

# **Privacy Notice**

## **for Employees, Interns, and Job Applicants**

Thoresen Thai Agencies Public Company Limited (Hereinafter referred to as "**We**" or the "**Company**") are aware of the importance of personal data protection of the Company's employees, interns, applicants (hereinafter referred to as "**you**" or "**Data Subject**"). This announcement provides a principle of the collection, use and/or disclosure of your personal data (collectively referred to as "**Processing**") to ensure that the collection, use, disclosure, modification, deletion, and destruction or any action on your personal data and the rights of the Data Subject for the Company's operations shall be in accordance with the Personal Data Protection Act B.E. 2562 (2019) as well as other applicable laws and regulations in force in Thailand (Collectively referred to as "**Personal Data Protection Act**").

### **1) DEFINITIONS**

"**Personal Data**" refers to any information relating to a person which enables the identification of such person, whether directly or indirectly, but not including the information of deceased persons in particular.

"**Sensitive Personal Data**" means Personal Data as provided in Section 26 of the Personal Data Protection Act B.E. 2562, including racial, ethnic, political opinions, ideological beliefs, religion or philosophies, sexual behavior, criminal history, health data, disability data, labor union data, genetic data, biological data, or any other information which affects the owner of personal data in a similar way as announced by the Personal Data Protection Committee.

### **2) COLLECTION OF PERSONAL DATA**

We collect "**Personal Data**" from you as the Company's employees, interns, applicants to the extent reasonably necessary for the conduct of the Company's activities. The Personal Data we collect shall include but not limited to the followings:

1. **Personal Information** such as, given name, surname, gender, age, educational background, marital status, nationality, identification number, passport number, work history, job position, signature, photo, driving license number, copy of identification card, copy of house registration, copy of passport, work permit, date of birth, still or motion image recorded by CCTV installed in the Company's premise, etc.;
2. **Contact information** such as, home address, phone number, email address, etc.;
3. **Financial information**, such as, bank account number, copy of bank passbook, income, etc.;
4. **Third-party personal information** such as, spouse, child, parents, etc.; and
5. **Personal Data obtained from the Company's system or through employment** such as employee number, photo, etc.

Generally, we collect your personal data directly from you by filing in the application form provided by the Company or your personal document requested by the Company from time to time. In certain cases, we collect your personal data from other sources such as Company's affiliates or Group

Company, recruitment agencies, government agencies, regulatory authorities, or publicly available information, etc.

In this regard, we shall request consent from Data Subject before such collecting, except for where:

1. it is necessary for the performance of the contract between Data Subject and the Company where the processing of Personal Data is required;
2. it is to prevent or suppress a danger to a Person's life, body, or health;
3. it is necessary for compliance with the law;
4. it is necessary for the legitimate interests of the Company so as to fulfill its operational objectives in which suitable measures to safeguard Data Subject's rights and freedoms are put in place, including but not limited to fraud prevention, network security, and safeguards for Data Subject's rights and freedoms;
5. it is for the achievement of the purpose relating to the preparation of the historical documents or the archives for the public interest, or for other purposes relating to research or statistics, in which suitable measures to safeguard the Data Subject's rights and freedoms are put in place; and
6. it is necessary for the performance of a task carried out in the public interest, or it is necessary for the exercising of official authority.

### **3) SENSITIVE PERSONAL DATA**

In certain cases, the Personal Data we collect from you falls within the special category regarded as Sensitive Personal Data including but not limited to religion, race, biometric (such as fingerprint), disability, medical data and criminal record. By doing so, the Company shall request for explicit consent from the Data Subject upon each collecting, using and/or disclosing of such Sensitive Personal Data to the extent necessary to carry out the purpose of the Company, except for where:

1. it is to prevent or suppress a danger to a person's life, body or health;
2. it is carried out in the course of legitimate activities with appropriate safeguards by the foundations, associations or any other not-for-profit bodies with a political, religious, philosophical, or trade union purposes for their members, former members of the bodies, or persons having regular contact with such foundations, associations or not-for-profit bodies in connection with their purposes, without disclosing the Personal Data outside of such foundations, associations or not-for-profit bodies;
3. it is information that is disclosed to the public with the explicit consent of Data Subject;
4. it is necessary for the establishment, compliance, exercise or defense of legal claims; and
5. it is necessary for compliance with the law so as to achieve the purposes with respect to:
  - 5.1. preventive medicine or occupational medicine, the assessment of the working capacity of Employee, medical diagnosis, the provision of health or social care, medical treatment, the management of health or social care systems and services
  - 5.2. public interest in public health, such as protecting against cross-border dangerous contagious diseases or epidemics which may be contagious or pestilent;
  - 5.3. employment protection, social security, national health security, social health welfare of the entitled person by law;
  - 5.4. the scientific, historical, or statistic research purposes, or other public interests; and
  - 5.5. the substantial public interest.

#### **4) PURPOSES OF PROCESSING PERSONAL DATA**

We collect your Personal Data to the extent reasonably necessary for the conduct of the Company's activities, whereby the Company will use your Personal Information with respect to the following purposes:

1. For the performance of a contract of employment;
2. To comply with the laws concerning Labor Protection and Social Security;
3. To comply with the laws concerning legal duties of Company, such as tax payment and other legal duties;
4. For the assessment of skills, abilities and performance to work;
5. To contact and coordinate for work purposes;
6. For remuneration, welfare and other benefits of such employment;
7. To grant approval, authorization and permission relating to work;
8. To assess qualifications and suitability of respective positions;
9. To grant access to the Company's area, premise, space, assets and properties and for Company's security; and
10. For the purposes of the legitimate interests pursued by the Company or by a third-party e.g. provision of medical welfare, insurance welfare, and other welfare of staff such as hospitals, employee activities.

#### **5) TRANSFERRING AND DISCLOSING OF PERSONAL DATA**

The Company aims to disclose your Personal Data only for the purpose of the Data Processing contemplated in this Privacy Notice in order for the Company to perform and operate its business. In certain cases, we may disclose your Personal Data to any third party for the same purpose for which it was collected, used or disclosed for related purposes. We shall disclose and transfer Personal Data to the following party:

1. Business Partner, service provider or third party in order to fulfill the objectives of this Privacy Notice by doing so, the Company shall create a Data Processing Agreement in accordance with the law;
2. Group companies and affiliates;
3. It is required by law to disclose Personal Data or disclose to authorized official authority in order to comply with legitimate order or request;
4. Personal Data is subject to the transferring to a state agency, such as the Social Security Office and the Revenue Department;
5. Bank or financial institutions (as the case maybe); and
6. Any other third party with the consent given by Data Subject.

You acknowledge and agree we may employ any third party to perform any of our obligations for the above purposes, either in whole or in part. In such cases, we will control and put the appropriate measures in place for such third parties to retain and use only Personal Data in accordance with this Privacy Notice and take any necessary action to ensure that the third parties strictly comply with the terms and conditions for the security of your personal data as well as the law on Personal Data.

## **6) MINORS, QUASI-INCOMPETENT PERSON, OR INCOMPETENT PERSON**

If the Data subject is a minor, quasi-incompetent person or incompetent person where the consent is required, and the Data Subject is legally unable to give consent on their own according to the law, we shall not collect your Personal Data unless the explicit consent from your legal representative, curator or guardian is given (as the case may be).

However, if the Company collects Personal Data from the Data Subject without the consent of the legal representative, curator or guardian of the Data Subject (as the case may be), and the Company later becomes aware of such facts, we will delete such Personal Data as soon as possible and may collect, use, disclose and/or transfer such Personal Data only the extent necessary to carry out in the course of legitimate activities under the laws.

## **7) TRANSFERRING PERSONAL DATA OVERSEAS**

The Company may send or transfer your Personal Data to an international organization or a third country. In this regard, the Company shall ascertain that the international organization or destination country that receives such Personal Data shall have adequate or greater Personal Data Protection standards and measures applicable in Thailand

## **8) PERSONAL DATA PROTECTION**

The Company shall provide and adopt appropriate management and technical measures in order to protect and retain your Personal Data by encrypting the transferring of Personal Data via the internet network, as well as safeguard measures in accordance with the laws concerning the protection of Personal Data and relevant regulations. The access to use, disclose, and destroy Personal Data is strictly restricted solely to responsible persons, whether in physical or digital form.

## **9) RETENTION PERIOD OF PERSONAL DATA**

The Company shall retain Personal Data of Data Subject as long as necessary to achieve the purpose throughout the period of contract of employment or the period of legal obligations that Data Subject has to the Company.

The Company reserves its rights to retain such Personal Data for the duration of 10 years after the termination of employment, internship or after application date of the applicant, so as to protect or challenge the rights or legal claims for the Company's interests. Except specified otherwise by relevant laws or regulations, the Company shall retain such Personal Data longer than the specified period.

## **10) DATA SUBJECT RIGHTS**

Data Subject may exercise its rights with respect to the law and as contemplated in this Privacy Notice details as specified below:

1. Right to access and obtain a copy of Data Subject's Personal Data;
2. Right to correct your Personal Data to be updated and accurate;

3. Right to Data Portability in case where the Company has made such Personal Data publicly accessible in the format readable or commonly used by ways of automatic tools or equipment, and can be used or disclosed by automated methods;
4. Right to erase, destroy or anonymize Personal Data, should such Personal Data be no longer necessary or the Data Subject withdraws consent on which the collection, use, or disclosure is based on, and where the Data Controller has no legal ground for such collection, use, or disclosure;
5. Right to restrict the use of Personal Data under circumstances where Personal Data is subject to erasure or is no longer necessary;
6. Right to withdraw the consent given by Data Subject;
7. Right to object the Processing of Personal Data at any time; and
8. Right to make a complaint to the relevant Personal Data Protection Committee.

In this regard, we will consider your request, notify the result of the consideration, and execute it (if appropriate) within thirty (30) days from the date we receive the request. Your rights mentioned above will be in accordance with the Personal Data Protection Law.

## 11) CONTACT DETAILS

If you have question or require further details concerning the protection of your Personal Data, the collection, use and disclose of your Personal Data, the exercising of your rights or if you have any complaint, you can contact as per the following channels:

### Thoresen Thai Agencies Public Company Limited

Contact Place: No. 26/26-27 Orakarn Building, 8<sup>th</sup> Floor, Soi Chidlom, Ploenchit Road,  
Lumpinee Sub-district, Pathumwan District, Bangkok 10330, Thailand

Telephone: +662-250-0569 to 74

### Personal Data Protection Officer

Contact Place: No. 26/26-27 Orakarn Building, 8<sup>th</sup> Floor, Soi Chidlom, Ploenchit Road,  
Lumpinee Sub-district, Pathumwan District, Bangkok 10330, Thailand

Telephone: +662-250-0569 to 74

Email: [dpotta@thoresen.com](mailto:dpotta@thoresen.com)

## 12) CHANGES TO PRIVACY NOTICE

We will review and update this Privacy Notice on a regular basis as appropriate in order to comply with the current applicable laws, regulations, and rules to ensure that your Personal Data will be fully appropriately and efficiently protected by the applicable laws, which we recommend you to periodically review the privacy notice.

The current version of this Privacy Notice shall be at any time published on our website

<https://www.thoresen.com>.

In the event that this Privacy Notice is amended, we reserve the right to update or modify this Privacy Notice and will announce a new Privacy Notice on “<https://www.thoresen.com>” without prior notice. The new Privacy Notice will be effective immediately on the date of the announcement.

This Privacy Notice is effective as of 1<sup>st</sup> July 2022.