

# Information Sheet

## Registering contractors with a BHP learning profile for BMA, Minerals Americas and Global Locations

### Purpose

This document provides information to BHP Vendors about registering their employees for a learning profile in our Learning Management System (LMS), which is required before commencing work for BHP. This is applicable for contractors working at our BMA, Minerals Americas and Global locations.

### Context

At BHP, we put in place measures to ensure our total workforce is safe and that all workers understand critical elements of working with us. To support this, we need to ensure that all contractors have access to the right information and undertake all mandatory training, including BHP's Code of Conduct and Sexual Harassment training. We require all contractors to have their details registered within a relevant contractor management system in order for them to access training through BHP's Learning Management System (LMS).

#### ***What is the Contractor Website?***

For those contractors with an active site profile no action will be required as they should already have a LMS profile linked to the relevant site access system. For those without an active site profile, which includes contractors working within our city offices, off-site locations or remotely, Vendors will need to register these individuals within the Contractor Website, which will create a learning profile for each contractor in BHP's LMS.

#### ***How do we register Contractors in the Contractor Website?***

A nominated person from your organisation will need to be set up in the Contractor Website as a Contractor Administrator, who will then be able to submit requests (individually or in bulk) to establish a profile for each contractor.

#### ***What information does BHP collect to create a contractor profile?***

We collect name and date of birth to establish a profile for each individual contractor. For South American based contractors only, we also collect RUT National ID number.

#### ***Why is a copy of a contractor's identification required?***

We have many contractors working for BHP, so it is important each profile is unique and contains accurate information for each individual. We use the identification document to verify that the information (name, DOB and RUT for South America) entered into the request is accurate. The identification documents are used for only verifying the person's profile and not for any other purpose.

#### ***Can I submit a profile request for a contractor without an identification document?***

Unfortunately, no – this is not possible. We need their identification document to process your request. There are a number of options for the types of identification that may be provided to meet this requirement depending on the location of the contractor, such as drivers licence, passport, birth certificate or national ID.

#### ***Why is date of birth necessary?***

BHP requires date of birth information to help uniquely and accurately identify individuals who work with us. This helps us to ensure that every person who works with BHP has access to the right information and undertakes all mandatory training necessary to keep our workforce safe. We have many contractors working with BHP, so it is important each contractor profile in our system is unique and contains accurate information for each individual. A person's date of birth is a crucial identifier to differentiate between multiple individuals with the same name and to

ensure that where a contractor has been onboarded previously using a different contractor onboarding system or as a BHP employee, these records are able to be identified and copied. Having a single, current profile reduces the need for contractors to complete training that they have already done and ensures that we have the most current information to safely allow that individual to work with BHP.

#### ***How will this information be used?***

Date of birth is used within the contractor onboarding process to ensure that each contractor has a single, unique profile. It remains on the person's record and is used only as necessary to maintain a unique record for that contractor, to allow them to safely perform their role with BHP. For example, ensuring that any training completed is attributed to the correct individual, so that they can be granted the appropriate access to BHP sites, systems, tools or data.

Note, that BHP already holds date of birth information for the majority of contractors who already have a BHP profile (if they have been onboarded previously using a different contractor onboarding system or as a BHP employee), and as described above, separate disclosure of that information through the Contractor Website is necessary in order to verify and match the submitted contractor against existing profiles.

#### ***Who will have access to this information?***

Date of birth information in the Contractor Website is visible only by the relevant Vendor Administrator and the BHP Training Administration Team. In the Learning Management System, this information is visible by BHP's Training Administration Team and LMS Administrators, who are required to complete Data Privacy training before being provisioned this access. Access reviews are required to be undertaken at least quarterly.

#### ***How long is it retained?***

Date of birth information is retained for as long as the contractor profile is kept and will be disposed of in accordance with our retention policies. See our [Global Privacy Notice](#) for further information. Identification documents submitted to the Contractor Website when registering contractors with BHP are deleted after every transaction, as soon as they have been verified for the purposes of establishing the contractor's profile.

#### ***How does BHP manage contractor's personal information?***

BHP takes seriously both its health and safety as well as its privacy obligations. Any personal information collected via the BHP Contractor Website is handled in accordance with our Global Privacy Notice for BHP Workers [[English](#)] [[Spanish](#)]. Access to information submitted to the Contractor Website is restricted to authorised personnel. Identity documents are deleted after every transaction, as soon as they have been verified for the purposes of establishing the contractor's profile.

## **Need more information?**

- To find out more about the Contractor Website, including FAQs, go to <https://contractor.bhp.com/>.
- Further queries can be directed to [trainingsupport@bhp.com](mailto:trainingsupport@bhp.com).
- For BHP's Global Privacy Notice refer to:
  - English: <https://www.bhp.com/-/media/documents/ourapproach/privacy/BHPGlobalPrivacyNotice-English.pdf>
  - Spanish: <https://www.bhp.com/-/media/documents/ourapproach/privacy/BHPGlobalPrivacyNotice-espanol.pdf>
  - Bahasa: <https://www.bhp.com/-/media/documents/ourapproach/privacy/BHPGlobalPrivacyNotice-Bahasa.pdf>