BJEI Australia

Privacy Policy

(POL-CAI-001)

DOCUMENT OWNER	Director of Corporate Affairs and Investor Relations
RESPONSIBLE DEPARTMENT	Corporate Affairs and Investor Relations
APPROVED BY	BJEI Australia Board

Document Change History

Rev Date	Revision Description	Stakeholders Consulted

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DEFINITIONS/ABBREVIATIONS

BJEI Australia	Beijing Energy International (Australia) Holding Pty Ltd
BJCE Australia	Beijing Jingneng Clean Energy (Australia) Holding PTY LTD
User	Individual person or entity engaging with a BJEI/BJCE asset, website or program
Us/We/Our	Collective of BJEI/BJCE assets and subsidiaries
Website/s	Sites and subdomains under the management of BJEI or BJCE for its respective assets
Policy	A document stating the principles, plan or a course of action as pursued by BJEI to guide decisions and achieve rational outcomes.
Privacy Act	Australian Privacy Act 1988
Personal Information	The Privacy Act defines Personal Information as 'Information or an opinion about an identified individual, or an individual who is reasonably identifiable whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.'
Non-Personal Information	Information that is not about an identified individual, or an individual who is reasonably identifiable
Sensitive Personal Information	'Sensitive information' is defined in the Privacy Act to mean information or an opinion about an individual's racial or ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices; or criminal record.
Community Members	General public, or residents within the general vicinity or locality surrounding of one of our assets
Customer	An individual person or entity engaging with one of BJEI's advertised community programs
Landowner	An involved person or host landholder with whom BJEI, its subsidiaries or asset/s may have a contractual relationship
Stakeholder Management	The identification of and engagement with relevant parties, relating to BJEI, its subsidiaries or asset/s. This may include, but not be limited to, individual community members, representative bodies or special interest groups
Complaint	A statement made by an individual or representative body that they are dissatisfied with a specific incident or aspect of BJEI's processes, procedures or operations

1. PRIVACY POLICY STATEMENT

BJEI Australia or Organisation recognises the importance of safeguarding the privacy and confidentiality of personal information entrusted to us by our stakeholders. Personal information is collected, used, and disclosed solely for legitimate business purposes, including but not limited to, the employment of staff and contractors, managing customer and stakeholder relationships, fulfilling contractual obligations, and complying with regulatory requirements.
This policy outlines the overarching principles and key responsibilities for privacy across BJEI Australia.

2. COMMITMENT

BJEI Australia is committed to complying with the Australian Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs) outlined within it. All employees, contractors, and agents MUST understand and adhere to these principles as part of their responsibilities.

2.1 AUSTRALIAN PRIVACY PRINCIPLES (APPS)

The APPs set out standards, rights, and obligations for the handling, holding, accessing, and correction of personal information. Key principles include:

- **APP 1** – Open and Transparent Management of Personal Information: We maintain a privacy policy that is easily accessible and outlines how personal information is managed.
- **APP 2** – Anonymity and Pseudonymity: Individuals have the option of not identifying themselves or using a pseudonym when dealing with us, where practicable.
- **APP 3** – Collection of Solicited Personal Information: We only collect personal information that is necessary for our functions or activities, and we collect it by lawful and fair means.
- **APP 4** – Dealing with Unsolicited Personal Information: Unsolicited personal information is assessed to determine whether it could have been collected under APP 3. If not, it is destroyed or de-identified.
- **APP 5** – Notification of the Collection of Personal Information: At the time of collection, or as soon as practicable afterwards, we take reasonable steps to notify individuals of the collection and their rights.
- **APP 6** – Use or Disclosure of Personal Information: Personal information is only used or disclosed for the primary purpose for which it was collected, unless an exception applies.
- **APP 7** – Direct Marketing: Personal information is not used for direct marketing purposes unless specific conditions are met.
- **APP 8** – Cross-border Disclosure of Personal Information: Before disclosing personal information overseas, we ensure that the recipient will handle the information in accordance with the APPs.
- **APP 9** – Adoption, Use or Disclosure of Government Related Identifiers: Government-related identifiers are not used or disclosed unless specific conditions are met.
- **APP 10** – Quality of Personal Information: We take reasonable steps to ensure that personal information collected is accurate, up-to-date, and complete.
- **APP 11** – Security of Personal Information: Personal information is protected from misuse, interference, loss, unauthorised access, modification, or disclosure.
- **APP 12** – Access to Personal Information: Individuals have the right to access their personal information held by us, subject to certain exceptions.

- **APP 13** – Correction of Personal Information: We take reasonable steps to correct personal information to ensure it is accurate, up-to-date, complete, relevant, and not misleading.

3. OBJECTIVES

This Privacy Policy governs the manner in which Beijing Jingneng Energy International ((Australia) Holding Pty Ltd), Beijing Jingneng Clean Energy ((Australia) Holding Pty Ltd) and its associated assets and subsidiaries ("us", "we" or "our") collects, uses, maintains and discloses information collected from users (each, a "User" or "you") from:

a) information required to enter into an agreement with us, such as land and property information and financial details
b) any of the Company's associated websites websites ("Site and its subdomains");
c) the course of logging complaints/interactions; and
d) applying for programs offered by us for specific assets, including but not limited to the Gullen Range Wind Farm Clean Energy Program (CLEP), Wollar Solar Farm Community Fund, or various Landscaping Programs

e) Any other interactions to facilitate your dealings with us

4. SCOPE

This policy applies to any site run or managed by us and all products and services offered by BJEI Australia and BJCE Australia. Including employment either directly or indirectly.
We take our responsibility to protect the Information you provide us seriously. This policy outlines our commitment to you in respect to the collection, management and use of your personal information in accordance with the *Australian Privacy Act 1988* and the *Australian Privacy Principles.*

5. RESPONSIBILITIES

a) The Document Controller or designee shall be responsible for controlling this Policy and performing regular reviews to ensure compliance with any relevant Privacy Act
b) By continuing to engage with our products or services, or by using one of our Sites, you signify your acceptance of this policy. If you do not agree to this policy, please notify us or, if engaging with our websites, do not use our Site. Your continued engagement with us and use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

6. INFORMATION WE COLLECT AND WHY

a) We may collect Personal and Non-Personal Information from you only if you voluntarily submit such information to us. Depending on the interaction, publicly available Personal Information may also be collected through third parties.
b) Personal Information includes, but is not limited to, name, date of birth, email address, contact number, postal address/LOT DP number, educational and employment information.
c) Non-Personal Information may include the browser name, IP address, the type of computer and technical information about Users means of connection to our Site, such as the operating system and the Internet service providers utilised and other similar information.

6.1 Why we collect information

The information collected may vary depending on the circumstances of the interaction, which may include, but not be limited to, the below:

a) *Website use*

We may collect Non-Personal information from you when using our Site. By continuing to use the Site, you agree to provide Non-Personal Information to us.
Users may continue to visit our Sites anonymously and refuse to supply Personal Information to us. However, refusal to provide Personal Information when requested may prevent us from engaging with you to the best of our ability.
We use cookies and similar technologies to enhance your experience on our website. You can control the use of cookies through your browser settings.

b) *Customers, Landowners, Community Members, Representatives and Third Parties*

If you, or someone that is acting as your representative, contacts us for the purpose of lodging a complaint, making an enquiry, subscribing to newsletters, SMS alerts or email lists, making an application for funding, community benefit and sponsorship programmes, registering for site tours, requesting information and contacting us for the purposes of career information, activities, resources or other inquiries, then we may collect and hold Personal information provided to us.
As a rule, we will not collect Sensitive Personal Information from Users.

c) *Recruitment and Employment*

Should you contact us with regards to recruitment opportunities, we may collect and hold Personal Information provided to us for the purposes of prospective employment should positions be available or advertised. We reserve the right to delete employment queries containing Personal Information should no existing positions be available, for the purposes of maintaining data privacy.
Should you commence employment with us, we will collect necessary Personal Information and store it in accordance with this Policy.

7. POLICY FOR USE AND RETENTION OF COLLECTED INFORMATION

5.1 We will only collect Personal Information from Users on a voluntary basis through web forms, phone calls and other interactions. You will always be advised when Personal Information is being collected and you will be provided with the option of not providing any or all of the requested Personal Information should you choose.

5.2 Our Site may use “cookies” to enhance User experience. User’s web browsers place cookies on their hard drive for record-keeping purposes and sometimes to track information about them. You may choose to set your web browser to refuse cookies, or to alert you when cookies are being sent. If you do so, it is possible that some parts of our Sites may not function properly.

5.3 We will only request, collect and use Personal Information that is reasonably connected to the functions and activities of our business.

5.4 We may use information in the aggregate to understand how our Users as a group use the services and resources provided on our Site.

5.5 We may use feedback you provide to improve our products and services.

5.6 We may use the email address and/or phone number provided to us to send you information and updates that you have agreed to receive. This Information may also be used to respond to inquiries, questions, complaints, and/or other requests.

Users must opt-in to our SMS and email list to receive correspondence that includes, but is not limited to, company news, updates, information on related projects and more.
Users may unsubscribe from receiving future SMS or emails at any time by using the unsubscribe links on our Site where available, or by contacting us.

5.7 We may use the information provided by users to organise activities, such as arranging a tour of our asset, community forums, engagement sessions and more.

5.8 We do not sell, trade, or rent Users Personal Information to others including foreign recipients. We may share your information with our related bodies corporates, our business partners, contractors, consultants, suppliers and agents providing services to our projects.

5.9 We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information, including but not limited to, any username, password, transaction information and data provided by you.
The collected information is kept and held in electronic form with electronic security supported by procedural measures to ensure that personal information that we have received is safeguarded against misuse.
We may engage a third party to keep and hold your information from time to time to enhance the security of your information.
Currently, we have engaged Open Point (formerly known as Consultation Manager) to keep and hold information for the purposes of stakeholder management. By using our Site or engaging with our products and services, you also signify your acceptance of Open Point's privacy policy, which may be accessed through this link: https://www.openpoint.com/privacy-policy/?lang=en-au . If you do not agree to Open Point's privacy policy, please notify us. We reserve our right to replace Open Point with another provider or cancel Open Point's service without prior notice. It is your responsibility to check our Site frequently with respect to any change of this policy.

8. SECURING YOUR INFORMATION

We will implement appropriate technical and organisational measures to protect the information you give us from unauthorised access, use, disclosure, alteration, or destruction. However, no method of transmission over the Internet or electronic storage is completely secure, and we cannot guarantee absolute security.

To support the most stringent security of your information as possible, we will follow these security measures, including:

- Using strong passwords and changing them regularly.
- Locking computers and devices when not in use.
- Storing physical documents containing information in secure locations in Australia, including storing all digital information and data onshore in Australia to maintain data sovereignty.
- Encrypting sensitive information during transmission.

9. ACCESSING YOUR INFORMATION

If requested, we will provide the User access to any Personal Information we hold about the User. Personal Information will only be shared with a User once their identity has been confirmed and the record they seek is their own Personal Information. We reserve the right to withhold any information if we cannot confirm that the information requested is owned by the individual requesting it.

To ensure that the personal information collected by us is accurate, up-to-date and complete, we will promptly update new personal information to existing records. If there are any changes to the User's personal information, please contact us as soon as possible.

10. TRAINING AND AWARENESS

BJEI Australia will provide regular training to employees and contractors on the Australian Privacy Act and the APPs to ensure they understand their responsibilities under this policy and the law.

11. COMPLAINTS

If you wish to complain about how we have handled your Personal Information, you can lodge a complaint to us in writing at:

- info@bjceaustralia.com; or
- info@bjeiaustralia.com

We will endeavour to respond to your complaint within 72 hours of receiving it.
If you are dissatisfied with the outcome, you may lodge a complaint with the Office of the Australian Information Commissioner.

12. COMPLIANCE ASSURANCE

The Company will periodically assess compliance with this Policy through appropriate monitoring and assurance activities, which may include:

• periodic privacy compliance reviews and internal audits;
• assessment of compliance with the Privacy Act 1988 (Cth) and Australian Privacy Principles;
• review of privacy incidents, complaints and data breaches;
• verification of information handling, retention and disposal practices;
• monitoring implementation of corrective actions

13. REVIEW AND CHANGES TO THIS POLICY

The policy owner is responsible for conducting reviews of this policy in alignment with the established Governance Document Management Policy (as per clause 7.5).

14. CONTACTING US

If you have any questions about this Privacy Policy, the practices of our Site, or your dealings with our Site or our products and services, please contact us at:

- info@bjceaustralia.com; or
- info@bjeiaustralia.com