishes to access his/her Personal Information, please contact Pilot's Company Secretary in writing.

In order to protect individual's Personal Information, Pilot may require identification from a person seeking access before releasing the requested information in order to verify the individual's identity.

Updating Personal Information

It is important to Pilot that all Personal Information is up to date. Pilot will take reasonable steps to make sure that an individual's Personal Information is accurate, complete and up to date. If an individual finds that the information Pilot has is not up to date or is inaccurate, please advise Pilot's Company Secretary as soon as practicable so Pilot can update its records.

Policy Updates

This Policy will be reviewed by Pilot from time to time to determine its appropriateness to the needs of the Company and, if required, be amended to suit the requirements of the Company and adherence to the law.

This Policy and any updates are available on Pilot's website www.pilotenergy.com.au

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about Pilot's Privacy Policy and practices or any Personal Information that may have been collected, used or disclosed by Pilot, please refer the matter to Pilot's Company Secretary at ph 1300 737 760.

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