



**TotalEnergies**

**Australia**

## **Privacy Policy**

TotalEnergies Renewables Australia Pty Ltd ABN 16 617 965 081 and its subsidiaries  
(we, us, our)

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### **1 Introduction**

#### **1.1 Who are we?**

We develop, construct, and operate renewable energy projects in Australia.

In our business activities, we receive, collect, use, store and disclose personal information. We recognise the importance of personal information and our compliance with the *Privacy Act 1988* (Cth) (the **Privacy Act**) and the Australian Privacy Principles (**APPs**).

We have developed this Privacy Policy to explain how we will handle and manage the personal information that we collect (except for employee records, which are subject to a separate internal privacy policy). We collect, use and disclose personal information (other than employee records) in accordance with this Privacy Policy.

#### **1.2 What is personal information?**

Personal information is any information about an identified individual or an individual who is reasonably identifiable.

Section 2 of this policy sets out how we handle personal information.

#### **1.3 What is the purpose of this Privacy Policy?**

This Privacy Policy explains how we collect, use, hold and disclose personal information (other than employee records).

Your provision of personal information to us constitutes your consent to us collecting, holding, using and disclosing your personal information in accordance with this Privacy Policy.

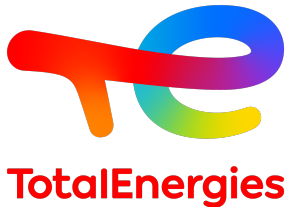
For more information concerning the application of the APPs and your privacy rights, go to the website of the Office of the Australian Information Commissioner at <https://www.oaic.gov.au/privacy/australian-privacy-principles/read-the-australian-privacy-principles>.

## **2 Personal information**

### **2.1 What kinds of personal information do we collect and hold?**

We collect personal information that is reasonably necessary to conduct our business. This may include:

- your identity (including your name, nationality, and gender);
- your contact details (including your residential address, postal address, email address, and phone number);
- your organisation(s);
- your business interests;
- your employment information (including your employer, position, skills, and education);
- your bank account information;
- other personal information you may disclose to us in relation to



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our business, including details of any enquiries or complaints you make;

- user information (including your location, IP address, device, and operating system).

### 2.2 How do we collect personal information?

We usually collect your personal information from you when you interact with us, including when you:

- contact us by regular mail, phone, or email, via our website or from documents provided by you to us;
- enter into a contract with us (including, for example, a lease or other agreement relating to land, contract for services, or a contract for the supply of goods);
- enter into a business relationship with us; or
- when you apply for, or express interest in, a job with us.

We may also collect personal information from other sources, including:

- from our related companies (such as TotalEnergies SE and its other subsidiaries);
- if you are a director, officer, employee, or agent of an entity with which we have a contractual or other business relationship, that entity;
- public registers (for example, NSW Land Registry Services or ASIC Registers) or other publicly available resources;
- government agencies or other third parties (such as our business associates, joint venture partners, clients, contractors, sub-contractors, suppliers, business counterparties or employers); and
- a person(s) who is authorised to act on your behalf.

### 2.3 How do we hold personal information?

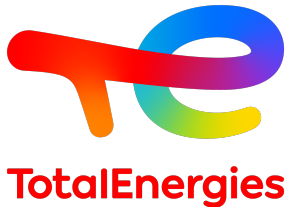
We hold personal information in both electronic and written form. We may store personal information with one or more third party data storage providers.

We may combine personal information we receive with other information we hold about you. This includes information received from third parties.

We use various measures to keep personal information secure, including:

- the use of multi-factor authentication to control access to personal information held in electronic form;
- the use of access cards to restrict access to our premises and the use of physical locks to further restrict access to personal information held in written form at our premises;
- requiring our directors and officers and the directors, officers, and employees of our service providers, to comply with internal policies requiring them to keep personal information secure; and
- requiring our business partners to undertake to comply with applicable privacy laws.

Where we store personal information with a third party data storage provider, we require them to keep it secure and only use or disclose it for the purpose for which it was provided.



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Please contact us immediately if you become aware or have reason to believe there has been any unauthorised use of your personal information that we hold.

### 2.4 Why do we collect, hold, and use your personal information?

We receive, collect, hold, and use your personal information for the purpose of our business activities, including so that we can:

- supply our goods and services;
- manage our contractors and other relationships with third parties;
- provide information to persons regarding our business activities;
- operate our websites;
- enter into a new contract or other business relationship with you (or, if applicable, an entity in respect of which you are an officer or employee);
- manage any existing contract or other business relationship with you (or, if applicable, an entity in respect of which you are an officer or employee);
- assess your suitability for a job with us and maintain our recruitment records;
- contact you, including, for example, to respond to your query or complaint, or if we need to tell you something important; and
- comply with our legal obligations.

## 3 Disclosure of personal information

### 3.1 To whom do we disclose personal information?

We may disclose personal information for the purpose for which it was collected or for purposes described in section 2 above, which may include disclosure to the following:

- our related companies (including TotalEnergies SE), shareholders and prospective shareholders;
- our legal advisors, auditors, and other professional advisors;
- government agencies and regulatory authorities or as otherwise required by law or for us to comply with our legal obligations; and
- third party suppliers and service providers engaged by us so that they can provide us with services related to or required by our business;
- other parties referred to in section 2 above; or
- otherwise to whom we have your consent for such disclosure.

### 3.2 Overseas disclosure of personal information

Some of our related companies and affiliates, and the third parties we deal with (including service providers) are located outside of Australia, and we may from time to time disclose personal information to recipients located in other countries (including France or Singapore).



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### 4 How to access and correct personal information?

Everyone has a right to access and to seek correction of their personal information that we hold about them (subject to certain exceptions in the Privacy Act).

You can request access to, and/or correction of, your personal information that is held by us by contacting us. Our contact details are set out below in section 8.

Where we hold information that you are entitled to access, we will try to provide you with suitable means of accessing it (for example, by mailing or emailing it to you). There is no charge for requesting access to your personal information and we will not charge for making any corrections to your personal information, but we may charge you a fee to cover our reasonable costs in providing you with access (such as photocopying costs or costs for time spent on collating large amounts of material).

We will respond to your requests to access or correct personal information in a reasonable time. We will also need to verify your identity before giving access to or correcting your personal information. If you believe that the personal information we hold about you is incorrect, incomplete or inaccurate, then you may request us to amend it. We will consider if the information requires amendment. If we do not agree that there are grounds for amendment then we will add a note to the personal information stating that you disagree with it.

There are some circumstances in which we may refuse to give you access to your personal information, or to give you access in the manner requested by you. For example, we refuse access if granting access would interfere with the privacy of others or if it would result in a breach of confidentiality. If that happens, we will provide you with a written notice setting out the reasons for our refusal, the mechanisms available to you to complain about our refusal, and other matters required by the applicable legislation.

### 5 What are our website (including cookies) practices

We are not responsible for the content or material contained in, or obtained through, any third-party website or for the privacy practices of the third-party website. We recommend that the privacy policy of each website that is visited by a person be reviewed.

When you visit our website, a 'cookie' may be installed in your computer. A cookie is a file that records information about your browsing of the website from that computer (eg visited pages, date and time of browsing, viewed links) and will facilitate your visits by making it easier and faster for you to identify yourself to access your target pages.

You can delete cookies installed on your computer at any time and prevent new cookies being saved and receive notification before installation of a new cookie, by configuring your browser software. Please refer to the help section of your browser software for more information on how to activate and deactivate these functions. Please note that you may not benefit from some of our website services if you uninstall a cookie or prevent cookies from being installed on your machine.

#### Which cookies are installed?

There are different types of cookies that may be used. When cookies require your prior consent to their installation, you are asked to consent through the banner displayed on the front page of the website, which states that navigation of the website indicates your acceptance.



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### 6 Personal information originating from our affiliates in the European Economic Area (EEA)

In the course of our business activities, we will, from time to time, receive personal information from our parent company, TotalEnergies SE, or from other affiliates established in France or elsewhere in the EEA. In order to be able to receive such personal information, we must comply with certain requirements governing the transfer of personal information originating from the EEA to entities outside the EEA. Consequently, and in addition to the principles in this Privacy Policy, we apply specific rules to personal information we receive from our affiliates and which originates from the EEA. A simplified version of these rules is available on the TotalEnergies Group's website (at <http://totalenergies.com/en/legal>).

### 7 Complaints

If you have a complaint about the way in which we have handled any privacy issue, including your request for access or correction of your personal information, you should contact us. Our contact details are set out below.

We will need to verify your identity, following which we will consider your complaint and determine whether it requires further investigation. We will notify you of the outcome of this investigation and any subsequent internal investigation.

If you remain unsatisfied with the way in which we have handled a privacy issue, you may approach an independent advisor or contact the Office of the Australian Information Commissioner (by phone at 1300 363 992 or by email to [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au) or at [www.oaic.gov.au](http://www.oaic.gov.au)) for guidance on alternative courses of action which may be available.

### 8 Contact details

If you have any questions about this Privacy Policy, or you would like to access your personal information, seek the correction of your personal information, or lodge a complaint, please contact us at:

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<b>Attention:</b>	Privacy Officer
<b>Email:</b>	<a href="mailto:privacy-officer@totalenergies.com">privacy-officer@totalenergies.com</a> and <a href="mailto:data-protection@totalenergies.com">data-protection@totalenergies.com</a>
<b>Postal address:</b>	TotalEnergies Renewables Australia Pty Ltd Level 26, 360 Elizabeth Street Melbourne VIC 3000
<b>Phone:</b>	03 9112 1500 during business hours

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### 9 Changes to this Privacy Policy

From time to time, we may change our Privacy Policy on how we handle personal information or the types of personal information which we hold. Any changes to this Privacy Policy will take effect from the time that they are posted on our website.



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You may obtain a copy of our current Privacy Policy on our website or by contacting us at the contact details above in section 8.