

MUNRO FOOTWEAR GROUP PRIVACY POLICY SUPPLEMENT COVID-19 DISCLOSURE

1. WHAT IS THE PURPOSE OF THIS DOCUMENT?

Munro Footwear Group ACN 614 250 501 and its related entities (and a reference in this supplement to **Munro Footwear Group, we, us** or **our** is a reference to each of those entities and the group as a whole) is committed to protecting the privacy and security of your personal information, including in specific circumstances such as the ongoing novel coronavirus ("COVID-19") pandemic. This document supplements our Privacy Policy (available at <https://www.munrofootweargroup.com.au/privacy-policy>) and applies in respect of the personal information we collect in connection with any COVID-19 potential exposure information, contact tracing and checking, test results, vaccine bookings/appointments or vaccination status, or other COVID-19 related information that we collect from you or that you provide to us. Our Privacy Policy continues to apply to this information except to the extent a narrower restriction is set out in this supplement.

2. WHAT ADDITIONAL PERSONAL INFORMATION DO WE COLLECT ABOUT YOU REGARDING THE COVID-19 PANDEMIC?

We may collect:

- the results of any recent COVID-19 tests you have undertaken
- your vaccination status (no vaccination, one dose, or two doses) and vaccine type
- information about any bookings or appointments you have made to get a COVID-19 vaccination
- a copy of your vaccination certificate
- if you provide us with evidence of a medical exemption from receiving the vaccine (if applicable), a copy of that evidence and the reason for the medical exemption
- contact tracing information including information about who you may have been in close contact with while at our premises, and
- a scan of your temperature (we do not record your specific temperature reading, but if it is above the acceptable range prescribed by the relevant health authorities we will note this).

Depending on your answers and if applicable your temperature scan result you may not be allowed to enter our premises or interact with us in-person at this time.

Where we ask if you have been in contact with a confirmed COVID-19 case, we are only asking for circumstantial information, not personal information. If you provide us with personal information relating to another person (such as a next of kin), you warrant that you have informed that person of the information set out in the relevant collection form and this supplement and obtained their consent to disclose their information to us for use in accordance with our Privacy Policy and this supplement.

If you do not provide this information to us we may be unable to let you enter or remain on our premises and we may be unable to provide you with benefits that are available to appropriately tested or vaccinated individuals. If you are one of our employees, you may be directed not to attend work until the required information is provided. If you are not one of our employees but you are attending at a work site managed or controlled by us, you may be directed not to enter our work site.

3. HOW DO WE USE THIS PERSONAL INFORMATION?

We use the personal information noted in this supplement to allow us to:

- comply with health and safety obligations and any legal requirement to collect this information
- ensure the health and safety of individuals including our employees, contractors and visitors, as well as the security of our premises

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- manage our sites and employee rostering, and manage and undertake projects safely, while adapting to the constantly changing working and regulatory environments brought about the COVID-19 pandemic
- make appropriate decisions in respect of rostering and work allocation in the safest reasonable manner
- inform your employer if we have refused you entry to our premises
- contact you and your employer, and report information including your contact details to appropriate health authorities, for COVID-19 contact tracing purposes, and
- verify your COVID-19 test results, vaccine appointment bookings, vaccination status, vaccination certificate or medical exemption.

We may also use this personal information to create aggregated data sets, generally on an anonymised basis, to provide to health authorities and other third parties. We may analyse this aggregated data to help make decisions about our business and our workforce in a way that allows us to continue our work while protecting the health and safety of our people.

4. WHO MAY WE DISCLOSE YOUR PERSONAL INFORMATION TO?

We may disclose this personal information to:

- health authorities, to report to and assist health authorities to undertake contact tracing for COVID-19
- other entities who are part of Munro Footwear Group, if necessary as part of contact tracing activities or in their provision of administrative services (such as data storage) to us
- our clients and contractors, if necessary as part of contact tracing activities and if we are unable to inform them of your COVID-19 status or of their or their employee's potential exposure to COVID-19 while keeping your identity anonymous
- your employer, to inform them if we have refused you entry to or permission to remain on our premises
- our third party technology service providers in the ordinary operation or administration of our business, or
- other third parties if required by law.

We may also disclose aggregated data sets publicly, for example to publicly disclose the percentage of vaccinated employees or visitors.

5. WILL YOUR PERSONAL INFORMATION BE TRANSFERRED OR DISCLOSED OVERSEAS?

We operate across Australia and may collect, use and disclose personal information generally within Australia (including between States and Territories). We may send or disclose your personal information to overseas recipients from time to time, and so the third parties mentioned above may be located (and therefore your personal information may be disclosed) overseas, including in countries in which those parties or their, or our, computer systems may be located from time to time.

6. HOW WILL WE STORE AND HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION?

We will store the information noted in this document that we collect about you in line with the Company's records management practises.

We may retain your personal information for as long as necessary to fulfil the purposes we collected it for. More specifically, the retention period will be for a maximum of 12 months following collection of

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the personal information, unless a shorter or longer period is required by law, and except as specified below. We will destroy your record after conclusion of the retention period.

Please note that all retention periods may be extended where required by law, where advised or requested by health authorities, or where we need to preserve and use personal information for the purposes of bringing or defending a legal claim. In such cases, we will continue to hold and process your personal information for as long as is necessary to comply with such law, advice or request, or to deal with the legal proceedings, as applicable.

7. CONTACT

If you have any questions about this privacy supplement, please contact our Privacy Officer at Legal@Munrofg.com.