

Privacy Policy

1. Our Privacy Statement

Chukoh Chemical (Thailand) Co., Ltd. (the “Company” or “we”) has established and disclose this Privacy approach to explain how we process personal data of our job applicants, and employees including their family members, and referral persons, since the protection of your personal data is of great importance to us.

We process your personal data in accordance with the applicable regulation relating to personal data protection, in particular **the Personal Data Protection Act B.E. 2562 (“PDPA”)**. This Privacy Policy explains how we, as the data controller, collect, use, and disclose your personal data. In addition, we regularly review and update this Privacy Policy and in case of any significant update to this Privacy Policy, we will inform you as appropriate.

2. Personal Data to be Collected

Regarding the PDPA, personal data means any information relating to an individual, which enables the identification of such individual, whether directly or indirectly, but not including the information of the deceased persons in particular.

We collect the following personal data for processing to achieve the purposes as herein with the legal basis provided for in the PDPA. In addition, we may process your personal data of a sensitive nature in accordance with special criteria provided for in the PDPA.

We collect your personal data directly from you or your personal data may be collected from other sources, such as your family members and your referral persons specified in your job application, other employees of the Company, company’s website, recruitment agency company and its website, hospitals for providing your pre-employment health check-up and annual health check-up, insurance company, government organizations, or other public sources, such as Facebook, YouTube, Linked in, and etc.

i) General Personal Data

Name, Surname, Signature, Current Address, Home Address, Phone number, Personal Email Address, ID card number, Passport number, Visa information, Copy of your ID card, Copy of your Passport, Copy of your household registration, Copy of your driving license, Date of birth, Gender, Age, Nationality, Photo, Bank account information, Marriage status, Copy of your marriage certificate, Education background, Education transcript, Work experience, Work certificate, Work permit or other working documents, Information regarding your credit card statement, Information regarding your work experience, such as warning record, leaving records, salary records, work evaluation records, training records, resignation or termination records, image and voice records, and Videos and Images caught on CCTV cameras at our premises

We may collect information of your family members or emergency contact such as Name, Surname, Relationship with you, Address, Phone number, Email, ID card number, Passport number, Visa information, Copy of your ID card, Copy of your Passport, Date of birth, Gender, Age, Nationality, Photo, Copy of your household registration, Copy of your marriage certificate, Copy of your children’s birth certificate, Education background and Education transcript of your children. In addition, we may collect information of your referral persons specified in your job application such as Name, Surname, Current Address, Home Address, Work address, Occupation, Phone number, and Email.

ii) Sensitive Personal Data

Religious belief shown in a copy of your ID card, Health information including but not limited to blood type and medical certificates, Criminal Records, Sexual orientation, and Fingerprint recognition

We may also collect sensitive personal data of your family members such as religious belief shown in a copy of their ID cards, and Health information.

3. Purpose of Processing of Personal Data

The Company collects, uses, or discloses your Personal Data for various purposes depending on relationship between you and the Company as follows.

3.1 Job applicants

- To proceed as necessary with considering and selecting job applicants and other relevant procedures, such as recruiting, either from the Company's recruitment channel or the channel of the Recruitment Company, interviewing, selecting, or offering available position to you
- To check your backgrounds and qualifications before an employment under applicable laws including checking your background with your referral persons
- To perform human resource management including disclosing your information with the person relating with recruiting processes, preparation of the employment agreement, and other internal procedures to conduct the employment
- To control access to the buildings and premises for security reason, and to observe, prevent, deter, and (if necessary) investigate unauthorized access to buildings and premises for the purpose of monitoring security of the buildings and premises of the Company, including the recording of the person contacting the Company through the CCTV camera
- To record your information in the Company's database for future selection

3.2 Employees

- To proceed with an employment agreement between you and the Company as well as other agreements in relation to the employment such as a non-disclosure agreement, policy, and work rules, including the amendment of such agreement
- To communicate with employees, evaluate your work performance, provide trainings, and activity invitation for employees
- To perform human resource management including managing and complying with an employment agreement between you and the Company such as administering remunerations, welfares and benefits, administering your advance expenses, administering your borrowing of the Company's property, registering for social security fund, provident fund, and student loan fund, administering leaves, recording your working hours, managing your working report, administering warning issuance, administering your training session, administering your resignation, and etc.
- To proceed with the VISA, work permit or other working licenses when required by laws
- To allow you to proceed your working obligations under your employment agreement
- To manage your health and safety such as providing annual health check-up, providing health insurance or other insurance, and claiming the compensation under insurance policy, etc.

- To manage risks and undertake internal audit and administration, for example, to prevent fraud or undertake detection, to investigate requests for use of our internal information systems for the transparency of the Company
- To verify your identity in order to perform your working obligations such as to issue your employee card and name card
- To comply with relevant regulations such as tax laws, social security laws, and labour laws and to manage risks and undertake internal prevention, audit and administration to comply with laws, and to report information to government authorities as required by laws or upon receiving an order or a writ of attachment from the authority, to undertake detection and investigation under legal procedures and other regulations including to establish, comply or exercise the rights to legal claims or defend against the rights to legal claims
- To control access to the buildings and premises for security reason, and to observe, prevent, deter, and (if necessary) investigate unauthorized access to buildings and premises for the purpose of monitoring security of the buildings and premises of the Company, including the recording of the person contacting the Company through the CCTV camera
- To record your information in the Company's database

3.3 Your Family members and Referral persons

- To contact your family members or referral persons to check your background and your information
- To contact your family members or referral persons in case of emergency incidents
- To provide welfares and benefits to the employee who is your family member such as to proceed with the VISA, work permit or other working licenses when required by laws
- To control access to the buildings and premises for security reason, and to observe, prevent, deter, and (if necessary) investigate unauthorized access to buildings and premises for the purpose of monitoring security of the buildings and premises of the Company, including the recording of the person contacting the Company through the CCTV camera
- To record your information in the Company's database

4. Legal Basis for Processing of Personal Data

The legal basis for the processing of your personal data is as follows:

- A consent basis, when it is required by law to obtain a consent for processing;
- When the processing activity is necessary for the performance of contractual obligations to perform contractual obligations between you and the Company;
- When the processing activity is required for the pursuit of legitimate interests of the Company, except the case where your primary right should be greater than such benefit;
- When the processing activity is required for the compliance with our legal obligations; and
- When the processing activity is required for the protection of life, body, or health of an individual.

In the event that the Company processes your personal data relying on a consent, you have the right to withdraw your consent at any time by the method separately designated by us at the timing of obtaining your consent. However, your withdrawal of consent will not affect the legality of processing conducted based on your consent before its withdrawal.

We will notify you separately, if the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as the possible consequences of failure to provide such data.

5. Retention Period for Personal Data

We will retain your personal data for as long as necessary to fulfill the aforementioned purposes for obtaining and processing your personal data. Specific criteria used to determine our retention periods are the duration we have an ongoing relationship with you, the compliance with applicable laws, the compliance with legal prescription to exercise the rights to legal claims or defend against the rights to legal claims and the necessity of retaining the personal data for other legal or business reasons.

Please kindly be ensured that the retention of personal data after the expiry date of retention period will only occur only in the necessary circumstance. When the retention period has ended or the retention of such data is no longer necessary (whichever is applicable), we will destroy or erase such data from our system.

6. Disclosure of Personal Data

We may share and disclose your personal data to the following third parties in accordance with the PDPA for the purposes stated in this privacy policy. The Company will inform you to acknowledge and request for consent as necessary to comply with the PDPA.

- Headquarters, Subsidiaries, affiliates, and any related companies for business purposes
- Company's customers for you to perform your working obligations
- Government authorities, or other authorities as stipulated by laws, including competent officials, e.g., courts, police officers, the Revenue Department, the Social Security Office, the Department of Labour Protection and Welfare, and the Department of Skill Development
- Agencies, service providers and/or sub-contractors for their implementation and procedures, for example, document storing company, delivery company, IT company, payment gateway service provider, payroll service company, accounting company, tax consultants, legal consultants, and work permit agency company
- Other necessary organizations, such as hospitals, insurance company, training institute, bank, provident fund company, etc.
- In the event that you are our employee, we may disclose your personal data to our customers for you to perform your working obligations under your employment agreement

As a result of the aforementioned sharing and disclosure, in some cases your personal data will be transferred to the recipient company in other countries with an appropriate safeguards by executing with the transferee the standard data protection causes including Binding Corporate Rules or Data Processing Agreement (if any or whichever is appropriate) pursuant to the PDPA, unless the data transferred country has appropriate data protection standard as prescribed by the Personal Data Protection Committee or we obtain your consent pursuant to the PDPA. If you wish to receive a copy of

documentation related to these safeguards, please inquire using the contact details at the end of this privacy policy.

7. Your Rights as a Data Subject

You have the following rights regarding personal data obtained and processed by us.

- **Right to withdraw a consent:** You have the right to withdraw your consent at any time by the method separately designated by us at the timing of obtaining your consent, except the consent provided is necessary to perform legal obligations or contractual obligations. However, your withdrawal of consent will not affect the legality of processing conducted based on your consent before its withdrawal.
- **Access to personal data:** You have the right to access and obtain a copy of the processed personal data concerning you and to ask the Company to disclose where the Company obtained such personal data from.
- **Obtaining information or transferring regarding processing of data:** You have the right to receive personal data concerning you in a structured, commonly used, and machine-readable format that can be automatically accessed or disclosed, and the right to transfer those data to another controller.
- **Right to object the collection, the use, or the disclosure of personal data:** You have the right to object to the processing of the personal data concerning you.
- **Erasure of personal data:** You have the right to have us delete or destroy personal data concerning you, or to make such personal data to become the information that cannot identify your identity.
- **Restriction on processing of personal data:** You have the right to have us stop the processing of personal data concerning you.
- **Rectification of personal data:** You have the right to have us rectify inaccurate personal data concerning you to be a completed and updated data that will not cause any misunderstanding.
- **Right to lodge complaints:** You have the right to lodge a complaint with a competent data protection supervisory authority when the Company violates or not complies with the laws concerning of personal data protection.

If you intend to exercise any of the aforementioned rights, please inquire using the contact details at the end of this privacy policy.

If you wish to withdraw your consent to the use of your personal data collected by the Company before the effective date of the PDPA, please contact us at the contact details provided at the end of this privacy policy.

8. Data Protection Security Measures

The Company implements appropriate and strict security measures for preventing unauthorized or unlawful loss, access to, use, alteration, correction, or disclosure of personal information.

In case where the Company assigns any third party to process your personal information pursuant to the instructions given by or on behalf of the Company, the Company shall appropriately supervise such third party to ensure your personal information protection in accordance with the PDPA.

9. Contact details

For questions or inquiries regarding this privacy policy, please contact us at:

Chukoh Chemical (Thailand) Co., Ltd.

Data Protection Officer:	Mr. Yoshimasa Onji
Email:	onji@chukoh.co.jp
Address:	2525 One FYI Center, Unit 1/1002, 10 th Floor, Rama 4 Road, Khlongtoei, Khlongtoei, Bangkok 10110
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