

PRIVACY POLICY

1. Introduction

- 1.1 Lynas recognises the importance of protecting your privacy and is committed to ensuring that your personal information is protected.
- 1.2 This Privacy Policy (**Policy**) sets out:
 - (a) the principles Lynas will follow in collecting, using, holding, securing, disclosing, storing or otherwise managing your personal information; and
 - (b) your rights with regards to your personal information that we hold.

2. Nature of Personal information

- 2.1 Lynas collects and processes different types of personal information depending on how you interact with us.
- 2.2 Personal information is information or an opinion (whether true or not) about an identified or reasonably identifiable individual. Examples of personal information we may collect includes:
 - (a) name;
 - (b) date of birth;
 - (c) gender;
 - (d) marital status;
 - (e) contact details (including postal address, email address, phone number and fax number);
 - (f) racial or ethnic origin;
 - (g) identity card details;
 - (h) passport details;
 - (i) photograph;
 - (j) biometric data;
 - (k) academic qualifications and employment history;
 - (l) honorary, religious or academic or professional titles;
 - (m) membership of a professional or trade association;

- (n) results of employment checks (including background, credit and reference checks);
 - (o) training and certification records;
 - (p) geolocation data (if using company-issued mobile devices or tracking systems);
 - (q) work permit or visa information;
 - (r) credit card, banking and tax and other payroll details;
 - (s) vehicle registration details;
 - (t) digital identifiers e.g. IP address, device ID, log in credentials;
 - (u) insurance details;
 - (v) particulars of your family members;
 - (w) emergency contact details;
 - (x) physical and mental health information;
 - (y) criminal history; and
 - (z) any other personal information that is relevant to our relationship with you.
- 2.3 Some personal information set out above is considered sensitive information, such as information regarding ethnicity, political opinions, religious beliefs, criminal record, health information and biometric information. We will only collect 'sensitive information' where we have obtained your explicit consent to collecting and processing that information, and it is reasonably necessary for one or more of our functions or activities.

3. How we collect personal information

- 3.1 We may collect your personal information in several different ways including, but not limited to, when you:
- (a) apply for a role at Lynas;
 - (b) work at Lynas;
 - (c) have business dealings with Lynas;
 - (d) attend the premises of Lynas;
 - (e) participate in surveys or feedback sessions;
 - (f) attend training or workshops conducted by Lynas;
 - (g) visit Lynas' website; or

(h) attend a presentation by Lynas or engage in Lynas events or activities.

3.2 Personal information collected will mainly be from you. However, we may collect some personal information from other available sources including but not limited to recruiters, your past or present employers, credit reporting agencies, governmental department or agencies, public registries, websites, publications, professional associations and service providers engaged by Lynas.

4. Use and disclosure of personal information

Purposes for collection and use of personal information

4.1 The purposes for which we collect and use your personal information depends on the type of personal information collected and the nature of our relationship with you. The primary purposes for which we collect personal information include, but are not limited to:

- (a) facilitating our operations and maintaining proper business accounts and records;
- (b) maintaining our relationship with our employees, contractors, customers, suppliers, shareholders and potential investors;
- (c) managing all aspects of employment or engagement of our employees or contractors including recruiting, onboarding, payroll, compensations, career development, training, attendance tracking, performance appraisals, disciplinary and grievance processes, and other administrative and employment related processes;
- (d) facilitating access to our premises;
- (e) verifying your identity to manage safety and security risks at our premises (including the use of CCTV) and in our IT environment (including monitoring email communications);
- (f) marketing and public relation purposes;
- (g) negotiating and fulfilling our contracts with you;
- (h) conducting internal investigations or resolving concerns and complaints;
- (i) complying with internal policies and legal obligations including audits, risk management and reporting requirements; and
- (j) to the extent that we are required, authorised or permitted to do so by law.

Disclosure of personal information

4.2 We may disclose or transfer your personal information to the following parties:

- (a) to members of the Lynas corporate group and their employees;

- (b) to agents, contractors, professional advisors or other third parties who provide services to Lynas;
- (c) to government departments, agencies and boards, statutory authorities and industry regulators, to comply with any applicable laws, rules, regulations or standards;
- (d) prospective purchasers of all or part of our business or any shares in a Lynas entity; or
- (e) any other party to whom you specifically authorise us to disclose your personal information.

4.3 We will only disclose your personal information for:

- (a) the primary purpose for which it was collected;
- (b) any related purpose for which it would reasonably be expected to be used or disclosed;
- (c) a purpose required or permitted by law; or
- (d) a purpose for which you have provided consent.

4.4 Some recipients of your personal information may be located overseas. This includes Lynas' entities in countries other than Australia or Malaysia. An overview of the Lynas' global corporate group can be found in Lynas' annual report. If we need to disclose personal information to a third party in a different country to where the information was collected, we will take reasonable steps to ensure there is a lawful basis for the disclosure and that the disclosure complies with applicable laws.

Security measures

4.5 We may hold your personal information in either electronic or hard-copy form.

4.6 We take appropriate and commercially reasonable security measures to ensure that personal information we hold is protected from misuse, interference and loss and from unauthorised access, modification or disclosure. These include:

- (a) **(access control)** limiting access to information (both physical and electronic) by ensuring only authorised personnel are granted access to personal data;
- (b) **(secure storage)** storing physical and digital records in secured environments in line with industry standards including restricting physical access to our sites, employing firewalls, securing databases, using anti-virus software and cybersecurity services;
- (c) **(isolated system environments)** isolating the access control system, corporate environment and operational technology environments from one another; and

- (d) **(regular review)** regularly reviewing our practise against our own policies and industry best practice.
- 4.7 We strive to protect your personal information. However, we cannot guarantee the security of your personal information transmitted over the internet. If you do use the internet to send us any information, please be aware that this will be at your own risk.

5. Use of our website

- 5.1 We may collect information about you when you access our website. This may include website usage information (e.g. date, time, duration and purpose of visit and the webpages accessed).
- 5.2 We may also use cookies to collect information about your activity on our website. This helps us administer the website and deliver tailored content to you. You may be able to set your browser to refuse cookies, although this may affect your browsing experience.

6. Your rights in relation to your personal information

- 6.1 You have the right to request access to your personal information processed by us and if required, correction of your personal information in our records. In particular, you have the right to:
 - (a) request access to your personal information in our records;
 - (b) request that we correct and/ or update your personal information that is inaccurate, incomplete or outdated; and
 - (c) request that we limit our processing of your personal information by withdrawing consent given previously, subject to any legal restrictions or contractual conditions and with reasonable notice.
- 6.2 If you wish to exercise your rights or have any other questions, comments, concerns or requests in relation to your personal information records with us, please email one of the following:

Name	Email	Context
Dato' Jumaat Mansor	jumaat.mansor@lynasre.com	Employee queries – Malaysia
Mhairi Dunbar	mdunbar@lynasre.com	Employee queries - Australia
Sarah Leonard	sarah.leonard@lynasre.com	All other queries

- 6.3 If you do not provide consent to our collecting your personal information and/or withdraw that consent once provided, depending on the personal information in question and the nature of our relationship, our capacity to accomplish the purposes stated in section 4.1 may be impacted. In certain circumstances this may mean that we are unable to continue our relationship with you and/ or allow you access to our premises or IT environment. Please contact the General Counsel if you have any queries about your specific circumstances.
- 6.4 In some circumstances, there may be a valid reason for us to deny your request to access or correct your personal information. If we deny your request, we will explain why in writing.

7. Retention period

We endeavour to retain your personal information for no longer than is reasonably necessary for the various purposes set out in this policy or to comply with any applicable laws and regulations.

8. Acknowledgement and Consent

- 8.1 By communicating or engaging with Lynas, you acknowledge that you:
- (a) have read and understood this policy;
 - (b) consent to the use, processing, disclosure and transfer of your personal information by Lynas as described in this policy; and
 - (c) understand that this policy will be applied subject to applicable law and any inconsistency between the policy and applicable law will be resolved in favour of the latter.
- 8.2 You can withdraw your consent at any time by written notice. Refer to section 6 for further details.

9. Breach of this policy

You may contact Lynas if you have any concerns about how we are dealing with your personal information or to make a complaint about a breach of this policy. A breach of this policy will be regarded as a serious matter. Lynas will investigate any alleged breach of privacy and advise you of the outcome of the investigation and the action taken to address any breach established.

10. Review of this policy

Lynas reserves the right to review amend this policy from time to time without prior notice.

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