

Data Privacy Notice – ProCon Personal Information

Introduction

Protecting your privacy is very important to BHP. This notice sets out how BHP collects and processes your personal information. It also sets out your rights in relation to the personal information we hold about you. If you have questions about this notice, please contact the BHP Data Protection and Privacy Office at dataprotectionandprivacy@bhp.com.

Types of personal information we collect

For the purposes of this notice, “personal information” means any information about an identified or identifiable person. This includes where you can be identified, directly or indirectly, including by reference to an identifier (for example, a name or email address, a mobile phone, or an online identifier such as a unique device identification number). We use the words “process” and “processing” to describe the various things we may do with your personal information – including using, disclosing, holding, recording, storing, transferring or otherwise handling that information.

We collect and process different types of personal information depending on how you interact with us. In some cases, this may include information that shows who you are and/or is linked to you as a result of your work with BHP.

Why we process your personal information

We process personal information to conduct our business – this includes managing your working relationship with us, managing our global workforce, managing our contractual relationships, managing safety and security risks, and complying with legal obligations.

How we store and protect your personal information

We take steps to ensure that your personal information is kept secure and protected against unauthorised access or use. We only keep your personal information for as long as we need it to carry out the purposes described in this notice.

We generally store the personal information that we collect in electronic databases. These databases are generally hosted in our dedicated data centres in Australia (Perth), Chile (Santiago) and the USA (Dallas). We also use third parties like AVEVA/ProCon to store and process your personal information. However, we only do this when the party agrees to comply with our procedures and policies or if they put in place equivalent security measures.

Our aim is to keep personal information for no longer than is necessary for the purposes described in this notice or as otherwise required by law. Generally, this means your personal information will be retained for the period of your work relationship with us, plus a reasonable time period afterwards where necessary to fulfil all of our commitments to you, to address ongoing work-related issues, or deal with any legal matters.