

This notice provides you with information on how Container Cartage process the personal data that we receive from our suppliers.

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

Purposes for which we process personal data

We may process the personal data of the individuals covered by this notice for the following purposes:

- Supply chain management activity
- Contract lifecycle management
- Maintaining and building upon relationships and other business development activities
- Spend analysis
- Supplier management
- Invoice management
- Supplier discovery
- Supplier negotiation
- Event management (including inviting individuals to events)
- Compliance with all contractual, legal and regulatory obligations, fraud and theft prevention or investigations
- Providing individuals acting on behalf of suppliers with specific information regarding our company's requirements

Where we collect personal data from?

This notice applies when we collect individual's personal data from third parties or when we collect data directly from the individual. We may collect personal data from third party sources which include:

- Our customers or suppliers
- Checking and verification processes such as due diligence checks
- Third party referrals

We may also collect personal data about individuals from our searches of third-party sources such as the press, online publications, corporate registers and sanction lists and databases.

We process personal data either:

- On the basis of necessity for the performance of a contractual obligation or in order to take steps at your request prior to entering into a contract or
- On the basis of necessity for compliance with a legal obligation to which we are subject

We process the following categories of personal data:

- Contact information we use to communicate with individual employees of your organization such as details of name, position/job title, work address, telephone number and email address.

- Information on the use of any online services provided by any Container Cartage, including IP address, authentication data (e.g. username and password), URL visited, time and date of the use of an online service or a particular feature thereof, and location data.
- History of communication with Container Cartage, including communications by email or other means of electronic communication, telephone or email.

Data sharing

We may have to share personal data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of any personal data and to treat it in accordance with the law.

Who we share personal data with:

- To our affiliated Container Cartage companies for the purposes set out in this notice.
- To third parties who work on our behalf such as agents, sub - contractors and sales consultants.
- To third parties providing services to us such as our professional advisers (e.g. auditors and lawyers).
- To a party representing a customer (e.g. in response to a legal process or due diligence check).
- To competent authorities such as tax authorities, courts, regulatory bodies, government agencies and security or police where we are required by law.

How long we store personal data for?

We will retain the personal data of individuals covered by this notice for as long as required to achieve the purposes for which the data was collected, depending on the legal basis on which that data was obtained and/ or whether additional legal/ regulatory obligations mandate that we retain the personal data.

Data Subject Rights

An individual may have certain rights in relation to their personal data, such as:

- **Access:** an individual is entitled to ask us if we are processing their personal data and if we are, they can request access to their personal data. This enables them to receive a copy of the data we hold on them and certain other information.
- **Correction:** an individual is entitled to request that any incomplete or inaccurate information we hold about them is corrected.
- **Erasure:** an individual is entitled to ask us to remove or delete personal data in certain circumstances.
- **Restriction of processing:** an individual is entitled to challenge the processing of their personal data.
- **Transfer:** an individual may be entitled to request the transfer of their personal data to another third party in limited circumstances.

If an individual would like to exercise, or discuss, any of these rights, they should submit their request to admin@containercartage.com.au