



บริษัท ไทยทากาซากาโก จำกัด

THAI TAKASAGO CO., LTD.

Privacy Notice for Employee

Under the Personal Data Protection Act B.E. 2562 (2019), the announcements of the Personal Data Protection Committee, other relevant laws, and the Personal Data Protection Policy of Thai Takasago Co., Ltd. (“the Company”), the Company has established this Privacy Notice regarding the collection, use, or disclosure of personal data obtained through employee as follows:

1. Scope of Application

This Privacy Notice shall be applied to the Personal Data of an individual who has a relationship with the Company in which are the following person,

- 1) Employee (the employee according to the labor laws),
- 2) Other people whose Personal Data is collected by the Company, e.g., employee’ family, emergency contact, beneficiary, etc.

2. Definition and Meaning

“Privacy Notice”	means	means the Company’s announcement or statement, whether in document form or published on the Company’s website: https://www.thaitakasago.co.th/privacy
“Thai Takasago Co., Ltd.” or “the Company”	means	Thai Takasago Co., Ltd., Thai Takasago Holdings Co., Ltd., and its affiliated companies, which act as the data controller with the authority to make decisions regarding the collection, use, or disclosure of personal data in accordance with this Privacy Notice.
“Data Subject”	means	any individual who owns the personal data collected, used, or disclosed by the Company under this Privacy Notice.
“Personal Data”	means	any information relating to an identifiable individual, either directly or indirectly, but excluding information of deceased persons specifically.
“Sensitive Data”	means	Refers to personal data as prescribed under Section 26 of the Personal Data Protection Act B.E. 2 5 6 2 (2 0 1 9) , which includes data concerning race, ethnicity, political opinions, religious or philosophical beliefs, sexual behavior, criminal records, health information, disability, labor union membership, genetic data, biometric data, or any other data that may similarly affect the data subject as determined by the Personal Data Protection Committee under the authority of the Personal Data Protection Act B.E. 2562 (2019).

3. The purposes of the collection, use, or disclosure of the Personal Data

The Company collects, uses, or discloses the Personal Data for various purposes, but under the frameworks listed below:

- 1) To operate or manage the Company’s business operations according to an employment contract, e.g., for employment contract or for entering into an employment contract, etc.,

- 2) To carry out the Company's financial transactions, e.g., for salary, wages, advance, and other payments, etc.,
- 3) To maintain and update information that concerns the Data Subject, including documents that concern the Personal Data,
- 4) To analyze the data, including solving problems related to the Company's business,
- 5) To carry out the achievement of organization management, including employment, human resources management, employee benefits and welfare, e.g., employee's performance assessment, position and job assignment, providing benefits and welfare, etc.,
- 6) To prevent, detect, avoid, and monitor fraud, security breach, or prohibited or illegal activities that may cause damage to the Company and/or the Data Subject, e.g., fraud and compliance investigation, discipline assessment, control prohibited or illegal acts, etc.,
- 7) To identify, prove, and verify information, e.g., to verify information or documents the Company received from the Employee, etc.,
- 8) For communication and sending a notification to the Data Subject, e.g., newsletter, etc.,
- 9) For compliance with applicable laws, notices, ordinances, or proceedings relating to litigation and court order, including the exercise of rights relating to the information of the Data Subject, e.g., providing tax & income data to the Revenue Department, etc.
- 10) For recruitment purposes, such as job applications, interviews, medical examinations, criminal background checks, employment offers, and other related processes.
- 11) For human resources management purposes, such as training, appointment, transfer, job rotation, job reclassification, performance evaluation, promotion, and salary adjustment.
- 12) For other purposes, such as marketing, providing information to financial institutions, communication with customers or business partners, data analysis and reporting, and preventing harm to life, body, or health.

4. Sources of Personal Data

The Company collects or acquires various types of Personal Data from the following sources;

- 1) From the Data Subject directly, e.g., from a job application form, or other documents the Data Subject given to the Company for the purpose of a job application or working, etc.,
- 2) From the Data Subject accessing the website which is under control of the Company, or by using other applications, or any other services of the Company, e.g., a work time recorded via website or application, etc.,
- 3) From other sources other than the Data Subject provided that such sources have the authority, legitimate ground, or received consent from the Data Subject to disclose the information to the Company, e.g., recruiter agency, job search website, etc..

5. Type and category of Personal Data which is collected by the Company

The Company collects, uses, or discloses the Personal Data to the extent necessary by the nature of a relationship between the Data Subject and the Company, or by each context, or by other considerations that may affect the collection of Personal Data. The type and category listed below are only frameworks for all Personal Data the Company may collect:

Type and Category of Personal Data	Example and detail
Information of person in particular	The information that identifies the name of the Data Subject or the data from documents issued by the government authorities that identify information of the Data Subject in particular, e.g., title, first name, surname, middle name, nickname, signature, identification number, nationality, driving license number, passport number, house registration, professional license, social security, etc.
Information of person in individual nature and details	The information relating to the Data Subject in individual nature and details, e.g., date of birth, gender, height, weight, age, marital status, military status, photograph, moving image, language, behavior, preference, bankruptcy status, incompetent status, quasi-incompetent status, etc.

Contact Info	The contact info of the Data Subject, e.g., home or office phone number, mobile phone number, fax number, email address, address, account name in social networks or online applications (Line ID, MS Teams, etc.), map of a residential place, etc.
Information relating to occupation and education	The information relating to employment including work experience and education, e.g., type of employment, occupation, rank, job title, duty, skills, work permit, reference person, tax ID, tenure history, work experience, remuneration and salary, assessment history, benefits and welfares, achievements, educational background, etc.
Information relating to property	The information relating to personal property of the Data Subject, e.g., vehicle registration document, or registration document of property in possession of the Data Subject, etc.
Financial and Insurance	e.g., account number and details, information and details of provident fund and insurance policy, etc.
Property and service usage information	e.g., phone usage history, email history, username & password, logfile, location data, photograph, video, sound, behavior tracking data, search history, cookies or other similar technologies, device ID, device info, IP Address, access and connectivity details, browser information, user language, operating system, etc.
Other Information	e.g., necessary information relating to the Data Subject's family members, beneficiary, emergency contact info, etc.
The data given to the Company on a job application process	All other information and data the Data Subject has given to the Company on a job application process.
Sensitive Data	The Personal Data that is sensitive and affect the Data Subject, e.g., racial, religious, health data, disability, criminal records, trade union information, biometric data (e.g., facial recognition data, or fingerprint recognition data), etc.

6. Legal basis for the collection of Personal Data

The Company relies on one or more legal bases, including the bases of consent and contract, as appropriate and in accordance with the context of each case, for the collection of personal data, which consist of the following:

- 1) For compliance with the laws,
- 2) For legitimate interests,
- 3) For preventing or suppressing a danger to a person's life, body, health, or property,
- 4) For compliance with the contract, or for entering into the contract,
- 5) The Data Subject's consent.

7. Disclosure of Personal Data

The Company may disclose the collected Personal Data only for the purposes that the Company informed the Data Subject, or which the Data Subject has given consent, or is permitted by virtue of legitimate ground. The Personal Data may be used by and disclosed to the following persons or organizations;

- 1) The government authorities, e.g., court of competent jurisdiction, Royal Thai Police, Ministry of Labor, Department of Provincial Administration, Revenue Department, etc. including other private organizations that issued documents relating to Personal Data,
- 2) Contract parties, vendors, or service providers of the Company that carry out activities relating to Personal Data, e.g., bank, financial institution, hospital, insurance company, software company, e-service service provider, contractor or sub-contractor, the Company's hirer, etc.

- 3) Publications, website, application, or social media that under control by the Company
- 4) Another company that is in the same affiliated business, or is in the same group of undertakings, in order to jointly operate the business or group of undertakings., including but not limited to Takasago Thermal Engineering Co., Ltd., the company incorporated and existing under the laws of Japan,
- 5) Other person, who the Company was given consent by the Data Subject.

8. Sending or transferring the Personal Data to a foreign country

In the normal operation course of the Company which uses data storage and internet communication technologies, the Company may, to the extent necessary, use and disclose the Personal Data by sending or transferring the Personal Data to a foreign country, e.g. to vendor, contractor, another company that is in the same affiliated business, or is in the same group of undertakings, in order to jointly operate the business or group of undertakings, and the use and disclosure of the Personal Data by using of email service, office program, cloud storage, server, application, and etc. in which each service provider is mainly operating in a foreign country. Therefore, upon the applicable laws of each country, the destination country or international organization may have inadequate/inconsistent data protection standards compared to the Personal Data Protection Act, B.E. 2562 (2019).

9. Retention period

The Company shall retain the collected Personal Data for a period that such data is necessary to fulfill the purposes of this Privacy Notice, or a minimum period required by laws. In general, the data and documents relating to the employee shall be retained for the duration of employment and shall continuing to be retained for not less than 2 years from the termination of employment. Except for personal data relating to criminal records, the Company shall retain personal data concerning criminal records for no longer than 6 months from the date on which the relevant process is completed for each data subject, in accordance with the purpose and necessity of collecting, using, or disclosing such personal data, unless explicit consent has been obtained from the data subject for a different retention period.

Notwithstanding, the Company may retain the Personal Data longer than the aforementioned period if the Company reasonably determines that such data and documents are legally important that should be retained not less than each validity period or prescription.

10. Rights of the Data Subject

The Company shall strictly respect the rights of the Data Subject. The Data Subject the rights under the provisions of the Personal Data Protection Act, B.E. 2562 (2019) as follows,

- 1) Right to withdraw a consent given,
- 2) Right to access and obtain copy of the Personal Data,
- 3) Right to request to receive, send, and transfer the Personal Data,
- 4) Right to object the collection, use, and disclosure the Personal Data by the Company,
- 5) Right to request to erasure the Personal Data/Right to be forgotten,
- 6) Right to restrict processing of Personal Data,
- 7) Right to rectification,
- 8) Right to file a complaint to a competent authority.

11. The Personal Data Protection Security Measures

The Company shall provide appropriate security measures which are in accordance with the minimum standard specified by the laws for preventing the loss, unauthorized or unlawful access, use, alteration, modification, or disclosure of the Personal Data, and such security measures shall be regularly reviewed at necessary, or when the technology has changed in order to efficiently maintains the appropriate security and safeguard.

12. Information, address, and contact details of the Company

Thai Takasago Co., Ltd.
Bangna Towers C 16th FL.,
40/14 Moo 12, Bangna-Trad Rd., K.M. 6.5,
Bang Kaeo Subdistrict, Bang Phli District, Samutprakarn 10540
Tel. (+66) 2751 9695 – 9
<https://www.thaitakasago.co.th>

This Privacy Notice is announced at Thai Takasago Co., Ltd.'s principal office (Bangna Towers C 16th FL.,40/14 Moo 12, Bangna-Trad Rd., K.M. 6.5, Bang Kaeo Subdistrict, Bang Phli District, Samut Prakan 10540), and/or on the website <https://www.thaitakasago.co.th>, and/or directly inform the Data Subject directly, the Privacy Notice may be changed, reviewed, or amended from time to time by announcement or by informing to the parties concerned.

