

PRIVACY POLICY

Daikin Chemical Southeast Asia Co., Ltd. (hereinafter referred to as the “Company”) respects the privacy rights of Company’s employee, Subcontractor’s employee, Applicants and Intern Students (hereinafter referred to as “you”) and to ensure that your personal data is being protected, the Company hereby announce this privacy policy to notify you of details relating to the collection, use and disclosure and/or overseas transfer of your personal data (collectively “processing of personal data”) and for the Company compliance with the relevant laws on personal data protection as follows:

1. Purpose of the processing of personal data

- 1.1 To use before entering into employment contract or for the completeness of the employment contract with the Company, including those related to the labor contract that the company has made with subcontractor and outsource or for the identification or qualification to apply to be an employee of the company, employee of subcontractor, applicants and students intern.
- 1.2 To process the personal data to the extent that can be expected in accordance with the employment contract, labor subcontractor contract, job application and internship; or which may reasonably be expected of the Company's necessity to carry out such purposes, for example for human resource management, the compliance with Company Regulations, welfare management, benefits or compensation of the employees or related person, employees transfer, information sharing with affiliates, internal management of the Company, personnel development, consideration of the candidates' qualification from questionnaire, etc.
- 1.3 For the Company to comply with the law which is the compliance of the provisions, rules and orders such as labor protection, labor relations, social security, compensation, provident fund, occupational health and safety or other relating laws including regulations or a lawful order of the state or by its authorized representative.
- 1.4 For the legitimate interests of the company or others third party such as
 - The management and development of the Company.
 - For safety purposes such as providing security measures for life and property including your personal data by controlling access to company information, restriction to area and internet access including the prevention of crimes or offences or inappropriate behavior.
 - To inform and notify of Company’s business and activities via email, SMS, social media application, telephone.
 - For the exercise of legal claims relating to you and/or the Company.
 - To enable the company to analyze develop and improve Company’s management.
- 1.5 To prevent and stop danger to life, body or health of you or others such as emergency contact, epidemic control and prevention.
- 1.6 For performing duties in the exercise of state powers or public interest.
- 1.7 In the event that you give consent to the Company, the Company will process personal data:

- To enable the Company to communicate with you for informing news and benefits via e-mail, SMS, applications, social media, phone calls, including the benefit of marketing research such as taking surveys and interviews

If there is a change in the purpose of processing personal data, the Company will notify you of the new objectives and seek for your consent in the cases where a new consent is required from time to time. You can learn more about consent in Article 4.

2. Type of Personal Data collected

2.1 When you are an employee of the company or an employee under labor subcontractor contract, the Company will collect personal data as follows:

- Contact information such as email, phone number, address, social media contacts.
- Personal data such as name-surname, photograph, information that appears on ID card, passport, copy of house registration, documents issued by government agencies or other similar information.
- Educational information such as photographs or evidence of educational qualifications such as certificates of training, qualification certificate, test result, professional certification documents, military evidence, etc.
- Work experience such as occupation, position, past work experience, salary, welfare and benefits.
- Behavioral data such as attitude, behavior, emotional intelligence, survey, leadership.
- Financial information such as account number, copy of bank passbook, provident fund information, letter of consent for direct debit, proof of loan.
- Employee information such as information related to welfare benefits (Which employees will receive according to company regulations or required by law), attendance, overtime work, leave, absence from work, work assessment form including information related to domestic and international travel as assigned by the Company.

2.2 When you apply to be an employee of the company, the Company will collect personal data as follows:

- Contact information such as email, phone number, address, social media contacts, workplace.
- Personal data such as name-surname, photograph, information that appears on ID card, passport, copy of house registration, documents issued by government agencies or other similar information.
- Educational information such as photographs or evidence of educational qualifications such as certificates of training, qualification certificate, test result, professional certification documents, military evidence, etc.
- Work experience such as occupation, position, past work experience, salary, welfare and benefits.
- Behavioral data such as attitude, behavior, emotional intelligence, survey, leadership.

2.3 When you are a student intern, the Company will collect personal data as follows:

- Contact information such as email, phone number, address, social media contacts, workplace.
- Personal data such as name-surname, photograph, information that appears on ID card, passport, copy of house registration, documents issued by government agencies or other similar information.
- Educational information such as photographs or evidence of educational qualifications such as certificates of training, qualification certificate, test result, professional certification documents, military evidence, etc.

2.4 The Company may need to collect and process special types of personal data (sensitive data) as required by data protection laws. To use it for the purposes the Company have stated in this Privacy Policy, such as:

- When the Company need to use such information for the benefit of our security, such as biometrics (facial recognition, fingerprints) for identification in accessing systems, devices or control areas.
- Sensitive personal data as shown on identity documents (e.g. religion, ethnicity) solely for the purpose of verifying your identity. The Company has no purpose and policy for collecting, using or disclosing such sensitive personal data other than the purpose of verifying your identity.
- Health information such as annual health check information or as required by law to ensure safety at work, test results for serious infectious diseases or drugs, medical certificate for welfare-related management, food allergy information and others similarly
- Labor union membership information for use in accordance with the agreement or compliance with labor union demands
- Information about the criminal records or in relation with the proliferation of weapons of mass destruction under the law, that to be used in determining the suitability of working under the Company's regulations and information about the risk assessment of personnel before accepting work.

2.5 The Company will process your special personal data (sensitive data) with your express consent where necessary or for other purposes as permitted by law only.

2.6 In the event you provide personal data of a third party to the Company such as name, address, telephone numbers for emergency contacts, identity verification or welfare management of the Company, please share this privacy policy to such third parties to be informed of our privacy policy and seek consent if necessary.

2.7 The Company collects personal data of minors, quasi-incompetent person and incompetent person only with the consent of their parents, guardians or curators in exception the case where such minor may independently give consent by law. In the event that you are not over 20 years of age, please inform the Company of your parental authority details that the Company can seek consent from them before collecting your personal data. In the event that the Company collects personal data from any person under the age of 20 years old by without parental consent as required by law. The Company will immediately delete the Personal Data or will collect, use and/or disclose the Personal Data only if there is a legal basis other than consent or as permitted by law.

3. Connecting to external websites or Outside services provider

The Company's website may contain links to third-party websites or services. Such websites or services may have a privacy policy that is different from the company's privacy policy. The company recommends that you shall understand the privacy policy of that website or service before using, to know in detail before using. The Company is not related and has no control over the privacy protection measures of such websites or services, and cannot be held responsible for the content, policies, damages or actions caused by third party websites or services.

4. Asking for Consent and Possible Effects of Withdrawing Consent

- 4.1 You are free to give the consent without misrepresentation for the purpose of collecting, using or disclosing personal data by the Company.
- 4.2 You may withdraw the consent at any time. But the such revocation will not affect the collection, use or disclosure of your personal data that you have previously given to the Company.
- 4.3 The withdrawal of the consent of an employee, subcontractor or applicant may result in the Company being unable to carry out some or all of its purposes. And you may be affected by the Company's inability to operate according to its objectives, in which the company will inform you of the impact before or while withdrawing the consent.

5. Period of retention of personal data

- 5.1 The Company will keep your personal data for the period necessary to fulfill the objectives for each type of personal data, unless the law allows for a longer retention period. In the event that the retention period of personal data cannot be clearly stated, the Company will retain the personal data in accordance with data security control standards or according to the prescription in law.
- 5.2 In the event that consent to the collection, use, disclosure has been revoked or withdraw before the time required for the purpose. The Company will retain personal data for the time the consent is withdrawn. However, in this case, the Company will keep a record of the withdrawal of your consent to the extent necessary for your reference or to treat your request in the future.

6. Disclosure of personal data to others

The Company is obliged to disclose your personal data to third parties, whether it is a juristic person or a person to the extent necessary for the purpose of providing services related to the management of the Company's business, which the Company may disclose information to:

- 6.1 Affiliates or group companies, to carry out the objectives of the Company's business administration and objectives under your relationship with the Company. The Company will process the personal data within the scope of the policy or agreement (Binding Corporate Rule / Standard Contractual Clause).
- 6.2 Service providers, who may be legal entities or a natural person for collecting or processing the personal data according to the instructions of the Company, under the

objectives of data processing that have been defined, such as Content Service Provider, Cloud Service Provider, Data Analytics Service Provider, etc. The service provider will process the data under the Data Sharing / Data Processing Agreement, provided that adequate and appropriate level of data security measures must be in place.

- 6.3 Any agency or other person as required by law, such as the Bank of Thailand, Anti-Money Laundering Office, National Credit Bureau, Police Station, Court, Legal Execution Department, Asset Management Company and other agencies to which the Company is obliged to disclose personal data by law.

7. The transfer of Personal Data to oversea

7.1 The Company may transfer your personal data to the foreign country that may have higher or lower than the security standards of Thailand. This may be from transferring data to affiliates or business groups in foreign countries, in order to carry out the objectives of the company's business administration and objectives under your relationship with the Company.

7.2 When it is necessary to transfer your personal data to a foreign country that has a lower standard of personal data protection than Thailand, the Company will ensure that the protection of personal data is at an adequate level or ensure that there is an appropriate safeguards and on condition that enforceable rights and effective legal remedies are available for individuals.

8. Security measures for personal data

8.1 The Company value great importance to the protection of personal data as a priority. Your information will be stored under the standard data security control measures, whether in the form of document or electronic data. The Company also use various tool to ensure the security of personal data as well as establishing a responsible unit for managing and auditing on the storage and access restriction. The Company also establish rules for data encryption, data display, data transfer and destruction to our function to ensure the security measures of personal data.

8.2 The Company established organization for internal controls including to manage an incident related to personal data and establish guidelines for responding to unusual events in order to be able to promptly deal with the incidents.

8.3 The Company will proceed with caution and conciseness to ensure that your personal data will not be accessed by unauthorized person or has been modified, altered, damaged or destroyed by another person.

8.4 The Company has provided an audit of information security control measures and regular assessment for the compliance with the law and will update measures to be up to date in response to the changing circumstances and adapt ourselves to such change.

9. Rights relating to your personal data

You have the right to exercise of some or all of legal rights in relation to your personal data which has been provided to the Company. The Company will process your request within 30 days from the date that your request has been received as follows:

- 9.1 Right to access personal data, you have the right to access or request a copy of your personal data.
- 9.2 Right to be informed, you have the right to ask the company to disclose the acquisition of your personal data.
- 9.3 Right to object to the collection, use or disclosure of personal data about you.
- 9.4 Right to request removal or suspension to the use of your personal data.
- 9.5 Right to withdraw consent to the processing of personal data for which you have given, provided that the withdrawal does not affect the collection, use or disclosure of personal data for which you have previously given.
- 9.6 Right to rectification or update your information to be accurate, complete, up-to-date and does not cause misunderstandings.
- 9.7 Right to data portability to request the transfer of your personal data to another third party, if this can be done automatically.

Any request to exercise any aforementioned rights may be limited by applicable law. There may be time in which the Company can reasonably and duly refuse your request, such as where the Company is required to comply with the law or to maintain the legitimate interests of the Company.

10. Communication channels and Company information

You can request to exercise your rights under the Personal Data Protection Law by submitting a written request to the Information Security Committee or the Company's data protection officer (DPO) at the address below or attach a copy of the request by email to phornthip@dcsa.daikin.com or call for more information at 02-399-5922 – 3 #104.

Contact place: Daikin Chemical Southeast Asia Co., Ltd.

Address: 4345 Bhiraj Tower at Bitec 16th Flr. Unit 1609, 1611, Sukhumvit Rd.,
Bangnatai Sub-district, Bangna District, Bangkok, Thailand 10260

11. Amendments to the Privacy Notice

The Company may amend this Privacy Notice as appropriate. The Company would like to request you to check the company's announcement from time to time for your benefit and protection your privacy rights.