

ANNOUNCEMENT

HR No. 005/2021

Policy and procedures for the protection of personal information of employees

Objective: In order to the employees' personal information to be kept by correctly, safely and used in faithful. And in order to comply with the Personal Data Protection Act 2019, the company has set a policy. And regulations for the collector to strictly control the users and related employees as follows;

1. Policy for Data record and Use the personal information of employees

- 1.1 The company respects the personal right of employees to the maximum.
- 1.2 The Company will only ask for personal information of employees as necessary for administration or as required by law or as required by the related departments.
- 1.3 The company arranges for the carefully and use of personal information. Easy to access and conceal as a confidential
- 1.4 The company determines the duties of the data collector. The data processor, the user, the user who had approve the use. Including clearly to monitor. To ensure that employee personal information is kept secure and use to be faithful.
- 1.5 All employees have the right to request to view, review, and easy to access to that information at all the times of data retention. It is also responsible for additional the information in the event of personal information had changes or submission of the information in the event of further request by the company or related agencies.
- 1.6 The Foreign employees will retain and use the same personal information as a Thai employees.
- 1.7 In the event that a personal or outside agency want to know any information of the employee. Must be issue the requisition document to identify the reasons and necessity for asking the information to the controller to consider for approval first. Do not disclose or give the information without the approval.
- 1.8 In the event that the government agency requests the information of the employee. Please be notify the controller of personal information to consider / review before sending. Except for submission according to the normal cycle as required by law, such as social security, revenue, labor protection, can be submitted and keep record of sending for monitor.

1.9 To sending the employee personal information to abroad. The Managing Director are approve and act strictly in accordance with the law.

1.10 Personal information of employees that company are keeping, the company will treat it as the company's own property. No one will violate, disclose, access, use for personal gain or destroy this information without the approval of the person who had assign by the company. The violators will be subject to maximum sanctions and or prosecute to the end including compensation for damages incurred in full at the rate prescribed by law.

1.11 Data record, use, monitor, review, approve or take any action regarding to the personal data in accordance with this policy. Make it a secret to extent necessary by faithful, the personal information of the employee are confidential shall be deemed it is confidential information at the highest level.

2. List of personal information of employees needed for management.

In order to efficiently in any management of the company relating to personal information of employees. Up to date and use to be faithful. The Company has the right to request any additional employee's personal information. All the time of employment.

2.1 Any personal information in the job applications and supporting documents required by the company are necessary information that the company must to know to organize an event according to knowledge, ability, an experience and appropriate with the personal qualities of each person. The list of personal information and reasons for need according to the document specified by the company.

2.2 Personal information that the company has the right to request to additional while working such as

2.2.1 Marital status List of spouses and the children for additional benefits or for computation of tax deductions.

2.2.2 Medical certificate Health examination results or documents, drugs, medical supplies, other equipment related to medical examination and treatment. The company will be use faithful in case of

A.To help and treatment correct, Fast

B. Consider for organizing an event change the job to suitable with the health.

C.To prevent an outbreak to their colleagues or the public

- 2.2.3 Maps, photographs or other information about the accommodation. To consider for visiting in case of illness, giving birth, or helping with other distress. Including to build good relationships with employees families
- 2.2.4 Vehicle registration car, motorcycle for permission to enter and exit the company area or to provide a secure and sufficient for parking.
- 2.2.5 Any other personal information that the company considers that necessary in the management or as required by law for the company to collect in the future.

3. Data controller and persons who has duties related to of responsible in employee personal information

To provide the data record, use, control, monitor of employee personal information as follow the policy and requirements of related laws. Therefore, The Company had assign responsibility the duties and responsibilities of the employees concerned as follows.

3.1 Managing Director has responsibility as following

- 3.1.1 Appoint a personal data controller, data users, and processors, keep the data with update current. It is confidential and correspond to all applicable laws.
- 3.1.2 Review / approve and use controlling personal information in part of excess of the personal data controller's authority or case of sending the employee data to relevant external or foreign entities.
- 3.1.3 Conduct a review of the data record and use of personal information at least once a year to ensure that employees' personal information controls are in guideline with the policy and law

3.2 Human Resources Manager has responsibility as following

- 3.2.1 Controller for use of personal information of all employees within the scope and management necessity. And is the controller of personal information as prescribed by the Personal Data Protection Act.
- 3.2.2 Prepared the details about the employee's information to data record and control the personal information that necessity to be used. With reasons for the necessity of use.
- 3.2.3 Define a method for keep data record in a security place.
 - A.Keep by document the filing cabinet must have an open-close key only for the relevant person.

B. Storing in the computer or in the system must have a code (Password), only those who keep the record.

C. Access to information can be added, but it can be deleted, it cannot be changed, it cannot be removed by arbitrary. Must be approved by the controller.

- 3.2.4 Arrange the education meeting and public relations to make the employees understand the reasons the necessary of a policy and this regulation including knowing the rights and duties under this policy.
- 3.2.5 To consider and approve the change. Requesting to use the personal information of employees who are necessary in the company's work or that are useful to the data owner.
- 3.2.6 To collector the spare key or knowing the password to access the computer system of the collector for the urgent use.
- 3.2.7 If there is an abnormality in Data storage. Any use of information that is inaccurate from the policy or the law requires. Prescriptive to suspend the anomaly immediate and report to the Managing Director in order to correct and prevent it just in time.
- 3.2.8 Review to inspection the personal information collection at least once a year to ensure that the employee personal information are storage. Use in accordance with the policy or the law.
- 3.2.9 Prepare the reports of personal information as required by law. Ready for inspection and or sent to the law enforcement agencies.
- 3.2.10 Maintain the use data records purposes for inspection to ensure that process are compliance with this policy.
- 3.3 Employees who work for recruiting are collects, processes, records, maintains and uses the personal information that relate with a job application.
 - 3.3.1 The Applicant information who accepted to work will be kept at all times and kept it not less than 3 years after the employee has retirement or until the case is over (if any).
 - 3.3.2 The information of job applicants who are not accepted to work will keep for at least 2 months.
 - 3.3.3 The method of destroying information is digestion or incineration or other means to ensure that no other person knows the information.

3.3.4 Keep the keys or passwords that related to data record.

3.3.5 Maintain the use data records data changes for inspection to ensure that process are compliance with this policy.

3.4 Employees who work for payroll, salary, benefits

3.4.1 It is a data processor for keeping personal information and use related to wages, welfare, social security, income tax of each employee.

3.4.2 It is a person who has the right to request additional documents of personal information to calculate annual tax or to provide the additional benefits during of the year.

3.4.3 To issue a payroll certificate or other information requested by the data owner.

3.4.4 To keep the information about wages at all times as determined by the Revenue Department.

3.4.5 Keep the keys or passwords that related to data record.

3.4.6 Maintain the use data records purposes for inspection to ensure that process are compliance with this policy.

3.5 Nurses or safety at work officer

3.5.1 Keep record all employee sickness information to confidential.

3.5.2 Coordinate with doctors or related agencies for treatment or follow by law.

3.6 Information technology Manager or Specialist Advice on how to keep personal information in the IT system confidentially. To ensure that the information is complete, not deleted, not a personal data breach, not destroyed, able to check the names of user, the date and time of use. As well as to determine the monitor staff for IT staff to data processor into the IT system to be a secretly.

3.7 IT staff, Data processor establish a password to keep the data information confidential, prevent abuse, and destroy to ensure compliance with this policy.

3.8 Managing Director Human Resources Manager Or those involved Conduct the reviews. Additional eliminate the personal information stored at least once a year to ensure data record, data usage are follows the policy. Relevant laws and current (The minutes of the meeting are kept as evidence of the review)

4. Accession monitoring and additional data information of employees

The employee who is owner of the personal information held by the company has the rights and duties as following

- 4.1 Have the right to check the data record. Can use their own information every day during working hours. By request to the controller of personal information (Human Resources Manager) to perform.
- 4.2 Have the right to apply for certification or use personal information only for their data owner by notifying the personal information controller (Human Resources Manager) to perform.
- 4.3 Have duty to delivering the documents or any personal information requested by the company within the time specified by the company.
- 4.4 Have duty to notify the company of any changes of personal information such as change of name, surname, relocation, marital status, having children to the company within 7 days.
- 4.5 Have duty to reporting the important personal information such as infectious illnesses, epidemics, psychiatric diseases. Narcotics, criminal records or any offense that affect to health and Safety of life, property or public order of work. By notifying the department manager or Human Resource Manager immediately. To consider to correcting, preventing and helping in time.

5. Punishment for violating the Regulations and or violating the private right of employees.

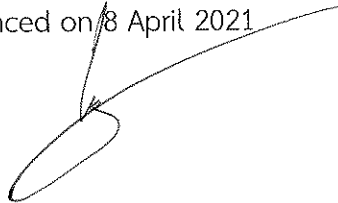
- 5.1 Any employee who discloses, uses, violates the personal information of other employees or uses for personal gain without the approval of the personal information controller. (Human Resources Manager or Managing Director, or from the data owner) the Company considers that the person to be dishonest intentionally damage to the company, violates the personal right and causing damage to others. Considered a serious offense may be punished by the termination of employment without any compensation.
- 5.2 Employees at the company assigned to have the duty to control data, keep record, process, use information, and is considered a competent official. If you do your own mistakes will be considered a higher rate of punishment than the general staff.

5.3 Employees who do not submit the personal information requested by the company or provide false information. Considered a malpractice intentionally damage the company, the company will take disciplinary action as it deems appropriate.

5.4 Any employee who violates the policy this regulation if any damage occurs, that employee must compensate himself in full as required by law.

The company therefore urges all employees to study and strictly follow the above policies and guidelines in order to keep the personal information of employees. Use it safely throughout the time you work together forever.

Announced on 8 April 2021



(Mr. Lee Chun Seng)

President

List of personal information of employees that the company needs to know for the benefit of working together.


At	Personal information	Objectives and necessities
	Information needed in a job application	
1	Current photos within 6 months.	To match with the face The real identity of each person.
2	ID card number	To show Thai Nationality
3	House registration	To know where the hometown or activities with the family
4	Present Address while working with company	To see it is close or far, convenient for manage job to do
5	Map or photo , name of current address	To go to help in an emergency in time
6	Graduated	To organized job follow by education knowledge
7	Work experience certificate	To see the experience that has been done to match with work
8	Training record	To see more knowledge that will do that job well
9	Phone Number	To communicate quickly
10	Line ID	To communicate quickly
11	E-mail	To communicate quickly
12	Parents' name, phone number	To contact Parent's at home in emergency case
13	Spouse name, phone number	To contact Spouse in emergency case
14	Occupation, workplace of spouse	To see have a competitor Business conflict
15	Emergency contact phone number	To contact in emergency case
16	Name of Secondary school level	To view the educational background
17	Name of University level	To view the educational background
18	Book bank	For make a payroll
19	Health examination results prior to work	To organized job follow by health
20	Illness history	To continuity treatment and organized job accordingly
21	Criminal record	To review and give encouragement in being a good person
22	Personal Ability	To add a task Increase the compensation
23	Reference Person	To communicate with each other, Additional information
24	pregnancies	To organize suitable events, For safety
	Additional documents for employment	
25	Marriage certificate	To provide additional benefits - tax deductions
26	Birth Certificate of children	To provide additional benefits - tax deductions

Prepared on 8 April, 2021.

Signature.....*Sawanya*.....Present

(Ms.Sawanya Somchue)

HR Manager

Signature..........Approval

(Mr. Lee Chun Seng)

President