

Privacy Notice for the Business Partner

1. Recital

Suzuki Motor (Thailand) Co.,Ltd. (hereinafter referred to as “Company”) do business with business partner who is a product vender, contractor and/or service provider and is a juristic person including subcontractor of such product vender, contractor and/or service provider. Some information of business partner may be given for business purpose and some part of them may related to Personal Data and some operation is required to comply with the law. Therefore, the company hereby announce that any information shall be deemed as Personal Data shall be protected by the company according to the effective Personal Data Protection Act B.E. 2562 and the detail is as follows;

2. Categories of Personal Data

Categories of Personal Data which company shall collect, use and disclose are as follows;

“Target Partner” means a juristic person who anticipate being a business partner with company or intent to execute a business contract or registered as a business partner of company and some data of juristic person is a Personal Data.

“Partner” means a product vender, contractor and/or service provider who is a juristic person including subcontractor of such product vender, contractor and/or service provider and some data of juristic person is a Personal Data.

3. Definition of Personal Data

“Personal Data” means 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, whether has been given to company directly or automatically collected by company or have been received from outsider or other sources. The Personal Data of partner shall collect by company is as follows;

3.1 Ordinary personal data is as follows;

- Personal Information such as name-surname, day/month/year of birth, age, gender, ID card number, photo, signature etc.
- Contacted Information such as residential on ID card or household registration, delivery or invoice address, telephone number, facsimile, email, Line ID, Facebook, contact person information, etc.
- Business Card Information such as job position, occupation, workplace, etc.

- Response or Communicate Information; in case where the Data Subject contact company including information is selected by Data Subject to share or disclose through application system, communication devices, questionnaire and various service of company whether in any form or in any way which may be picture or voice include but not limited to telephone, email, dialogue or communication through social media.
- The information that states to status of business agent, surety, collateral provider, chief executive status, director, authorized director, shareholder, attorney, sub-attorney, staff, agent or employee of juristic person who participate or shall participate in the various transaction with company.
- The supporting information that used as evidence of business partner registration with company or to conduct various transactions such as Personal Data as shown on a copy of ID card, household registration, certificate of first name and surname change, business registration, factory operation permit, registration form, land ownership documents, customer account opening form, power of attorney, company certificate, application for VAT revising Phor.Por.09, VAT registration certificate Phor.Por.20, map, collateral documents (if any) such as bank guarantee, other contract related to transaction and delivery note, etc.
- Other Personal Data has given to company by business partner such as emergency contact person, reference, proxy/agent, beneficiary, surety, witness or parties including first name, email, address and telephone number of such person and other information related to any person has given to company by business partner in all forms. Furthermore, the business partner ensures and warrant that it has the power to provide the information of third party to company and permit company to use such Personal Data according to this notice. Besides, the business partner is also responsible to notify those persons concerning this Privacy Notice and/or request for consent from those persons if necessary.

3.2 Sensitive Personal Data

The company has no desire to collect, use, disclose information of business partner that its parts is deemed as Sensitive Personal Data. But if such information is appeared on ID card, household registration or any other documents that was willingly provided to company by business partner such as racial, religious information including any information that shown similar features information that business partner deliver to company whether in the form of documents or other media. Provide, however that the company has suggested business partner to conceal Sensitive Personal Data with itself by cross out. This shall be deemed that the business partner has expressly permitted company to conceal Sensitive Personal Data for business partner if it failed to do so. This should also be deemed that the delivered information which company has concealed for the

business partner is a perfect document and enforceable by law in all respect. The company is able to be processing subject to the Personal Data Protection Act B.E.2562., However the company shall, in case where the company is unable to conceal Sensitive Personal Data for business partner because of technical problems or other problems, collect Sensitive Personal Data as part of documents for authentication of business partner only.

4. Sources of Personal Data

The company shall collect and receive Personal Data of business partner through the following channel;

Personal Data that business partner provided to company directly

The business partner may provide company the Personal Data directly such as

- Upon communication, information inquiry, comment or criticize against company whether in written, verbal through website, application, telephone, email, facsimile, post, in person or other method.
- Upon express intention to purchase goods or use service of company, execution or deliver various documents which contain Personal Data to company.
- Upon participate marketing activities, Arrangements for premium gifts or prizes by means of taking a chance in any manner, organize various activities by or on behalf of company, etc.

Personal Data obtained by company from a third party

The company may obtain from a third party the information of business partner that its part is deemed as Personal Data such as

- The information deemed as personal data of business partner collected by company from other source instead of Data Subject and such source have the power, legitimate reason or received a consent from Data Subject to disclose company such information such as company's dealership information, etc.
- The information collected from various service provider of company such as website, application, e-commerce, public relation and advertising, introduction of products/service, data collection, etc.
- The company may, business partner information deemed as Personal Data, collect from data source of public, relevant business of business partner or commercial whether disclose by business partner or give consent to anybody to disclose such Personal Data.

5. Objective and Lawful Basis of Personal Data Processing

The company shall process data deemed as Personal Data of business partner for the various purpose depend on the following basis;

No.	Objective of Processing	Lawful basis of personal data processing
1.	In order to execution or contractual performance between business partner and company. To comply with the internal audit process of company, send and receive correspondence documents between business partner and company.	Contract Legitimate Interest
2.	Foe compliance with the law or claim by law enforcement including reporting to government agency in accordance with the law such as Anti-Money Laundering Office, Bank of Thailand, Revenue Department or in case of receiving order/warrant/notice of proceeding any action by virtue of the law of such agency.	Legal Obligation
3.	For planning, analyze and business forecasting.	Legitimate Interest
4.	To keep security inside company's building or establishment by exchange card before entering the area, capture image of visitor by CCTV.	Legitimate Interest
5.	To strengthen the good relationship with business partner of company such as coordination, service providing related to inquiry, complaint handling, offering benefits, press release or sale promotion.	Legitimate Interest
6.	For procurement, selection, registration, information and qualification inspection or relevant person with similar character or operation on the various request of all business partner or any other person including any other action with similar nature in the operating system of company such as alteration for update the information of business partner, etc.	Contract Legitimate Interest

7.	For training of sales consultant, service center staff, proficiency test for sales consultant, dealership evaluation, yearly contest and award for excellent dealer, sales satisfaction index.	Contract Legitimate Interest
8.	For contract administration that executed or shall execute between company and business partner including count and take delivery of goods or service, relationship management, inspect and evaluate the compliance with agreement as specified in purchase order or contract or other relevant document of procurement process or service providing.	Contract Legitimate Interest
9.	For retention, improve for update name list and record of business operation between company and business partner. Filing contract and documents related to filing system management of company.	Legitimate Interest
10.	For billing invoice or settlement that business partner default in payment to company according to various process of law or legal action including legal execution.	Contract Legal Obligation Legitimate Interest
11.	For other objectives The company shall inform business partner the other objective that caused company to process data deemed as personal data of business partner beyond the objectives as above mentioned or when company has altered original specific objectives. However, the express consent shall be obtained by company from business partner prior such Personal Data Processing if that's the case where Personal Data Protection Act has prescribed that any Personal Data Processing is required to obtain consent from business partner.	Legitimate Interest Consent

The information of business partner deemed as Personal Data that company shall processing for the objective as mentioned above if it is the information related to the compliance with laws or contract or it is necessary to enter into a contract with business partner or it is the required information to achieve such objectives and the business partner shall not desire to provide company such information deemed as Personal Data which may cause legal implication or may cause company fail to perform duties under the executed contract or could not enter into a contract with the business partner, as the case may be.

In such a case, the company may require objecting to enter into a contract or cancel the deal or service providing or cancel relevant transaction with business partner whether in whole or in part, as the case may be.

6. Disclosure of Personal Data

The information of business partner deemed as Personal Data that disclose by company under the specific objectives and rule of law against person or agency are as follows;

- Executive, director, staff or employee of business partner to the extent relevant and necessary to Data Processing of business partner deemed as Personal Data or name of internal agency of business partner.
- Name of business partner, service provider or personal data processor that was assigned or employed by company to perform duties of data processing management for various service providing such as information technology, recording for data collection, payment, postal and courier, printing, motor insurance, marketing research, data analysis or any other service that may benefit to business partner. Furthermore, may disclose to agency related to business operation of company such as financial institute financial institutions, motor insurance company, dealership, organizer or event organizer, etc.
- Consultant of company such as legal advisor, auditor, expert of specialist both inside and outside company
- Law enforcement government agency such as Anti-Money Laundering Office, Royal Thai Police, Office of Consumer Protection Board, etc.
- Person or any other agency that business partner has given consent to disclose its Personal Data.

The company shall, disclosure of information of business partner deemed as Personal Data to other person, take all appropriate measures to protect a disclosed personal data in order to carry out in accordance with standard and duties of personal data protection as required by Personal Data Protection Act. The company shall, in case where company send or transfer Personal Data of business partner to a foreign country, conduct to ensure that the final destination country, international organization or information receiver in such foreign country having adequate standard of personal data protection or to ensure that the sending or transferring of information of business partner to foreign country is according to criterial as required by Personal Data Protection Act or request for consent from Data Subject to send or transfer such personal data to foreign country.

7. Retention and retention period of personal data

The company shall retain the business partner information deemed as Personal Data 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 business partner information deemed as Personal Data 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 business partner information deemed as Personal Data, 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 business partners have provided to the company as long as the data of business partners that are considered their own personal data remains with the company.

2. Right of access

The company may, business partner information deemed as Personal Data, The Data Subject is 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 business partner or other person who is the Data Subject for its acknowledgement. Provide, however that the company reserve the rights to consider a consent withdrawal request of business partner 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 business partner 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