
Nine Entertainment Co. Privacy Policy for Employees, Contractors and Suppliers

Statement of Purpose

This policy provides information for (current, former and prospective) employees, contractors and suppliers of Nine Entertainment Co. Pty Ltd (ABN 59 122 205 065) and those of its related bodies corporate that are wholly owned by Nine Entertainment Holdings Co. Limited (**Nine Group** or **we**) about how we collect, hold, disclose and use their personal information in connection with their current, prospective or former employment or engagement (as is applicable).

Coverage and Exemptions from the Policy

This Policy applies to:

- All present and former employees and all prospective employees of the Nine Group
- All present and former contractors and all prospective contractors of the Nine Group
- All present and former suppliers and prospective suppliers of goods and/or services to the Nine Group

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1. Introduction

The Nine Group is Australia's largest locally owned media company with investments spanning commercial free to air television, broadcast video on demand, local print publications, an Australian radio network, car advice and listings, digital news, lifestyle and entertainment properties, various lifestyle events and a range of products and brands across publishing, advertising and consumer marketing.

The Nine Group is committed to protecting and maintaining your privacy and we are bound by the Australian Privacy Principles and the Privacy Act 1988 (Cth) (**Privacy Act**). As part of our business operations we may collect your personal information. This Privacy Policy describes the type of personal information we may collect and how we use, hold and disclose this personal information.

Please note that due to the nature of our business activities, from time to time we will handle personal information relying on various exemptions in the Privacy Act where appropriate (e.g., the media, related bodies corporate, employee records and other exemptions).

This Privacy Policy is in addition to other Nine policies including the Workplace Surveillance policy and the Acceptable Use policy which govern monitoring in Nine's premises and in the use of Nine's technology services. This Privacy Policy should be read in conjunction with these policies.

2. Who this policy applies to?

This policy applies to all proposed, current and former Nine employees, suppliers and service providers, contractors and subcontractors, work experience students, cadets, interns, volunteers and invitees to Nine's premises. This Privacy Policy will apply in different ways to each of these groups, depending on the different nature of Nine's relationship with the relevant group.

3. What is Personal Information?

When used in this policy, the term "personal information" has the meaning given to that term in the Privacy Act. In general terms, it is any information that can be used to personally identify you. This may include (but is not limited to) your names, age, address and contact details (including phone number and email address). If the information we collect personally identifies you, or you are reasonably identifiable from it, the information will be considered personal information.

4. What Kind of Information Do We Collect and How Do We Collect It?

The Nine Group only collects personal information that we need for our business activities, or which is volunteered to us. In general, the type of personal information we collect and hold could include (but is not limited to) your name, residential or business address, email address, contact details, gender, date of birth, photograph, bank account details, birth certificate, passport and/or drivers licence (where necessary to verify your identity and work rights if you are on a visa). The type of personal information we collect from you and the manner in which we collect it will depend on the nature of our relationship with you.

For example, if you are a Nine employee, the Nine Talent Acquisition team may collect your personal information during the recruitment process via your job application, verbal interactions, documents you submit as part of your application and/or via our online recruitment system.

Information we collect from other sources

We may also access information, including personal information, about you across the Nine Group and from third-party sources and platforms (which may include, without limitation, social networking sites, third party databases, agency recruitment processes, recruitment platforms such as LinkedIn and Seek, supplier websites, police and other government agencies, educational institutions, credit bureaus and recruitment or procurement agents or representatives we have engaged) and we may supplement the information we collect from you with information obtained from those third party sources.

5. How will we use or disclose your information?

We only use or disclose personal information for the primary purpose for which we have collected it, or for another related secondary purpose, unless you have provided your consent for Nine to use it for another purpose.

We may use or disclose your personal information (which may in some cases include sensitive information) for some or all of the following primary purposes:

- for recruitment purposes, where you have shared personal information with us as part of a job application or request for services, to check your references or qualifications with third parties (such as educational institutions) and/or to verify your working rights and visa information;
- to confirm or verify your employment at Nine with a third party such as a government body, financial institution or employment verification company when requested by the third party following your request and/or consent;
- to create, manage and maintain our relationship with you, including for matters like payroll systems, accounts payable, reviews, disciplinary action (including any termination of any employment or engagement) and/or managing you and your work or your relationship with us;
- to obtain professional services as required including accounting, legal, HR, accounts payable, industrial relations and insurance services and to conduct business process functions and other administrative functions for the operation of Nine's business affairs;
- to assist Nine to maintain a safe workplace and premises and to otherwise take reasonable care of the health, safety and welfare of its employees, contractors and visitors to Nine's premises (including without limitation all measures Nine considers to be reasonably necessary from time to time in connection with the COVID-19 pandemic and related matters);
- to investigate, consider, assess and respond to claims, complaints and/or conduct where required and/or to assist the police or any regulatory body to do so (eg if we have reason to suspect that you are or have been otherwise engaged in any unlawful or prohibited activity or have witnessed such activity);
- to address and deal with any claims including any workers compensation or other insurance claims in relation to any injuries or illnesses you may have or which you may have caused and/or witnessed;
- to share your personal information with an appropriate government or community organisation if we consider you may be at risk of causing serious harm to yourself and/or a third party/s or would otherwise benefit from being contacted by the organisation in relation to mental health and/or support; and/or
- to use personal information as otherwise required or permitted by any applicable law (including the Privacy Act) or otherwise with your consent.

In using your information for these purposes, we may disclose your personal information to relevant third parties which may include, without limitation:

- Nine's third-party service providers, including, technology and software providers, security services, payroll services, debt collectors and other business process outsourcing services so that they can provide services to us;
- production companies, casting agencies, couriers, educational institutions and various governmental agencies to assist us in managing you and/or your work with us and/or in administering our relationship with you;
- professional advisers and external consultants such as accounting, legal, human resources, industrial relations, medical practitioners, pathology service providers and insurers;
- government authorities in connection with COVID-19 contact tracing and case management processes; and
- suppliers of conference facilities, hospitality services and travel and accommodation services (including travel agents).

You expressly acknowledge and agree that information including your personal information may be shared within the Nine Group and with the third parties referred to in this Privacy Policy for use by those third parties for the purposes disclosed in this Privacy Policy.

6. Sensitive Information

We do not generally collect sensitive information as that term is used in the Privacy Act. This term applies to information such as your racial or ethnic origin, membership of political bodies, religion or trade unions, sexual preferences or activities, state of health or medical history and criminal record. However, in some instances, sensitive information might be collected and disclosed during the course of your interaction with us or during the course of interaction of others acting on your behalf with us or others acting on our behalf with you - for example, you may request us to deduct and pay union membership fees from your salary on your behalf or you may consent to submitting for a COVID-19 test conducted by Nine medical representatives and/or to disclosing to Nine a copy of the results of your COVID-19 test/s and/or your COVID-19 vaccination status.

Further, health and/or medical information may be collected in connection with a personal injury or illness, and this may be disclosed and used in relation to claims, in assessing your ability to perform the requirements of your role on a short term or ongoing basis and/or to assist us to manage the health, safety and/or wellbeing of you and other persons present in our workplace. For some roles or supply contracts, we may also undertake a criminal record check. If we hold any sensitive information about you, that information will only be used and disclosed by us for purposes for which you have consented.

7. Security and Management of Your Information

We understand that the security of your personal information is important. It is our policy to ensure that all Nine employees, contractors and service providers understand and take reasonable steps to keep your personal information confidential and secure and only use it in accordance with this Privacy Policy. Once collected, we may hold your personal information in a number of different formats, including (without limitation) software programs (located both onsite and offsite, including in the cloud), databases, filing systems, in offsite backup storage and in other similar technology. We take all reasonable steps to protect your personal information and to keep it secure from loss, unauthorised access, modification, disclosure, interference or other misuse and we have appropriate controls in place to limit who in the Nine Group can view, access and/or use your personal information.

We also impose strict requirements of security and confidentiality on all third parties (for example, those who provide us with technology services) as to how they store, handle and deal with the personal information and anonymous usage data that we hold.

Personal information collected by us may be stored, disclosed and processed both in Australia and/or overseas, including but not limited to the United States, New Zealand, China, India, Malaysia, the Philippines and Singapore. Our third-party contractors and service providers may perform some of their services overseas and/or we may use data hosting and cloud based IP service providers whose operations are located overseas. In all instances where this occurs, we only disclose your personal information to them and authorise them to use it in accordance with this Privacy Policy and applicable privacy law.

8. Access and Changes to Personal Information

Under the Privacy Act, you have the right to request access to the personal information which we hold about you. If you wish to exercise your right under the Privacy Act to seek access to the personal information that we hold about you, we ask that you contact us at peopleandculture@nine.com.au. If you make an access request, we may require you to verify your identity before we provide you with any access.

We will endeavour to acknowledge your request for access within 5 business days, and to provide you with the access to which you are legally entitled within 20 business days of the date of receipt of your request. We will notify you if we consider it will take longer than 20 business days to provide you with access. If you seek access to records held by us which are not current records, we may need to contact you to discuss your request and it may take a longer period of time to locate these records and we may charge you an administrative fee reflecting our cost of providing access. If we are not legally required to provide access to the personal information requested and we exercise our discretion not to provide that information, we will let you know our reasons for doing so.

We endeavour to ensure that the personal information we hold is accurate, complete and up to date. You have the right to ask us to correct information about you, which is inaccurate, incomplete, out of date, not relevant or misleading.

If you are a current Nine employee, you can also update certain personal information that Nine holds about you via Nine's payroll kiosk.

9. Changes to this Privacy Policy

We may, from time to time, review and update this Privacy Policy to take account of new laws, technologies and changes to our business and operations. All personal information held by us will be governed by our most recent Privacy Policy which will always be available on the Nine Intranet or if you do not have access to the Nine Intranet, you may contact peopleandculture@nine.com.au and request a copy.

10. Contact Us

If you have any questions regarding this Privacy Policy, complaints regarding how we handle your personal information or if you would like to make an access request, please contact peopleandculture@nine.com.au or contact us by mail at: People and Culture (Attention: Privacy Officer), 1 Denison Street, North Sydney, NSW, 2060. We also welcome feedback about privacy issues and will attend to all questions and concerns.

All complaints received will be assessed by our People and Culture Team and/or our Privacy Officer and reasonable steps will be taken to remedy any valid complaint. We will endeavour to acknowledge your complaint within 5 business days and to respond to your complaint within 20 business days of receipt by us of the complaint. If you are not satisfied with our response, you may contact the Office of the Australian Information Commissioner.

Dated: 14 October 2021