

Privacy Notice for Receipt & Tax Invoice

Puratos (Thailand) Company Limited (hereinafter referred to as “company”, “we”, “us”, or “our”) respects and protects the privacy and your personal data (“personal data”) subject to Personal Data Protection Act B.E. 2562 (“act”) and subordinate laws issued thereunder, including any amendments which may be made thereto. To inform and notify you regarding the collection, use and/or disclose the personal data, this Privacy Notice is therefore made as follows:

1. Purposes and Lawful Basis for Processing

For a purpose relating to issuing Receipt & Tax Invoice, the company shall process your personal data as follows:

1.1 Legitimate Interest Basis: When you provide an information for issuing the Receipt & Tax Invoice, the company may collect your personal data for a convenience in issuing Receipt & Tax Invoice for the next time. In the case that you do not wish us to collect your personal data, you can exercise the right to delete under Article 4.

1.2 Legal Obligation Basis: The company shall request your personal data to issue Receipt & Tax Invoice under the Revenue Code and other laws, for example, Section 86/4 of Revenue Code, Announcement of the Director-General of the Revenue Department on Value Added Tax (No.199) and so forth. The company is obligated to submit this information to the Revenue Department, the company shall not issue the full version of Receipt & Tax Invoice if you refuse to provide your personal data. You will however receive Receipt & Tax Invoice (ABB) from the company at the time of your purchase of goods and services.

2. Personal Data for Processing and Retention Period

Category/item of personal data and retention period that is name – surname, address, taxpayer identification number (ID card number) for 6 years from the year in which the Receipt &

Tax Invoice is issued. Upon the expiration of such period, the company will delete or make personal data non-identifiable.

3. Disclosure Personal Data to Third Party

The company may disclose your personal data to business partners, service providers, or hired by the Company to perform duties in connection with processing the personal data in managing the program for issuing Receipt & Tax Invoices in both of paper and electronic format, including submitting your personal data to the Revenue Department and its officials as required by law. In case of necessity required by the governmental agencies which have supervisory duties under the laws to request for personal data, i.e., Royal Thai Police, Office of the Attorney General, Court, or officials of government agencies to request for personal data, i.e., investigative officers, prosecutors etc., as well as may disclose to government agencies and government officials for the benefit of the company's legal proceedings.

4. The Rights of the Data Subject

As the data subject, you have the following rights in relation to your Personal Data under the Laws on Personal Data Protection:

4.1 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.

4.2 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.

4.3 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.

4.4 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 may request 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.

4.5 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).

4.6 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.

4.7 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.

4.8 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.

Any request under your rights therein shall be carry out in written form or via electronics form provided by the company. The company will endeavor to proceed all process within reasonable period and no longer than the period specified by the law and the company shall also pursue all legal requirements concerning your rights as a personal data subject.

There may be some limitation on your rights and the company will describe you of such unavailable at all respects, nevertheless, such limitation shall be subject to the Personal Data Protection Act B.E. 2562. The company reserves the right to charge any fees related to and necessary for data processing upon your request

5. 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.

6. Change of Privacy Notice

To comply with the laws on Personal Data Protection, this Privacy Notice may make changes from time to time to reflect any changes by such the law. In this regard, the company shall notify you of any significant changes to the Privacy Notice on the company's website.

7. 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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