

# PRIVACY POLICY

## Introduction

MFI respects and is committed to protecting your privacy. This policy sets out how MFI and its related bodies corporate collect, use, disclose and handle your personal information.

MFI will comply with the Australian Privacy Principles (APPs) and the Privacy Act 1988 (Cth) (Privacy Act) when dealing with personal information.

Anyone handling personal information for which MFI is responsible, whether an employee, officer, or contractor is expected to act in accordance with the APPs and Privacy Act.

Further information in relation to the Privacy Act and the APPs can be found at: <https://www.oaic.gov.au>

## What is personal information?

Personal information is information or an opinion that identifies, or could be used to identify, an individual. This includes your name, address, phone number(s), email address and financial information such as bank account details and tax file numbers.

Any information we collect which identifies you personally, or from which you are reasonably identifiable, will be treated by us as personal information.

Sensitive information is personal information that includes information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

## What personal information does MFI collect and store and why?

There are a number of situations in which it is necessary for us to collect personal information about shareholders, employees and our directors.

We may collect and store personal information such as names, addresses, email addresses, phone numbers bank account details, tax file numbers and, in respect of our shareholders, details of shareholdings.

This personal information may be obtained in many ways including interviews, correspondence, by telephone, by email, from other publicly available sources, and from third parties. If we are not able to collect this personal information we may not be able to comply with our obligations as required by law or regulation.

## Use of personal information

The primary purposes for which personal information is collected are to enable shareholders' holdings to be maintained and administered efficiently and to enable us to comply with our legal and regulatory obligations, including, where relevant, in relation to our investments.

For example, the personal information may be used in connection with:

- the maintenance of our share register (as required by the Corporations Act 2001 (Cth));
- the preparation of shareholder communications and updates;
- distribution of payments to shareholders;
- receiving and responding to shareholder queries; and
- meeting on-boarding requirements for our investments.



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Sensitive information can only be used by us:

- For the primary purpose for which it was obtained;
- For a secondary purpose that is directly related to the primary purpose; and
- With your consent; or where required or authorised by law.

### **Disclosure of personal information**

Personal information may be disclosed in a number of circumstances including where required or authorised by law. As part of our operations, or to comply with our legal and regulatory obligations, we will sometimes disclose personal information to third parties, such as to Registry Direct, our external share registry, and local and international investment administrators.

### **Consent**

Many aspects of the APPs require or allow an individual to provide consent to the collection, use or disclosure of his or her personal information however;

- it must be provided voluntarily; and
- the relevant individual must be adequately informed what they are consenting to

### **Security of personal information**

Protecting your personal information is important to us. Personal information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure. To do so, we use a number of physical, administration and personnel security measures. In addition, we limit staff access to personal information and we restrict access rights to those employees who are required to have access to perform their roles. When personal information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify personal information.

### **Accessing and correcting personal information**

We aim to keep the personal information that we collect, use or disclose as accurate, complete and up to date as possible. If you think that the information we hold about you is inaccurate, incomplete or incorrect you may contact our Privacy Officer (details below) and request that it is corrected. Where we hold information that you are entitled to access, we will try to provide you with a suitable means to access it. If we cannot do so, for example, if doing so would interfere with the privacy of others, we will give you the reasons why we cannot provide access.

### **Complaints about a breach of privacy**

If you have questions about this Privacy Policy, our handling of your personal information or if you believe your privacy has been breached, please contact our Privacy Officer (details below). We will treat your requests or complaints confidentially and will aim to resolve in as timely a manner as is appropriate in the circumstances.

### **Privacy Officer contact details**

Alexandra Moule  
General Counsel & Company Secretary  
The Myer Family Investments Limited  
Level 7, 171 Collins Street  
Melbourne VIC 3000  
Phone: +61 3 9207 7839  
Email: [alexandra.moule@myerfamilyinvestments.com.au](mailto:alexandra.moule@myerfamilyinvestments.com.au)

### **Policy Updates**

This Policy may change from time to time.

**Approved: 15 June 2023**