

ANNOUNCEMENT

HR No. 006/2021

Policy and procedures for the protection of personal information
Of Customers, Partners or Visitors

Privacy Policy: Eastern Sea Laem Chabang Terminal Company Limited recognizes to the importance of protecting personal information. This Privacy Policy is defines the ways in which personal information is collected, used, disclosed and handled. Whether it is collecting information through the website of the company. Or through the person

Objective: In order to the Customers, Partners or Visitors and related third parties personal information to be kept by correctly, safely and used in faithful. Unless getting agree from customers, business partners, visitors or third parties or as required by law.

Therefore, 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. Definition and scope of information

- 1.1 Customer means a Customer or buyers or other services user of the company's, including the use of the website or other services of the company which are ordinary person and shall include business partners, business partners and stakeholders which an ordinary person also except the employees.
- 1.2 Supplier means a company, store / person who buys and sells products or services to the company.
- 1.3 Visitor means third parties who come to contact the event, visit, or come to inspect with the company other than buying-selling products, services. Including those who come to write the job applications for being employees of the company.
- 1.4 Personal information of Customers, Partners, Visitors follow as this policy.
 - 1.4.1 Name and surname of customer, name of director or individual job contact name by person.
 - 1.4.2 Gender, nationality and religion.

- 1.4.3 Date of birth.
- 1.4.4 Address for both a juristic person and an ordinary person.
- 1.4.5 Phone number, E-mail, ID Line, and Business Card.
- 1.4.6 ID card number or passport.
- 1.4.7 List and price of products purchased or sold.
- 1.4.8 Source of production or forwarding source of goods or services.
- 1.4.9 Any other personal information that the Managing Director determines.

2. Policy for Data record and Use the personal information of Customers,

Partners or Visitors.

- 2.1 The company respects the personal right of Customers, Partners or Visitors to the maximum.
- 2.2 The Company will only ask for personal information as necessary for administration or as required by law or as required by the related departments.
- 2.3 The company will arrange for the careful use of personal information. Easy to access and conceal as a confidential.
- 2.4 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 the data is kept secure and use to be faithful.
- 2.5 Customers, Partners or Visitors that is the owner of data have the right to request to view, review, and immediate 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.
- 2.6 Customers, Partners or Visitors that is the foreign employees will retain and use the same personal information as a Thai employees.
- 2.7 In the event that a personal or outside agency want to know any information of the Customers, Partners or Visitors. Must be have a subpoena or government 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.
- 2.8 Sending information of customers, business partners, visitors to the government normal or as required by law, such as sending to the Revenue Department They can be sent as normal confidentiality and the submission record is for review.

- 2.9 In the event that a government or an organization that involved in the audit, such as the auditor, the quality system auditor, is able to express confidentiality normally and record the audit as evidence.
- 2.10 To sending the Customers, Partners or Visitors information to abroad. The Managing Director are approve and act strictly in accordance with the law.
- 2.11 Any personal information that the company keeping in accordance with this policy. Considered as important information in business. The company will treat it as the company's own property. Anyone who violates, destroys, or damages, or use for personal gain. The company will maximum sanctions and or Prosecute to the end including compensation for damages incurred in full at the rate prescribed by law.
- 2.12 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 are confidential shall be deemed it is confidential information at the highest level.

3. Disclosure to third parties

- 3.1 The prior consent of the customer is required. Partners and visitors to disclose their personal information.
- 3.2 Disclosure is necessary or permitted by law or by court order.

4. Use and Change of Information

For the keep record, use and treatment of personal information of Customers, Partners and Visitors are follow to the policy and or required by law. Managers and employees involved to do the following.

- 4.1 Explain the reasons and the necessity to the information owner to know this policy. Including clarification of rights and duties of the data owner as subject of this policy.
- 4.2 Use information faithful and confidential as much as necessary that related of work. If additional changes, elimination or additional information required, to notify the IT Manager to arrange or adjust to current .It is forbidden to do anything without permission.
- 4.3 In case that an employee related to a Customer, Business partner or Visitor changes positions. Change person or resign, Must to notify the owner of the information sooner. To prevent impersonation or using information for personal use. Or to prevent disclosure infringement which may damage the owner of the information.

4.4 Records of use, keep record for monitor. To ensure that follow this policy or any relate law strictly.

5. Accession monitoring and additional data information of Customers, Partners or Visitors

Customers, Partners or Visitors who is owner of the personal information held by the company has the rights and duties as following

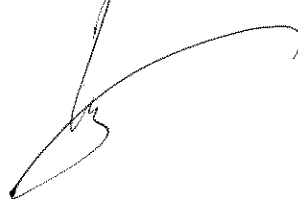
- 5.1 Have the right to check the data record. Can use their own information every day during working hours. By request to the Manager of Department that works with to coordinate with the IT Manager.to perform.
- 5.2 Have the right to apply for certification or use personal information only for their data owner by notifying the contact Manager to coordinate with the IT manager to perform.
- 5.3 Have duty to delivering the documents or any personal information requested by the company within the time specified by the company.
- 5.4 Have duty to notify the personal information if any change such as change of name, phone number, Book Bank, Contact person, Relocation. Please notify the company Know as soon as possible or within the month of the change to keep information current.
- 5.5 Have duty to inform the important personal information that affect to health, Safety for life, property, or public order in co-work. Such as infectious illnesses, epidemics, psychiatric diseases. Narcotics, criminal records or any offense. Please notify the manager who contact to work with immediately and secret In order to manage, fix, prevent, help in time

6. Period of retention of personal information

The company will collect the personal information as necessary for the purposes notified at that time of data collection or as required by the Personal Data Protection Act 2019 or other laws required.

The company therefore urges all employees to study and strictly follow the above policies and guidelines in order to keep the personal information of Customers, Partners or Visitors. 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 Customers, Partners or Visitors. That the company needs to know for the benefit of working together.

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At	Personal information	Objectives and necessities
1	A copy of the trade registration with the name of the director	As evidence according to the Revenue Department
2	At present while doing business with each other	As evidence according to the Revenue Department
3	Photo map, name of current location	For the convenience of visiting and contacting the event
4	Purchase price, selling price, cost, profit	For income-expense information in the business
5	Certificate of tax payment (Form 20)	As evidence according to the Revenue Department
6	Name - Surname	For convenience Familiar in dealing with business
7	Phone Number	To communicate quickly
8	Line ID	To communicate quickly
9	E-mail	To communicate quickly
10	Bank account number	To pay for goods or services

Prepared on 8 April, 2021.

Signature.....Present

(Mr. Vittaya Patthayawat)

Senior Corporate Affairs Manager

Signature.....Approval

(Mr. Lee Chun Seng)

President