

APPENDIX C PRIVACY STATEMENT (EMPLOYEES AND CONTRACTORS)

Woodside is committed to recognising and respecting the privacy of its directors, officers, employees and contractors' employees. This Privacy Statement details how Woodside collects, holds, uses and discloses personal information provided to Woodside by Woodside directors, officers, employees and contractors' employees. It sets out rights in relation to personal information and how you can contact us.

In this Privacy Statement, references to '**Woodside**', '**we**' or '**us**' means Woodside Petroleum Ltd (ABN 55 004 898 962) and all related or subsidiary companies both in and out of Australia.

Last Updated: 25 October 2019. Please note that this Privacy Statement is non-contractual and we may amend it from time to time. Please check back for updates on a regular basis.

The contents of this Privacy Statement may be updated from time to time. This Privacy Statement was last updated on 25 October 2019. Please check with your manager or Woodside's Privacy Officer (see below) to ensure you have the latest versions. By dealing with Woodside, you acknowledge that you have understood and accept the contents of this Privacy Statement, including any changes made to these documents by Woodside from time to time. Note, our Privacy Officer does not amount to a data protection officer for the purposes of the European General Data Protection Regulation. Our Privacy Officer is responsible for Woodside's management of data privacy.

What is personal information?

Personal information is information or an opinion about you as an individual that identifies you or from which your identity can be ascertained.

What is sensitive information?

If personal information concerns certain matters, it is sensitive information.

Sensitive information can be information about:

- Racial or ethnic origin
- Political opinions
- Membership or political association
- Religious beliefs or affiliations
- Philosophical beliefs
- Membership of a professional or trade association
- Membership of a trade union
- Sexual preferences or practices
- Criminal record
- Health, genetics or biometrics
- Biometric templates

Types of information collected

Woodside, our agents and service providers collect information (including sensitive information) about Woodside directors, officers, employees and contractors' employees.

Title:

In the course of your dealings with Woodside, we may collect some or all of the following information about you, where appropriate. Please note that this list is not exhaustive:

- Your name, date of birth, gender, contact, emergency contact and next of kin details.
- Medical information.
- Your tax file number and bank account details.
- References about you.
- Other recruitment related information including criminal record checks where permitted by law, sanctions and bankruptcy checks, directorships and shareholdings, 100 points identification, verification of qualifications or licences and evidence of ability to work in Australia or another country.
- Working with children checks.
- Your passport, visa, frequent flyer number, driver's licence number and vehicle details.
- Your username and password.
- Information about your access to Woodside sites, premises, systems and assets.
- Biometric information including samples and templates, and CCTV footage.
- Your photograph
- Information concerning your Woodside shareholdings or relating to an investment in Woodside
- Survey information.
- Details of any grievance or disciplinary matters, whether brought by or against you or in which you are otherwise involved.
- Details of any leave you take or request during your employment, or sickness absence including health-related information.
- Diversity information including racial or ethnic origin, religious or other beliefs, and physical or mental health, including disability-related information.
- Other information relevant to your relationship with us or the Woodside Employee Share Plan.

Occasionally, you may give us personal information about other people - for example your family or authorised representatives. If so, you must tell those individuals that you are giving their personal information to us and that this Privacy Statement governs the collection, use, disclosure and storage of that information.

We will only collect personal information to the extent permitted by law.

Medical information collected from employees may relate to pre-employment medicals, alcohol and drug tests, periodic medicals and related documentation to support ongoing fitness for work (such as for remote environments, to meet statutory requirements, demonstrate emergency response capability, travel or assurance relating to capacity or return to work), health and well-being (such as flu vaccinations) and occupational exposure monitoring. De-identified biometric information (e.g. blood pressure, cholesterol level and other medical test results) may be collected as summary information as to workforce health and the success of health and well-being initiatives.

For contractors' employees, medical information may be captured for a Woodside clinic attendance, alcohol and drug testing or occupational exposure monitoring. A statement of compliance with medical requirements may be captured in Woodside's contractor verification system.

Biometric data collected from directors, officers, employees and contractors' employees may relate to maintaining security or safety with respect to Woodside sites, premises, systems, assets, equipment or people and absence monitoring. CCTV footage may be collected at Woodside premises and used, disclosed and stored for security and safety related purposes.

Title:

Woodside only collects, uses or discloses sensitive information about you as allowed by law, for example, we need to process this information in order to make reasonable adjustments to the workplace for you, or where we have received your consent to do so and the collection is reasonably necessary for one or more of Woodside's functions or activities, or the collection is necessary for the establishment, exercise or defence of a legal or equitable claim, or to meet some other legal obligation.

Why we collect, hold, use and disclose personal information and our legal bases for doing so

There are a number of different ways that we are lawfully able to process your personal information. We have set these out below:

Where processing your personal information is within our legitimate interests: Woodside may collect, use and store this personal information for the some or all of the following legitimate business interests of Woodside, where relevant. Please note that this list is not exhaustive:

- Carry out the recruitment and administration of staff and human resources activities (including payroll and benefits administration, assessing your performance, disciplinary procedures, absence monitoring and training/people management).
- To facilitate the operation of employee incentive arrangements, such as bonus plans, the Woodside Equity Plan and the Executive Incentive Scheme (or any other employee equity plan introduced from time to time).
- Facilitate our internal business and oil and gas operations, work management and maintain proper business records.
- Administer internal databases (including our contracts and stakeholder databases).
- In undertaking due diligence activities.
- To arrange travel.
- Engage in business sales or acquisitions or joint ventures.
- Receive and provide services (including maintaining records of business relationships).
- To facilitate participation in volunteering opportunities.
- Investigate or respond to any incidents, complaints or grievances.
- To authenticate your access to and protect and maintain the security and safety of Woodside owned or operated sites, premises, systems and assets and people.
- Maintain emergency contact and beneficiary details.
- Billing and accounts.
- Publishing information sources used in advertising and mailing lists for public relations.

In very limited circumstances, where you give us your consent to process your personal information: Where required by local laws, we may sometimes ask you for your consent to use your personal information.

Where processing your personal information is necessary for us to carry out our obligations under our contract with you, to ensure that you are properly fulfilling your obligations to us, and to ensure that we are fulfilling our obligations to others: There may be contracts which require personal information (including sensitive information) of contractors' employees to be provided to Woodside. The contractor and Woodside will comply with applicable plans, policies, procedures and guidelines relevant to those contracts. However, if we do not collect, hold, use and disclose the personal information of such contractors' employees (including sensitive information such as medical or biometric information), then such contractors' employees may not be permitted to access Woodside owned or operated sites and the contractor may not be able to perform services for Woodside, especially if the collection, holding, use and disclosure of that information is required by law.

Title:

Where this occurs, consequences for you are set out in Woodside's policies, procedures and guidelines.

Where processing your personal information is necessary for us to carry out our legal obligations: We may also collect, use or disclose personal information to regulatory or governmental agencies in the event of an investigation in order to meet our ongoing regulatory and compliance obligations. Where permitted or authorised by law, we use systems designed to flag suspicions or potentially unlawful or fraudulent activity.

Where processing your sensitive information is necessary for us to assess your work capacity: For example, we may need to make reasonable adjustments if you have a disability or we may need to process your personal information to satisfy our obligations with respect to equal opportunities monitoring.

Where processing your personal information is necessary for us to establish, exercise or defend legal claims: We may process your personal information where necessary for us to establish, exercise or defend legal claims.

Where processing sensitive information is necessary for us to exercise our rights or carry out our employment and social security law obligations: For example, we may process your sensitive information in compliance with our equal opportunities obligations.

How do we collect your personal information?

Personal information is generally collected directly from you.

Sometimes, information may be collected about you from some or all of the following other sources, where relevant. Please note that this list is not exhaustive:

- From third parties, such as our agents or your representatives or (in the case of contractors' employees) the organisation for which you work.
- Your employer, in the case of contractors' employees (for example, we may be organising travel and accommodation arrangements for you, in order for you to do some business with Woodside, so we may need to ask your employer about any health or special dietary requirements you have or your passport and/or visa details).
- We may require personal information to ensure that you are covered by insurance policies and we request this information from a health provider or another insurance company in order to ensure coverage is quickly organised.
- From public sources such as a public register, for example, to check directorships and shareholdings, as part of monitoring compliance with Woodside's Code of Conduct and Supplier Code of Business Conduct.

In some cases, where entitled by law, you may also be entitled to withdraw your consent where this is the basis on which Woodside is processing your personal information.

Do we disclose your personal information to anyone?

We may disclose your information within the Woodside group (or to any prospective purchaser of all or part of the group or its assets), to third parties we work with or in connection with investigations, or for legal or regulatory reasons, where relevant and in accordance with any applicable laws.

*We may disclose your personal information within the Woodside group and to third parties who provide goods and services to the Woodside group, or carry out activities on behalf of, the Woodside group for the purposes set out in the section titled "**Why we collect, hold, use and disclose personal information**" (e.g. to service providers who help us with payroll, the operation of incentive*

Title:

or similar schemes, travel or insurance, or to potential buyers of all or part of our business or its assets, etc.).

We may make disclosures to other third parties where we are required or authorised by law or where it is necessary for the purpose of, or in connection with, legal proceedings, to defend legal rights or to investigate breach of our policies and standards. For example, we may disclose your personal information to government agencies as part of our statutory obligations or to a court in response to a subpoena.

Cross border disclosure of personal information

Sometimes where Woodside discloses personal information as set out above the recipient may be outside the country in which personal information was collected, including countries outside Australia and the European Economic Area (EEA), which do not have laws in place that require your personal information to be protected in the same way as it would be within Australia or the EEA. Before disclosing your personal information to an overseas recipient, Woodside will ensure that the disclosure occurs in accordance with applicable privacy laws and that measures are put in place to safeguard your personal information (e.g. contracts obliging the third party to protect your data).

Personal information held by Woodside may be disclosed for specific purposes from time to time and this may occur in the many countries around the world.

The countries in which Woodside processes or stores data include the countries listed below. Please note that this list is not exhaustive:

- Australia
- United Kingdom
- Singapore
- Myanmar
- Canada
- European Economic Area
- USA
- Canada
- Japan
- Korea
- Senegal
- Republic of Ireland
- Timor-Leste
- India

Personal information may be disclosed to providers around the world.

Woodside, its contracted services providers (and their affiliates or subcontractors) may also use cloud services, systems and servers both within and outside of Australia to store and manage your personal information. Woodside requires its service providers to ensure that any data transfer in relation to such cloud storage occurs in accordance with applicable privacy laws.

Woodside requires the service providers it contracts with from time to time to take appropriate steps to protect the privacy and manage the security of your personal information. If you have any further questions about the protections Woodside puts in place when transferring information overseas, please contact our Privacy Officer.

Title:

Is my personal information held by Woodside secure?

The security of your personal information is important to us. Woodside takes such steps as are reasonable in the circumstances to protect personal information from loss, misuse, interferences, unauthorised access, modification or disclosure. Please notify us immediately if you become aware of any breach of security, including through our [Privacy Officer](#).

Woodside employs a number of means to protect your personal information including:

- External and internal premises security, such that your information cannot be seen or modified by unauthorised persons.
- Restricted access to personal information.
- Maintaining technology products to prevent unauthorised computer access.
- Regular reviewing and testing of our technology in order to improve the level of security.
- Mandatory requirements in relation to use of Woodside's IT Systems.

It is important to be aware that email is generally not a secure way to communicate. You should be aware of this when sending personal information to us via email. While we take reasonable steps to safeguard the security of emails sent within Woodside to internal recipients, personal information contained within emails sent to and from email addresses external to Woodside may not be secure.

Retention

Woodside will retain your data in line with good record-keeping practices and may be required to retain your personal information for a period of time after you have ceased your relationship with us. The relevant time period for retention of your information is determined in accordance with relevant legal and regulatory requirements, the purpose for which your personal information was collected, limitation periods for any claims that might arise and industry practice guidelines. After the requisite time period has passed, we will take such steps as are reasonable in the circumstances to attend to the destruction, deletion or de-identification of your personal information.

Woodside's approach to retention and disposal of information groups 'like information' together in order to apply Woodside's retention rules according to legal and operational requirements. This policy is based on best practice, the Australian Records Retention Manual and legal requirements. After the requisite time has passed, we will take such steps as are reasonable in the circumstances to attend to the destruction, de-identification or deletion of your personal information.

Access to Woodside via the Internet

When you access Woodside's internet website, you can view the [Privacy Statement](#) relating to the way Woodside deals with information of visitors to and users of its website.

Does Woodside use Government related identifiers?

A government related identifier of an individual is one that has been assigned by a government agency or authority, or an agent of these, or a contracted service provider for a government contract acting that capacity. Examples of government related identifiers may include your Tax File Number or Medicare number. Woodside does not use government related identifiers as a means of identifying the personal information we may have collected about you.

Title:

Individual rights

Woodside complies with applicable laws which grant individuals certain rights in respect of their personal information (e.g. rights to access, correct, delete, withdraw consent, complain etc.). You can contact our Privacy Officer to exercise your rights.

The rights that individuals have in respect of their personal information vary from country to country. Set out below is a list of the key rights of which you should be aware. Some rights will not apply in some jurisdictions and there may also be limitations on the ways in which rights can be exercised.

Please contact our Privacy Officer if you would like to request the exercise of any of these rights in relation to your personal information held by Woodside. If we deny your request, we will explain why.

Right to access

You may request access to and correction of any of the personal information Woodside holds about you by contacting the Privacy Officer on the contact details below. If we deny your request for access to your personal information, we will explain why.

For more detailed requests for access to personal information, for example, access to information held in archives, a fee may be charged where permitted under applicable laws to cover the cost of retrieval and supply of this information to you.

Any requests for access to personal information will be handled as quickly as possible and we will comply with applicable laws and, in any event, endeavour to process your request within 30 days of receiving it. Some requests may take longer to process depending upon the nature of the personal information being sought.

Right to correction

Woodside takes reasonable steps to ensure that information is up to date and complete. Please contact us if you believe your information is inaccurate or incomplete.

You may request that we correct any of the personal information which we hold about you, to ensure that having regard to the purpose for which we hold it, the information is accurate, up to date, complete relevant and not misleading.

If we have shared this personal information with third parties, we will notify them about the rectification unless this is impossible or involves disproportionate effort. You may also request details of the third parties that we have disclosed the inaccurate or incomplete personal information to.

If we refuse your request, we will tell you in writing why we have done so, as well as the mechanisms which are available to you to complain about our refusal and anything else of which we are required to inform you.

Right to object to, or restrict use of, data

You may write to us to object to us using your personal information – either generally or for a specific purpose.

Title:

Right of deletion

In some circumstances, you may be able to request that Woodside erase some or all of the personal information we hold about you.

Right to withdraw consent

If you have given us explicit consent for the use of your personal information, you may later withdraw that consent (although this will not affect our previous use of your information).

Right of data portability

In some circumstances, you may have the right to transfer the details we hold on you to another employer or a third party. To allow you to do so, we will provide you with your data in a commonly used machine-readable format so that you can transfer the data to another employer. Alternatively, we may directly transfer the data for you. This right of data portability applies to personal data: (i) subject to the jurisdiction of the European General Data Protection Regulation; (ii) that we process automatically (i.e. without any human intervention); (iii) provided by you; and (iv) that we process based on your consent or in order to fulfil a contract.

Right to make a complaint

If you believe that Woodside has not protected your personal information as set out in this Privacy Statement or has breached your privacy rights in any way, you may lodge a complaint with us by contacting our Privacy Officer using the contact details set out below.

On receipt of your complaint, Woodside will:

- Provide a written acknowledgement or receipt.
- Promptly investigate the complaint and let you know if further information is required to investigate it.
- Endeavour to provide you with a substantive written response within 30 days.

In some circumstances, you may also have the right to lodge a complaint with the relevant regulator, including:

- The Office of the Australian Information Commissioner
 - Post: GPO Box 5218, Sydney NSW 2001
 - Fax: +61 2 9284 9666
 - Email: enquiries@oaic.gov.au
- The Information Commissioner's Office in the UK. You can contact them in the following ways:
 - Phone: 0303 123 1113
 - Email: casework@ico.org.uk
 - Live chat
 - Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Title:

Contact our Privacy Officer

If you have a question about this Privacy Statement or wish to exercise your rights in relation to your personal information, you can contact our Privacy Officer in any of the following ways:

- By emailing our Privacy Officer at privacy@woodside.com.au
- By telephoning our Privacy Officer on ph +61 8 9348 4000 from 8am to 4pm WST Monday to Friday
- By sending a letter to:
- The Privacy Officer
Woodside Petroleum Ltd
Mia Yellagonga
11 Mount Street
Perth, Western Australia 6000.

You may also contact us on:

- For Singapore on ph + 65 6709 8021 from 8am to 4pm.
- For Canada, on ph + 1 587 956 0913 from 8am to 4pm.

Note, our Privacy Officer does not amount to a data protection officer for the purposes of the European General Data Protection Regulation. Our Privacy Officer is responsible for Woodside's management of data privacy.