

(Translation)

I.C.C. International Public Company Limited

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**Privacy Notice for the Employees and Applicants
I.C.C. International Public Company Limited**

I.C.C. International Public Company Limited and its subsidiaries ("Company") have collected, used, disclosed the personal data of current employees, past employees, directors, consultants, executives, interns, applicants and other people related to the Company's personnel ("You"). In order to comply with the Personal Data Protection Act B.E. 2562, the Company hereby issues this Privacy Notice for the Employees and Applicants in order clarify details and methods of handling and processing of personal data received from you; objectives of collection, use, disclosure and transmission; as well as the period of personal data retention and your rights as a data subject as follows:

1) Sources of Personal Data

The Company receives your personal data through the following channels:

1.1 Personal data given directly to the Company: You may provide personal information directly to the Company when you fill in the form for the Company, or you are inquired, or you are requested to send a document containing personal data to the Company.

1.2 Personal data collected automatically by the Company: The Company may automatically collect some technical data about your device, activities and traffic patterns, browsing history using cookies and other similar technologies. You may see more information at cookies notice and log file.

1.3 Personal data given by third party or other sources: In some cases, the Company collects your personal data from other sources in order to achieve the above objectives, including:

- Your references in the application
- Your university or school
- Employment agency or other companies, including Job DB, JobThai or other employment websites as well as social media
- Government offices, including the Royal Thai Police
- Companies or organizations where you previously worked

2) Personal Data Collected

The personal data collected by the Company under this Privacy Notice is the personal data of the data subject in the following categories:

2.1 For an applicant:

2.1.1 Personal data including first name, last name, nickname, gender, birth place, birth date, age, current address, contact number, identification number, driver's license number, email, educational background, skills, training, work experiences, photo, as well as copy of identification card, copy of driver's license (only application for driver), copy of military certificate, copy of passport, copy of house registration, copy of diploma or transcript.

2.1.2 Sensitive personal data including race; ethnicity; political opinion; belief in a creed, religion, or philosophy; sexual behavior; criminal record; health information; disability; labour union information; genetic information; biological information or any other information stipulated by law.

2.1.3 Other data including curriculum vitae (CV), data from the test or evaluation form or other data given by you to the Company.

2.2 For an intern:

Curriculum vitae (CV) including first name, last name, birth date, current address, contact number, email, education background, skills, training or other data given to the Company.

2.3 For an employee or personnel of the Company:

2.3.1 Personal data including first name, last name, nickname, gender, birth place, birth date, age, current address, contact number, identification number, driver's license number, email, educational background, skills, training, work experiences, photo, as well as copy of identification card, copy of driver's license (only application for driver), copy of military certificate, copy of passport, copy of house registration, copy of diploma or transcript, vehicle registration number, marital status, military status, signature.

2.3.2 Sensitive personal data including race; ethnicity; political opinion; belief in a creed, religion, or philosophy; sexual behavior; criminal record; health information; disability; labour union information; genetic information; biological information or any other information stipulated by law.

2.3.3 Employment data including job title, affiliation, starting date, ending date, employment period, wages and compensation, taxation data, work potential assessment, attendance record, absence and leave, overtime, training, provident fund, social security, welfare reimbursement, reason for resignation, trial evaluation, performance appraisal, job position adjustment, complaint investigation, appointment, transfer, job changes, penalties, information about work trips and related expenses, information about accident report and work safety.

2.3.4 Other data including CCTV, still images, motion pictures from activities, data from the test or other data given by the personnel to the Company, such as job application form.

2.4 For an applicant, employee in the Company, and intern who have given the data to the Company

The Company may obtain the personal data of people related to job applicants, employees in the Company, interns who have given the data to the Company, including spouse data, family data, emergency contact, reference data, beneficiaries of welfare benefits, etc. You have to inform these people of the personal data processing in this policy before giving the information to the Company and obtain their consent if necessary unless the exemptions to the requirement of consent apply.

3) Objectives and legal basis for collection, use and disclosure of personal data

The Company shall process your personal data for the following objectives (collectively referred to as the "Designated Objectives") and under the following legal basis:

3.1 To enable the Company to operate the business according to its objectives (Contract): To perform the contract that you are a contractual party with the Company, to process your request before entering into a contract, to accomplish the business of the Company, such as selection of job applicants, employment agreement, training, performance appraisal, wage payment, job title consideration, employee safety management, etc.

3.2 To perform duties in accordance with applicable or governing laws (Legal Obligation): To comply with laws related to the Company or to comply with orders of relevant authority, such as labour protection law, labour relations law, social security law, safety law, occupational health and working environment, taxation law or other laws related to the operations of the Company.

3.3 To perform necessary tasks under legitimate interest without exceeding the extent expected reasonably by the data subject (Legitimate Interest): CCTV, risk management, examination, personnel management, activity management, facility management, reduction in risk of fraudulent actions, etc.

3.4 To perform necessary tasks in the public interest of the Company (Public Task): or to perform duties in exercising state authority given to the Company.

3.5 To prevent or suppress the dangers to a person's life, body or health (Vital Interest): To prevent or suppress the dangers to a person's life, body or health, such as emergency contact, disease control and prevention, etc.

3.6 Consent: When the Company cannot rely on exemption or refer to legal basis as stated above, the Company shall obtain your specific consent and shall process the personal data according to the informed objectives with your consent. In the event that the Company processes the sensitive personal data, the Company shall take action as required by law or with your explicit consent.

As your personal data to be processed by the Company for the designated objectives stated in clause 3.1 above in connection in relation to compliance with the laws or contracts, or it is required to enter into a contract with you; the Company has to process your personal data which is required to achieve the objectives. If you fail to provide such personal data to the Company, it may have legal implications or the Company may not be able to perform its duties under the contract entered with you or cannot enter into the contract with you (as the case may be). In such a case, the Company may have to refuse to enter into the contract with you.

4) Disclosure of Personal Data

The Company may disclose your personal data under the designated objectives and in accordance with the rules required by law to the following offices and individuals:

4.1 Internal departments, including human resources officers, management, accounting department, information technology department or other departments concerned.

4.2 Government offices and regulatory organizations, including Social Security Office, Revenue Department, Ministry of Labour, Ministry of Commerce, Department of Business Development, Department of Labour Protection and Welfare, Legal Execution Department, Department of Skill Development, banks or authority requesting disclosure by virtue of law, such as Anti-Money Laundering Office, Office of the National Anti-Corruption Commission, Royal Thai Police, Department of Special Investigation, Office of the Attorney General and courts.

4.3 Others including new employers, external training institutes, insurance companies (for the Company's welfare), external auditors, customers, auditors or others related to employee welfare.

In the event that the Company discloses your personal data to others, the Company may implement appropriate measures in order to protect the disclosed personal data in compliance with the standards and obligations prescribed by the personal data protection law.

In the event that the Company transmits or transfers your personal data abroad, the Company shall ensure that the personal data transmitted or transferred to destination countries, international organizations or overseas receivers having appropriate personal data protection standards. In some cases, the company may obtain your consent for transmission or transfer of personal data overseas, as prescribed by the personal data protection law.

5) Duration of Personal Data Retention

The Company shall retain personal data for the necessary period in order to achieve the objectives or for the period required by law as stated below, and at the end of such period, the Company shall erase and dispose the personal data.

5.1 Data of job applicants: The Company shall retain the data for a period of 1 year after the selection process is complete.

5.2 Data of employees and personnel: The Company shall retain your data for the duration of the employment contract and retain it for a period of 10 years from the date of employment termination for the Company or according to the period prescribed by other relevant laws for the purpose of investigating disputes within the statutory limitation.

5.3 Personal data collected automatically by the Company: The Company shall retain the closed-circuit television (CCTV) within 30 days. At the end of such period, the data shall be deleted automatically (auto delete). However, if it is required for inquiry, investigation or prosecution, the Company will save the data until the case is solved.

6) Security of Personal Data

The Company shall establish appropriate measures to maintain the security of the personal data of the applicants, employees and personnel in order to prevent loss, access, disclosure or rectification without authorization.

7) Rights of the Data Subject

As a data subject, you have the following rights under the criteria, methods and conditions prescribed by the personal data protection law. In this respect, you may exercise your rights as follows:

7.1 Right of Access:

You have the right to request access and obtain a copy of your personal data, and request the Company to disclose the acquisition of your personal data collected, used and disclosed by the Company without your consent.

7.2 Right to Data Portability:

You have the right to obtain your personal data in a format that is readable or usable by way of automatic tools or devices. Furthermore, you have the right to request the Company to transmit or transfer personal data in such format to another data controller or yourself unless it cannot be processed due to technical issues, prescribed by the personal data protection law.

7.3 Right to Object to the Processing:

You have the right to object to the processing of your personal data, and the Company shall do so if the Company relies on the legitimate interests of the Company or a third party or for the public interest in processing your personal data unless the Company can demonstrate a more important legitimate cause, or the processing of your personal data is for the establishment of claims, compliance with or exercise of claims or raising a legal defense or where the Company processes your personal data for direct marketing purposes, or where the Company processes your personal data for the purposes of scientific research, history or statistics, unless it is required for the operation of a mission for the public interest of the Company.

7.4 Right to Erasure of Personal Data:

You have the right to request for personal data to be erased or anonymized if your personal data is no longer required to be retained for the designated objectives, or when you withdraw your consent and the Company has no legal authority to collect, or when you object to the unlawful collecting or processing of your personal data.

7.5 Right to Restrict Processing:

You have the right to restrict processing of your personal data if the Company is in the process of verifying the accuracy of your personal information as per your request, or if the personal data that must be deleted or destroyed but you request the Company to restrict the processing instead, or if the Company no longer needs your personal data, but you have a necessity and request the Company to retain such personal data for the establishment of claims, compliance with or exercise of claims or raising a legal defense.

7.6 Right to Rectification:

You have the right to request for personal data to be rectified if your data is incorrect, out-of-date, incomplete or misleading.

7.7 Right to withdraw consent:

Where the Company relies on your consent to process your personal data, you have the right to withdraw your consent to the processing of personal data that you have given consent to the Company throughout the period that your personal data is in the possession of the Company unless there is a limitation of rights by law or there is a part that benefits you.

7.8 Right to Lodge a Complaint:

In the event that the Company violates or fails to comply with the personal data protection law, you have the right to lodge a complaint to the Office of the Personal Data Protection Committee.

8) Contact Channels

In case of queries, please contact:

Human Resources Management, I.C.C. International Public Company Limited

Address : 530 Sathupradit 58, Bangpongpan, Yannawa, Bangkok 10120

Telephone : 02-2939000 ext. 108

Business Hours : Monday-Friday 08.00 - 17.00 hrs. except public holidays

Announced on Wednesday 1st June, 2022.

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(Mr. Anute Pooree)
Chief of Human Resources Officer

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(Mr. Thamarat Chokwatana)
Chairman