

## **Privacy Notice for staff or the employee or job applicant**

### **1. Recital**

Suzuki Motor (Thailand) Co.,Ltd. (hereinafter referred to as “Company”) shall conduct with respect to the collection, use, or disclosure of Personal Data has been provided by staff, employee or job applicant (hereinafter referred to as “ Personal Data Processing”). Suzuki shall, subject to the Personal Data Protection Act B.E. 2562 as prescribed by the notification, guarantees to protect such Personal Data in compliance with the law as prescribed to inform the data subject of the purpose of the personal data processing by virtue of lawful basis for processing. The period for which the Personal Data will be retained, collection or disclosure of Personal Data, the power and duties of Data Controller including rights of data subject. Therefore, Suzuki has issued this Privacy Policy which shall explain characteristics and reasons of personal data processing as mentioned above.

### **2. The collected Personal Data**

Any information relating to a Person, which enables the identification of such Person, whether directly or indirectly, but not including the information of the deceased Persons in particular in which shall collect by Company hereunder shall be as follows;

#### **2.1 General Personal Data**

- General contact data such as name-surname, address, telephone number, e-mail and location map
- Data are included in the identity card, household registration or passport.
- Day, month and year of birth, age.
- Name of parent, spouse-children
- Work Experience, Education
- Emergency contact data
- Bank account
- Identification photograph

#### **2.2 Relevant employment data**

- Employment contact data
- Employment contract
- Job title & Position, work experience and working period
- Salary and other benefits

- Performance, potential and competency appraisal
- Attendant report
- Employment process including record delivered by staff, employee or job applicant, working experience, education and various diploma including data received by Company from reference person relation with staff, employee or job applicant.
- Data with respect to driver license such as number, type of vehicle and expiry date of license or is the data related to position such as chauffeur or in case where staff or employee apply for permission to park personal vehicle driving for work in the Company area.
- Data related to business trip outside the office and relevant expenditure.
- Data with respect to occupational injury notification.
- Data with respect to the entry and exit of a workplace.
- Data recorded by Close Circuit Television (CCTV)
- Data of using communication or information system of Company
- Data of attend training, seminar, activities or other project organized by Company which may recorded in term of picture, motion picture and/or sound during meeting, training, seminar or such activities.

### 2.3 Sensitive Personal Data

Sensitive Personal Data such as data pertaining to personal health data, racial, ethnic origin, cult, religious or philosophical beliefs, sexual behavior, political opinions and labor union information. The Personal Data shall be processed by Company to the extent necessary in order to comply with the Labor Protection Act and Social Security Act. To form, exercise of rights or submit a claim according to Labor Relation Act or in case where necessary for the purpose of provide suggestion and occupational health support according to the Occupational Safety, Health and Environment Act B.E. 2554. To protect essential benefits of person in emergency case, in case of necessity for public health reasons or in case where such person has given an explicit consent.

**3. Lawful basis or reason for personal data processing of staff, employee or job applicant.**

| <b>No.</b> | <b>Objective of processing</b>   | <b>Lawful basis of personal data processing</b> |
|------------|--|---|
| 1.         | To consider personal data for employ a job applicant   | Contract  |
| 2.         | To execute a contract for employ job applicant to be a staff or an employee  | Contract  |
| 3.         | To comply with Claim Application Form for medical fee or cost of medical room  | Contract  |
| 4.         | To deliver Insurance Company a Claim Application Form for approval consideration of medical fee within the limited amounts   | Consent   |
| 5.         | To comply with Request Form for air ticket booking, buy travel insurance   | Contract  |
| 6.         | To deliver Bank the documents and requests to pay staff or employee a compensation or other benefits   | Contract  |
| 7.         | To appraisal the performance of staff or employee, renew a contract, salary increase and bonus pay.  | Contract  |
| 8.         | To examine power, authorize and be authorized which is a supporting documents of relevant transaction  | Legitimate Interest                             |
| 9.         | To use as an information for create a user account or access permissions or internet usage or electronic transaction   | Legitimate Interest                             |
| 10.        | To obey the law, court order, letter or instruction of government agency, NGOs, officials such as compliance with a summon, writ of attachment, court order, police official including reporting or disclose data against the government agency or non-government organizations such as Revenue Dept., Social Security Office, Department of Labor Protection and Welfare, Department of Skill Development, Anti Money Laundering Office etc. However, in order to comply with the relevant law. | Legal Obligation                                |
| 11.        | To comply with the law of public benefits of health such as  | Legal Obligation                                |

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|     | health protection from a dangerous communicable disease or contagious disease or outbreak into the Kingdom.  |   |
| 12. | To manage of sanitation and safety of staff or employee.   | Vital Interest<br>Legal Obligation      |
| 13. | In order to investigate, inquiry a complaint within organization, disciplinary action, corruption prevention or other legal proceedings  | Legitimate Interest                     |
| 14. | In order to in house or out house training, preparing training record, knowledge management, skill standard certification submission.  | Legitimate Interest<br>Legal Obligation |
| 15. | For election, meeting of employee committee, establishment of Labor Union, letter for appointment of Labor Union committee, meeting of Labor Union.  | Legal Obligation                        |
| 16. | For the purpose of disbursement of medical fee from insurance company, disbursement of stationary, prepare business card, gasoline coupons usage, register of mobile phone, issuing a certification document for staffs such as issue salary certificate, employment certificate, work experience certificate. | Contract<br>Legal Obligation            |
| 17. | To prepare passport and visa, work permit application or private car driving license of foreign staff.   | Contract<br>Legal Obligation            |
| 18. | To apply using a carpool of company, to perform duty outside office, to manage a shuttle van, to apply for private car to park in the area of company.   | Legitimate Interest                     |
| 19. | To use for security guard information in order to check and contact concerned staff such as list of name and signature of staff who could sign for bring property outside company, emergency case warning, name list – telephone number – subordinate agency in case where the visitor request to meet.        | Legitimate Interest                     |
| 20. | To collect and use personal data of general person in spite of picture, motion picture and/or sound regard to transactions or activities relating to business of company, for publish and  | Legitimate Interest                     |

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|     | public relation through various channel such as e-mail, line or other social media.  |                     |
| 21. | To keep security inside company's building or establishment and risk assessment such as issuing employee ID card and fingerprint record for report to work in workplace of company, exchange card and record information of entering and exiting the company and video record inside building or office by CCTV. | Legitimate Interest |

In some cases, company may collect, use and disclose personal data of family member or other person who staff or employee has been given based on lawful basis for the following purposes;

| <b>No.</b> | <b>Objective of processing</b>   | <b>Lawful basis of personal data processing</b> |
|------------|--|---|
| 1.         | For welfare management in various fields given by company to family members of staff or employee such as medical welfare, hold health insurance etc. | Legitimate Interest                             |
| 2.         | For communication in case of necessity or emergency such as dangerous incident notification to staff etc.  | Legitimate Interest                             |

In case where the personal data is the required information to collected for such objective by company or compliance with the relevant applicable law. The company may reject to execute a transaction or contract management against the employee or staff who fail to provide such required information (as the case may be)

Besides, the staff or employee is required to responsible for informing that person relating to this Notification Form in case where the staff or employee provided the company information of the other person and/or proceed of obtaining consent (if necessary).

#### **4. Information Disclosure**

The company may disclose personal data of staff or employee subject to the specific objectives and rules of law to person or agency as follows;

a. Internal department of company, executive, director, staff or employee of company to the relative extent and necessary for data processing of staff or employee.

b. Business partner, service provider, data processor who assigned by company or employ to perform administrative duties, data processing for service providing of company such as medical examination provider, information technology provider, record for data collection, payment, postal and courier, printing, life insurance or non-life insurance, training, marketing research, data analysis or any other service that may benefit to staff or employee or relating to business operation of company such as financial institutions, hospital, life insurance/insurance company, dealer, organizer, event organizer etc.

c. Company consultant such as legal advisor, auditor, or any other internal and external specialist of company.

d. Law enforcement government agencies such as Department of Labor Protection and Welfare, Department of Empowerment of Persons with Disabilities, Revenue Department, Social Security Office, Office of the Personal Data Protection Commission or Legal Execution Department etc.

e. Trading partner, parties of company contacted by staff or employee or related to duties and position of staff or employee or any other person with similar nature.

f. Any other person or agency consented by staff or employee to disclose his/her personal data.

The company shall, a disclosure of such personal data, conduct subject to specific objectives or as required by law or obtaining prior consent by staff or employee. The company shall take all appropriate measures to protect a disclosed personal data. Provided, however, that the company may send or transfer the personal data of staff or employee to an agency in a foreign country or international organization.

#### **5. Sources of Personal Data**

The company shall collect the personal data of staff or employee through a recruitment system and employment process including in case where the staff or employee deliver its data through employment provider (if any) and the company may collect the personal data of staff or employee from ex-employer. Furthermore, the company may collect the personal data of staff or employee through the activities related to various employment all along the staff or employee still work with company.

## **6. Personal data security**

The company shall provide a protection measure of personal data by restrict the right of access to personal data only specific officer or a person who has authority or assignment and necessary to use such data according to the objective has been informed to data subject. Such person is required to adhere and comply with a protection measures of personal data of company by strictly including have the duties to keep confidentiality of personal data that perceived from perform its duties. The company shall provide security measures both the organizational measures technical measures as required by international standard and in accordance the notification as prescribed by the Personal Data Protection Commission.

Furthermore, upon the company has sent or disclose the personal data to the third party whether for provide service under the contract or any other agreement form. The company shall determine security measures of personal data and keep confidentiality as appropriately and as required by law in order to insist that personal data collected by company shall always be security.

## **7. Retention and retention period of personal data**

The company shall retain the personal data of staff and employee shall be limited to the extent necessary purpose of personal data collection according to the details as per in policy, announcement or relevant laws. Provide, however that the company shall erasure or destruction or cause the personal data to become the anonymous data according to the form and standard of erasure and destruction of personal data as prescribed by the commission or relevant laws after the period ends or the personal data of staff or employee is no longer necessary for such objective. However, the company shall, in case of dispute related to the exercise of rights or lawsuit against the personal data of staff or employee, reserve the right to retain the data until there is a final order or verdict of the court for such dispute.

## **8. The rights of data subject**

The Data Subject is entitled to proceed as follows:

### **1. Right to withdraw consent**

To be entitled to withdraw consent on data processing of personal data that related to itself, and staff or employee has given company throughout a period of time which such personal data still remain with company.

## 2. Right of access

To be entitled to access the personal data related to itself and request the company to make a copy such personal data including to disclose the acquisition of personal data without its consent.

## 3. Right to rectification

To be entitled to request company to rectify personal data in order to be accurate, complete and up-to-date.

## 4. Right to erasure

To be entitled to erase personal data related to itself in some cases.

## 5. Right to refrain from using personal data

To be entitled to refrain from using of the Personal Data related to itself in some cases.

## 6. Right to personal data portability

To be entitled to transfer the personal data has given company to another Data Controller or Data Subject in some cases.

## 7. Right to object

To be entitled to object to the processing of its personal data in certain case.

The Data Subject is able to contact a data protection officer of company and submit application for proceed according to the rights as mentioned above as per the details specified in Article 12 of this announcement.

## **9. The rejection of Data Controller**

The company notifies that it may be necessary to decline a request of Data Subject according to the relevant laws in the following case;

1. The Data Subject is unable to expressly prove that the applicant is the Data Subject or have the power to submit such application.

2. The application doesn't make sense such as the applicant is ineligible to access the Personal Data or none of such Personal Data as requested in possession of company etc.

3. The application is used of excessive words such as to be the applicant with similar character or same content without appropriate reasons.

4. The company is unable to provide the Data Subject to access the data, make a copy, disclose the acquisition of Personal Data because of law-abiding or judicial order or compliance of such applicant would adversely affect the rights and freedoms of others such as disclosure of such Personal Data shall be disclosed

the Personal Data of third party as well or shall be disclosed intellectual property or trade secret of third party as well.

The Data Subject shall proceed such application without charge. Apparently, the applicant shall by reasonable charged by company if such application doesn't make sense or to be a prolix application.

The company shall consider and notify Data Subject the result of considering such request within thirty days from the date of receiving such request.

#### **10. The operations of Personal Data that has previously been collected before the effective date of this Act.**

The company shall, in case where the Personal Data has been collected by company before the effective date of this Act, continue collect and use such Personal Data for the original purposes. The company shall determine and publicize a consent withdrawal method to staff, employee or other person who is the Data Subject and has been given by the job applicant for its acknowledgement. Provide, however that the company reserve the rights to consider a consent withdrawal request of staff, employee or Data Subject based on basis for processing as prescribed by Personal Data Protection law.

#### **11. Amendment of this announcement**

The company may amend this Privacy Policy from time to time in order to conform with the applicable law and amendment later. The company shall announce through website of company. However, the company shall, if a request for consent from staff, employee or Data Subject in any case of necessary, request for consent form relevant parties as the case may be.

#### **12. Company Contact Information**

In case of doubt or for more information related to personal data protection, collect, use or disclose the data including exercise the rights or have a complaint related to this announcement, please contact company hereunder.

## **Personal Data Controller / Personal Data Protection Officer**

Suzuki Motor (Thailand) Co.,Ltd.

### **Address and Contact Channels**

Official Website : <https://www.suzuki.co.th/contact/>

Hot Line : SUZUKI Cause We Care Tel :1401-600-900

Address : Head Office 500/121, Moo.3 Tambon Tasit, Amphur Pluak Daeng, Rayong 21140

: Office branch 855, Onnut Rd., Prawet Sub-district, Prawet District, Bangkok 10250