



KARARA
CAPITAL

Privacy Policy

Karara Capital Pty Limited

ABN 34 134 075 157

AFS Licence No. 333318

Level 33, 101 Collins Street
MELBOURNE VIC 3000

Privacy Policy

This privacy policy of Karara Capital Pty Limited ABN 34 134 075 157 explains how Karara Capital manages and protects personal information, including:

- what personal information we collect
- how personal information is stored
- how we use, or might use, the personal information
- how your personal information may be disclosed to others
- your rights to access or update/correct the personal information we hold; and
- how you can contact us if you have concerns about how we have managed your personal information.

We aim, in adopting this policy, to ensure we have procedures in place to comply with the Australian Privacy Principles set out in the Privacy Act 1988. These principles govern how organizations handle personal information.

The type of personal information we collect

Karara Capital collects personal information only where it is necessary for us to perform our business functions and to provide services to our clients.

The main types of personal information Karara Capital may collect and hold are details such as your name, contact details, personal details, however the kinds of personal information we request and hold will be dependent upon the type of service/s you request from us.

In addition, we may collect personal information about individuals who are not clients of Karara Capital (eg business contact details of a company representative with whom we deal).

When recruiting for employees, we may collect and hold personal information about you, including your name, contact details, date of birth, citizenship, employment references, criminal checks, education and employment history.

In the employment context, we may also collect and hold the personal information listed above, as well as your tax file number (TFN) and banking details.

Generally, we will not collect sensitive information (such as your race, political or religious beliefs and sexual orientation).

Karara Capital; also collects information on website activity such as the number of visits to our website and the pages viewed. This information is collected to analyse and improve our website and record web traffic. Karara Capital does not use this information to personally identify you.

How personal information is stored

Karara Capital takes reasonable steps to protect the personal information it holds from loss, unauthorized access, use, modification or disclosure. We keep personal information in physical and electronic records, at our premises and the premises of our service providers, which may include storage on the cloud. Access to personal information is controlled to prevent misuse or unauthorized disclosure of the information.

Where the personal information we collect is no longer required, we delete the information or permanently de-identify it in accordance with relevant laws.

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How we use, or might use, the information

Any personal information we collect will be used to provide you with information and/or services that you request. We will not use or disclose any personal information for any other purpose without your consent. We do not sell personal information for marketing purposes to, or with, other organizations.

We may need to disclose your information to third party service providers who perform a range of services on our behalf. Examples include those who provide legal or accounting advice to Karara Capital, fund administrators and Information technology vendors. It is unlikely that any of the parties to whom we disclose personal information operate outside of Australia. However, where this occurs, we will take reasonable steps to protect personal information against loss, unauthorized access, misuse, modification or disclosure.

We require our service providers to adhere to strict privacy guidelines and not to use personal information for any unauthorized purposes.

We may also need to disclose your personal information to law enforcement agencies, courts or government agencies where required to comply with specific legal requirements.

Your rights to access and update information

You may contact us to request access to the personal information we hold about you at any time. You may also ask us to correct information about you that you may believe is inaccurate, incomplete or out of date.

In certain circumstances, we may not be able to correct or provide you with access to your information. In these circumstances, we will write to you to explain and provide the reasons why.

Contact us about Privacy

You can contact us through the contact details below if you:

- wish to access, update or correct your personal information;
- require further information about how we handle personal information; or
- have a complaint or concern in relation to privacy.

We will take any issue or concern relating to your privacy matter or complaint seriously and will take all reasonable steps to address your matter or complaint. If you are not satisfied with our handling of your privacy related matter or complaint, you may make a complaint to the Office of the Australian Information Commissioner.

Privacy Officer
Karara Capital Pty Limited
Level 33
101 Collins Street
MELBOURNE VIC 3000

Links to other websites

Karara Capital's website may contain links to websites operated by third parties. Karara Capital is not responsible for the privacy practices of such third party websites.

Karara Capital reserves the right to change this Privacy Policy at any time. Any amended Policy will apply regardless of whether or not we have specifically notified you of any change.

This policy forms part of the Terms and Conditions of our website www.karara.com.au.