

Notification of Personal Data Protection Policy HaadThip Public Company Limited and its Subsidiaries

HaadThip PCL and its Subsidiaries (therefrom called “the company” are aware of the significance of personal data protection, therefore, have prepared a Personal Data Protection Policy. This policy explains methods the company treats the personal data like collection (storage), preservation, usage, disclosure as well as the rights of personal data owners in order that the owners can learn of the company’s personal data protection policy. The company, hereby, would like to announce the personal data protection policy as follows:

1. Definition and Meaning

- Personal Data can be defined as personal data that can directly or indirectly identify identity of a person except a deceased person especially.
- **General Personal Data** means:
 - Personal data like first and last name, date of birth, place of birth, status, data on ID card and passport, a copy of ID card or ID number.
 - Contact information such as address, Tel. Number, Line ID, other online contact channels, workplace, position, company or organization.
 - Data on electronic usage such as e-mail address, IP address, Browser program types and Cookies as well as Chat History in applications.
 - Your data given when contacting the company or participating in the company’s activities.
- **Sensitive Personal Data** means genuine personal data of a person with sensitivity and possible risks of unfair discrimination, namely nationality, race, political opinions, doctrine belief, religion or philosophy, sexual behavior, criminal record, health information, disability, trade union information, genetic information or any other information that affect personal data owners in the same manner as specified by the Personal Data Protection Committee.

2. Personal Data Collection (Storage)

The company shall collect (store) personal data with objectives, scopes and methods which are legitimate and fair. Such collection (storage) will only be made as deemed necessary for the operations under the company’s objectives. The company shall make data owners informed in order that they provide their consent by means of electronics or in the company’s way. In case,

the company collects (stores) sensitive personal data of the owners, the company shall clearly seek their consent from the owners before the collection except that the personal data collection and sensitive personal data fall into the Personal Data Protection Act 2012 or as imposed by other regulations.

3. Objectives of Personal Data Collection (Storage)

The company shall collect (store) or utilize personal data of the owners for the benefits of the company's operations like procurement, contract agreement, financial transactions, company's activities, other coordination or work quality improvement for greater effectiveness like preparation for database, analysis, development of the company's operation process and any other benefits unprohibited by law and/or to comply with law or regulations related to the company's operations. The company shall collect (store) and utilize such data for a necessary period according to the objectives notified to the data owners or as specified by law.

The company shall not act besides what specified in the objectives of the data collection (storage) except

3.1 has already notified new objectives to the owners and received consent from the owners.

3.2 to comply with the Personal Data Protection Act or other related regulations.

If there is a change in the objectives of personal data collection (storage), the company shall notify you and proceed in accordance with the specified law, including record of additional correction as evidence.

4. Disclosure of Personal Data

The company shall not disclose personal data of the owners to any 3rd parties without their consent and shall only disclosed in accordance with the objectives that has already been notified for the benefits of the company's operations and service to the personal data owners. The company may have a necessity to disclose personal data of the owners to its subsidiaries and other both domestic and foreign persons, for example, service providers whose operations relate to personal data by disclosing the personal data to such persons. The company shall proceed to ask the persons to

maintain the personal data as confidential and not to utilize for the benefits other than the scopes set by the company.

Furthermore, the company may disclose the owners' personal data under the specified rules, namely disclosure to public sectors and regulatory authorities. This includes requests for prosecutions and legal proceedings. In case, there is personal data disclosure abroad, the company shall strictly comply in accordance with the Personal Data Protection Act 2012.

5. Guidelines for Personal Data Protection

The company shall define measures, including the security and safety measures of personal data relevant to law, regulations and personal data protection guidelines for the company's staff and other related parties. This also is to support and enhance staff's knowledge and awareness of duties and responsibilities, regarding collection, storage, utilization and disclosure of the owners' personal data. The company's staff shall rightly and effectively comply with the Personal Data Protection Act and Policy.

6. The rights of the owners of the personal data.

The owners of the personal data have the rights to act as follows:

- 6.1 The right to withdraw consent of personal data evaluation given prior to this. The consent withdrawal shall not affect collection (storage), utilization or disclosure of the personal data given prior to this.
- 6.2 The right to access and make copies of the personal data, including disclose the personal data with no consent given.
- 6.3 The right to alter and correct the personal data.
- 6.4 The right to delete the personal data.
- 6.5 The right to hold utilization of the personal data.
- 6.6 The right to transfer the personal data.
- 6.7 The right to oppose the personal data evaluation.

The owners of personal data can exercise the aforementioned rights by submitting a written request with the company or through e-mail using the company's form via "the company's contact channels" below. The company shall consider and notify result no longer than 30 days, counting from the day of the receipt. The company may refuse the rights of personal data owners in case the law imposes otherwise.

7. Duration of Personal Data Storage.

The company shall store your personal data for a duration as deemed necessary. This is for the objectives of the personal data storage, utilization and disclosure specified in this notification in accordance with the rules of personal data storage like a duration during which the company holds a relationship with you as the company's customers. The company may further store the data for a necessary period in order to comply with the law or legal prescription so as to create a legal right of claim, compliance with the law or the legal right of claim or fight for the legal right of claim or any other causes as per the company's policy and internal regulations.

In case the company is unable to clearly specify a duration of the personal data storage, the company shall store the data for an estimated period as per the collection standard (i.e., maximum legal prescription of 10 years in general).

8. Security and Safety Maintenance

The company specifies appropriate measures and strictly maintain the security and safety in accordance with the policy and guideline on the security and safety of the company's Information Technology in order to prevent losses, access, destroy, alter or utilize personal data without any rights or legal consent.

9. Review and Change in the Personal Data Protection Policy

The company may rectify or revise the policy occasionally so as to be in line with the regulation, change in the company's operations as well as advice and opinions from other institutes. If there is any alterations, the company shall notify by circulating an appropriate notification.

10. The Company's Contact Channels

15 June 2022

The company has complied with the Personal Data Protection Act 2012 by appointing a Data Protection Officer: DPO for the purpose of investigating the company's operations regarding collection, utilization and disclosure of personal data in accordance with the Personal Data Protection Act 2012 as well as other personal data regulations. You may contact through the following:

- Data Protection Officer: DPO
- Tel No. 074 210008 Ext. 1188
- E-mail at dpo@haadthip.com
- Post to 87/1 Karnjanavanich Rd., T.Banpru Hatyai , Songkhla 90250 Thailand
- Online at www.haadthip.com (Contact us)

HaadThip and Subsidiaries