Sumitomo Mitsui Banking Corporation Sydney Branch Privacy Policy

Sumitomo Mitsui Banking Corporation (**SMBC**) is part of Sumitomo Mitsui Financial Group, Inc. (our corporate group will hereinafter be referred to as "**SMBC Group"**) which is incorporated in Japan. SMBC is a foreign authorised deposit-taking institution authorised by the Australian Prudential Regulatory Authority to carry on banking business in Australia and operates in Australia as Sumitomo Mitsui Banking Corporation Sydney Branch[1] (ARBN 114 053 459; AFSL 288519) (**SMBC Sydney Branch** / the **Bank**).

SMBC Sydney Branch is bound by the obligations set out in the *Privacy Act 1988 (Cth)* (**Privacy Act**), including the *Australian Privacy Principles* (**APP**).

This Privacy Policy is prepared in compliance with APP No. 1 (Open and transparent management of personal information) and provides a summary of what type of, and why and how SMBC Sydney Branch collects your personal information (**Personal Information**)[2] as part of its business in Australia and how you can contact SMBC Sydney Branch where you have concerns over matters on privacy. This Privacy Policy applies to SMBC Sydney Branch's operations only, and not to any other branch or division of SMBC Group, or any related entity or affiliate of SMBC Group.

This Policy is subject to regular review and may change without notice.

[1] Any reference to Sydney Branch in this document also extends to include a reference to Perth Sub-Branch.

[2] Personal information means information or an opinion about an identified individual or an individual who is reasonably identifiable.

INDEX

1. **Kinds of Personal Information collected and held** 3
2. **When SMBC Sydney Branch collects Personal Information** 3
3. **How SMBC Sydney Branch holds Personal Information** 5
4. **Purpose of collection, holding, use and disclosure of Personal Information** 5
5. **Who SMBC Sydney Branch discloses Personal Information to** 6
6. **Consequences if the Personal Information is not collected** 7
7. **Accuracy** 7
8. **How to Access and Correct Personal Information** 7
9. **Complaints and Breach Reporting** 7
10. **Employee records exemption** 8
11. **Contacting the Office of the Australian Information Commissioner (OAIC)** 8
12. **How to contact SMBC Sydney Branch about privacy issues** 8

1. Kinds of Personal Information collected and held

The kinds of Personal Information that SMBC Sydney Branch usually collects and holds about individuals where necessary include:

• Name (including former name and aliases).	• ID, such as your drivers' licence and passport numbers.	• Date of birth.	• Business or employment details.
• Gender.	• Education details.	• Nationality.	• Signature.
• Contact details (including your job title, phone, e-mail and current and previous addresses).	• Judgments and convictions against an individual (including bankruptcy).[3]	• Information about the products and services which the Bank has provided or considered providing, in connection with an individual.	• Financial information, including share ownership and information which may have a bearing on credit worthiness, and tax registration details.

The above is not an exhaustive list.

2. When SMBC Sydney Branch collects Personal Information

Personal Information may be collected by SMBC Sydney Branch where it is necessary for our business purposes including complying with the relevant laws and regulations such as Know-Your-Customer duties. Generally, this will be when/where:

• Where an application is made for corporate banking services. If you are a partner, director, officer, signatory, attorney, trustee, agent, settlor, beneficial owner or beneficiary of the relevant customer, potential customer or customer group (including a business, company, or other legal entity such as a trust or partnership), Personal Information may be collected directly from you or indirectly through your representative (including your employer as our customer or its representative).	• When the Bank updates or confirms your Personal Information periodically, or where your or a customer's circumstances or information change (including for example, "Authorised Signatories" lists).	• As part of our standard procedures for verifying verbal instructions which are provided on behalf of a customer (including, as relevant, recording of phone conversations where instructions are received from a customer).
• If you visit the premises of	• When you apply for a job with	• From a related entity or affiliate

[3] This is mainly in relation to pre-screening of job applicants or prospective employees of SMBC Sydney Branch.

SMBC Sydney Branch (incl. security video recordings).	SMBC Sydney Branch.	(when it is necessary).

The above is not an exhaustive list.

Where possible, SMBC Sydney Branch only collects Personal Information about individuals directly from those individuals or via an agent, representative, or employer of the individual for that purpose. If we are required to collect information about you from another third party, we will take reasonable steps to let you know of that collection, if necessary.

SMBC Sydney Branch does not provide retail banking services in Australia and thus does not collect or report Personal Information (e.g. personal credit history) from or to Credit Reporting Bodies.

3. How SMBC Sydney Branch holds Personal Information

SMBC Sydney Branch holds Personal Information at our premises and also in our electronic servers owned by a wholly-owned subsidiary of SMBC Group, which is located offshore (including email and software).

We will take reasonable steps to protect the Personal Information from misuse and loss and from unauthorised access, modification or disclosure. SMBC Sydney Branch uses current technology and processes to protect Personal Information. Only employees of SMBC Sydney Branch and those who are authorised to handle Personal Information and need to do so, will have access to it. All staff are trained and regularly updated in relation to information security.

Where Personal Information that SMBC Sydney Branch holds is no longer necessary, we delete the information, securely archive it or permanently de-identify it as required under the Privacy Act and the APP. In particular, if you are unsuccessful for a job application with SMBC Sydney Branch, unless you have agreed otherwise, your Personal Information will be destroyed (where possible) or otherwise, securely archived, in accordance with our applicable data retention policy.

4. Purpose of collection, holding, use and disclosure of Personal Information

SMBC Sydney Branch only collects, holds, uses and discloses Personal Information that is necessary for SMBC Sydney Branch's business.

SMBC Sydney Branch's business is to provide corporate banking services in Australia and does not involve the provision of any banking services directly to individuals. Accordingly, Personal Information is collected, held, used and disclosed so that SMBC Sydney Branch may:

• Administer SMBC Sydney Branch's customer	• Provide and manage banking products and services to	• Conduct pre-employment

relationships.	corporate customers, including confirming the identity of relevant signatories and officers in connection with those corporate customers.	checks.
• Establish an individual or entity's tax status under any Australian or foreign legislation, regulation or treaty or pursuant to an agreement with any tax authority.	• Comply with the Bank's legal obligations, including obligations under Australian anti-money laundering and counter-terrorism financing laws. This includes identity verification.	• Identify, prevent, or investigate any actual or suspected fraud, unlawful activity or misconduct.

The above is not an exhaustive list.

From time to time, SMBC Sydney Branch may also use or disclose your Personal Information for general customer relationship management or for various secondary purposes which are ancillary and related to its business (and for which you might reasonably expect it to be used).

SMBC Sydney Branch does not generally collect Sensitive Information (as defined in the Privacy Act) about individuals unless it is necessary for SMBC Sydney Branch's functions or activities and the individual consents to the collection, or SMBC Sydney Branch is required or authorised by an Australian law, regulation, or a court or tribunal order to do so.

5. Who SMBC Sydney Branch discloses Personal Information to

SMBC Sydney Branch may disclose Personal Information where necessary, to:

• Related entities or affiliates of SMBC Group, as required. The Bank will ensure that those entities do not breach the Privacy Act (including entering into a contract with the receiving entity for the protection of Personal Information, if it considers it necessary to do so).	• Participants in financial and payments systems and other financial institutions (including any person wishing to acquire an interest in a customer's facilities).	• Entities that provide services to SMBC Sydney Branch, including auditors, financial advisors, consultants, and lawyers. The Bank takes reasonable steps (including providing instructions to ensure that they protect the privacy of individuals, and entering into confidentiality agreements, where necessary) to ensure that those entities protect and maintain the confidentiality of the Bank's information (including Personal Information).
• Relevant guarantors and security providers.	• Parties to whom SMBC Sydney Branch is authorised or required by law regulation,	• Regulatory bodies, government agencies, law enforcement bodies and courts in Australia and overseas.

	or court or tribunal order to disclose information.	

The above list is not exhaustive.

Overseas recipients of the Personal Information are likely to include recipients (e.g. sister branches or group related entities or affiliates) located in some or all of the following countries: Japan, Malaysia, India, the United States of America and the Republic of Singapore. The recipient countries may be subject to change from time to time. SMBC Sydney Branch will only share Personal Information with parties who have comparable level of controls and measures in protecting such information and in accordance with the Privacy Act and the APP.

6. Consequences if the Personal Information is not collected

If any Personal Information SMBC Sydney Branch needs is not available, or not provided, SMBC Sydney Branch may not be able to provide the relevant product or service to the customer or SMBC Sydney Branch may delay, block or refuse to make a payment or action an instruction relating to the customer's account.

7. Accuracy

SMBC Sydney Branch will take reasonable steps to ensure that all Personal Information that SMBC Sydney Branch collects, uses or discloses is accurate, complete and current. To assist SMBC Sydney Branch with this, individuals should contact SMBC Sydney Branch if any of their personal information changes or if they believe that the personal information SMBC Sydney Branch has is not accurate or complete.

8. How to Access and Correct Personal Information

Individuals have a right to request SMBC Sydney Branch to provide them with access to the Personal Information SMBC Sydney Branch holds about them, and to seek the correction of their Personal Information. This can be done by contacting SMBC Sydney Branch on the details listed below.

SMBC Sydney Branch will deal with the request within a reasonable period. Access will be provided unless there is a legal or administrative reason for denying or limiting access. SMBC Sydney Branch will let you know the reason for denial of access or correction and the complaint procedure about the refusal.

9. Complaints and Breach Reporting

Individuals can submit their complaints about any breach by SMBC Sydney Branch of the Privacy Act, the APP or other regulatory obligations on privacy, by contacting SMBC Sydney Branch on the details below. Unless the complaint is assessed as frivolous or unreasonable, SMBC Sydney Branch will acknowledge the complaint, investigate it, and reply to the

complainant in writing within a reasonable timeframe. If, as a result of SMBC Sydney Branch's investigation, SMBC Sydney Branch has come to conclusion that there has been a breach, SMBC Sydney Branch will take reasonable steps to rectify the breach and implement relevant preventative measures.

Where the breach is assessed to be one with broad impact and may likely cause serious harm to the individuals involved, SMBC Sydney Branch will immediately report the breach to the Office of the Australian Information Commissioner (OAIC) as required under the Notifiable Data Breaches scheme.

10. Employee records exemption

In some circumstances, the handling of employee records in relation to SMBC Sydney Branch's current or former employees is exempt from the Australian Privacy Principles pursuant to s.7B(3) of the Privacy Act. This may also apply to cases where the employee records are provided to a related party or third party.

11. Contacting the Office of the Australian Information Commissioner (OAIC)

If you would like further information about privacy laws in Australia you can contact the OAIC at www.oaic.gov.au.

12. How to contact SMBC Sydney Branch about privacy issues

If an individual:

- wants to access, update or correct their Personal Information;
- wants more information concerning how SMBC Sydney Branch handles Personal Information or any privacy issues; or
- has a complaint in relation to privacy,

he/she should contact SMBC Sydney Branch at the following address:

Sumitomo Mitsui Banking Corporation, Sydney Branch

Level 35, The Chifley Tower

2 Chifley Square

Sydney NSW 2000

Phone: (61) 2 9376 1800

Attention: Head of Compliance

Email: compliance_syd@au.smbc.co.jp