

Privacy Notice for Job Applicants

This Privacy Notice ("Privacy Notice") is prepared to inform you of details about the collection, use and/or disclosure of your Personal Data regarding job application with **Puratos (Thailand) Company Limited** (hereinafter referred to as the "Company" or "us" or "we").

1. Purposes of collection, use and/or disclosure of Personal Data

The Company collect, use and/or disclose your Personal Data only where there are proper reasons and/or legal grounds to do so. This includes sharing it to third parties under the following main purposes:

1.1 For recruiting personnel and before the Company enters into an employment contract with you;

1.2 For processing your Personal Data in compliance with the law, obligations under the law or the employment contract;

1.3 For the Company's legitimate interests in processing your Personal Data while still considering that your fundamental rights does not exceed the benefits of the Company;

1.4 For a specific purpose in accordance with the consent you gave to the Company in processing your Personal Data.

2. Collection of Personal Data

The Company collects and uses many kinds of Personal Data, depending on the circumstances that are relevant to the recruitment process and on-boarding process of the Company.

2.1 Sources of data for the collection of Personal Data

The Company collects your Personal Data from a variety of sources, such as:

- Information obtained directly from you as part of the job, scholarship and internship recruitment process (i.e., job application, scholarship application, internship application, brief work history (CV or resume)) and identity documents such as identity cards, passports, driving license, etc.;
- Information which the Company receives from recruiter websites, headhunters or from current employees of the Company.
- Data that the Company received during the recruitment process, whether from telephone or video call;
- Data that the Company has or may have received when you used the Company's systems, tools or websites;
- Job application or other information in the documents that you are provided to the Company at the beginning or during the recruiting process;
- Correspondence with you through interviews, meetings or other devices e.g., CCTV, visual and/or voice recording equipment, etc.

In some cases, the Company may collect your personal information from third parties, such as references from previous employers (such as years of services, performance during work for the former employer, etc.), information that can be accessed from various sources such as LinkedIn, JobsDB, Facebook, etc., information obtained from a resume verification service provider, information from credit companies and criminal records.

2.2 Categories of Personal Data collected, used or disclosed

The categories of your Personal Data that the Company collects, uses or discloses (collectively “process” or “processing”), subject to applicable law, includes but is not limited to the following:

(2.2.1) Personal details: First name and surname, gender, date of birth, marital status, military status, personal identification number, passport number, other identification number issued by the government authorities to be used as an identity verification document, nationality, photograph as it appears on the identification card, passport or driving license, signatures, identity verification information, photograph and CCTV image/footage;

(2.2.2) Contact details: Address, telephone number and e-mail address;

(2.2.3) Educational details: Details of educational background, transcript and educational achievements;

(2.2.4) Family details: Names and contact details of family members, including spouse and children;

(2.2.5) Professional details: Details of profession, professional memberships, employer's feedback, your qualifications, skills, experience and employment history (CV or resume);

(2.2.6) Financial and transactional details: Salary and benefits (i.e., bonus, provident fund, pension and insurance);

(2.2.7) Other details: Information received or may have been received during a job interview; and

(2.2.8) Sensitive Personal Data: such as religion, race, health data and medical data, and criminal record.

The Company may also collect some sensitive Personal Data about you for use in recruiting and considering who will fit the job. However, the Company will not collect, use and/or disclose this type of data without your explicit consent unless the law allows the Company to do so.

2.3 Refusal to give Personal Data to the Company

Under the circumstances where it is necessary for the Company to collect your Personal Data and you refuse to give your Personal Data to the Company, the Company may refuse to take other relevant actions.

3. Processing of Personal Data

Pursuant to the purposes, the Company may process your Personal Data in accordance with applicable law and a legal basis. The legal basis on which the Company performs such processing are as follows:

3.1 The purposes of collection, use and disclosure of Personal Data under contractual basis shall be following:

- To perform any action in connection with your job or internship application.
- To perform any action in connection with your scholarship.
- To verify your identity.
- To assess competence, qualifications, and suitability for the position.
- To conduct background checks and reference with if it is possible.
- To communicate with you about the recruitment process.
- To prepare a record about the Company's hiring process.

3.2 The purposes of collection, use and disclosure of Personal Data legal obligation basis are for complying with the legal requirements.

3.3 The purposes of collection, use and disclosure of Personal Data under consent basis are for conducting background checks and reference with, if it is possible, to the extent with your consent.

3.4 The purposes of collection, use and disclosure of Personal Data under legitimate interest basis are to prevent crimes and manage the security of the Company's premises, the

Company may, for example, install a closed circuit television (CCTV) in and around the Company's premises and these may collect your photos, videos or voice recordings.

4. Disclosure of Personal Data

The Company may disclose or send your Personal Data to third parties in order for these individuals to process your Personal Data in the following ways:

4.1 Disclosure of Personal Data to third parties

For the purposes of recruitment, we may disclose your Personal Data to reference person, educational institutions (such as universities, colleges, etc.) to verify information that you provide to the Company, the data processors of the Company, and/or third parties who are performing background checks on behalf of the Company (e.g., credit companies, criminal background examination agencies, etc.).

4.2 Transfer of Personal Data overseas

The Company may be required to send or transfer your Personal Data overseas for storage and/or processing in the performance of a contract entered into between you and the Company. The Company will not allow unrelated persons to access the Personal Data and the Company will lay out appropriate security measures.

5. Retention of Personal Data

The Company will collect your Personal Data for as long as it is necessary to carry out the purposes of processing such Personal Data. The Company will retain your Personal Data for a period of 1 year from the date on which your relationship with the Company as a candidate expires. The Company will destroy, delete or make Personal Data non-personally identifiable information unless there is a legal obligation or technical reasons whereby the Company may keep your Personal Data for a longer period of time.

In case you are selected as an employee or interns, the Company will continue to retain your personal information after the end of the recruitment process, in accordance with the Privacy Notice, for the Company's employees which is separate from this Privacy Notice for Candidates.

6. Data Subject Right

You have the right to exercise your personal data in accordance with the Laws on Personal Data Protection, whereby the Company will respect your rights accordingly and we will take an action in any steps subject to the law or regulation in relation to the processing of your personal data under certain circumstances promptly. You also have the right to exercise your personal data as follows:

6.1 Right to withdraw consent

If the company relies on your consent as the legal basis for processing your personal data, you have the right to withdraw such consent which has been provided to the company at any time. However, the Company may continue to process your personal data if the company relies on other basis to process your personal data.

6.2 Right to Access

You have the right to access your personal data and may request that the company provide you with a copy of such personal data.

6.3 Right to rectification

You have the right to request that your personal data be rectified if the personal data is inaccurate, not up-to-date, or incomplete, or may cause a misunderstanding.

6.4 Right to erasure

You may request that the company delete, destroy, or anonymize your personal data in the circumstances that there is no reasonable reason for the company to continue processing your personal data. You can require the company to delete as well as exercise the right to object stipulated in the next Article. Nonetheless, the exercise of right hereof shall not be

for the purpose of erasure all personal data, in addition, the company shall carefully consider each of request under the laws on processing your personal data.

6.5 Right to object the processing of personal data

You have the right to raise an objection to the processing of your personal data in certain circumstances prescribed under the laws on personal data protection. Additionally, you also have the right to object to the processing of your personal data in the event that the company processes your personal data for marketing purposes, recording and analyzing the psychological and behavioral characteristics of individuals (Profiling).

6.6 Right to restriction

You have the right to request that the company restrict the processing of your personal data temporarily, for example, when you wish the company to correct your personal data or when you request the company justify the lawful basis for processing under the laws on personal data processing.

6.7 Right to data portability

In some cases, you may request the company to transfer or transmit your general personal data to other data processor via electronics form. However, this right is particularly in the case of your personal data submitted to the company given by your consent, or where such personal data is required to be processed in order to fulfil the obligation under the contract.

6.8 Right to lodge a complaint

You have the right to lodge a complaint to the governmental agencies as well as the Personal Data Protection Committee in the case of violation of the act by the company or the company's staff.

You may exercise your rights at any time by contacting the Company via the contact channels mentioned in Article 9. below.

The Company may be required to obtain certain information from you in order to verify your identity and certify your right to access Personal Data (or to exercise any other right) in

order to comply with security measures that will ensure that your Personal Data will not be disclosed to anyone who has no right to access it.

The Company will make every effort to respond to all legitimate requests within 30 days. In some cases, it may take more than 30 days if your request is complex, or you submit more than one request. In such event, the Company will notify you and will keep you informed of the status of the request.

7. Security for your Personal Data

We have furnished the appropriate security measures covering the administrative safeguards, technical safeguards as well as physical safeguards in the purpose to protect loss of personal data or control the access of personal data to protect from loss, unauthorized access, alteration, modification, or disclosure without authorization in accordance with our Information Security Policy and Practice.

Additionally, with the purpose of retention your personal data as a confidentiality, integrity, and availability, we have also publicly established Privacy Notice in accompany with guidelines for security in the collection, use or disclosure of personal data, which will be reviewed from time to time suitably. In this regard, we will consider upon and abide by the Laws on Personal Data Protection, the Announcement of the Ministry of Digital Economy and Society concerning the Requirements for Personal Data Security Standards B.E. 2563 and the Announcement of the Ministry of Digital Economy and Society concerning the Requirements for Personal Data Security Standards (No.2) B.E. 2564, as well as other announcements or orders of the Office of the Personal Data Protection Commission.

8. Modification of the Privacy Notice

To comply with the Personal Data Protection Act B.E. 2562, the Company will review and revise this Privacy Notice regularly in which it may have affect to this Privacy Notice. You can view the latest changes available from the date below in the Privacy Notice through the Company's website.

9. Contact us

If you need to exercise your personal rights in relation to your personal data or having questions about your personal data under this Privacy Notice, please contact us at

PDPA Implementation Working Group

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