บริษัท สหมิตรถังแก๊ส จำกัด (มหาชน) บมจ. 407
SAHAMITR PRESSURE CONTAINER PUBLIC CO.,LTD.
๙๒ ซอยเทียนทะเล ๗ แยก ๔ ถนนบางขุนเทียน-ชายทะเล แขวงแสมดำ เขตบางขุนเทียน กรุงเทพฯ ๑๐๑๕๐
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Privacy Notice for the Employees

Sahamitr Pressure Container Public Company Limited

Sahamitr Pressure Container Public Company Limited ("Company") has collected, used, and/or disclosed personal information of current employees, former employees, directors, consultants, executives, Interns, applicants and any one related to personnel of the Company ("you"). In order to comply with the Personal Data Protection Act B.E. 2562 (2019), the Company has issued this Privacy Notice to clarify the details as well as handling and processing methods of personal data obtained by the Company from you. The purposes for the collection, usage, and/or disclosure and transmission, as well as the retention period of such personal data and your rights as the owner are as follows:

1. Personal data

1.1 Sources of Personal Data

The Company may collect personal data of the data subject through various channels, such as:

(1) Personal data that is provided to the Company directly, when the data subject applies for a job with us through website or telephone, as well as when employed as the employee of the Company, the Company would request for the necessary information as follows: first name, last name, telephone number, e-mail, address, educational background, etc.

(2) Personal data that the Company has collected from you automatically: The Company may record the Log Files of the data subject, including IP Address, activities and traffic patterns and browsing history which is collected through the use of cookies. and other similar technologies. For more information, please refer to the Cookies Notice, etc.

(3) The personal data received or accessed by the Company through other sources that is not directly from you, such as father, mother, children, spouse, sibling, government agency, financial company, financial institution, financial service provider, business partner, National Credit Bureau and data service provider, etc. which the Company will gather from other sources when receiving your consent according to the law, except when it is necessary as allowed by law.

1.2. The personal data that the Company have gathered, used and/or disclosed,

such as Personal data, which the Company has collected under this Privacy Notice, belongs to the owners of the personal data categorized as follows:

1.2.1 For Job Applicants

(1) The personal data that you provide in the application form, such as first name, last name, gender, date of birth, age, current address, telephone number, citizen ID card number, Certification of Foreign Status and Identify No., educational background, work experiences, photographs, including copies of citizen ID card, copies of certificate of military service, copies of house registration, copies of marriage certificate, etc.

(2) Sensitive data, such as nationality, race, religion, health record, criminal record, etc.

(3) Other information, such as Resume, Curriculum Vitae (CV), information from questionnaires, evaluation forms or other information provided by you to the Company.

1.2.2 For Interns

Resume and/or Curriculum Vitae (CV), such as first name, last name, gender, date of birth, age, current address, telephone number, email address, educational background, skills, trainings, including copies of house registration, citizen ID card, student ID card, first page of bank passbook, accident insurance card or any other information submitted to the Company.

1.2.3 For Employees and Personnel of the Company

(1) The personal data that you provide in the application form, such as first name, last name, gender, date of birth, age, current address, telephone number, citizen ID card number, Certification of Foreign Status and Identify No., educational background, work experiences, photographs, including copies of documents citizen ID card, copies of certificate of military service, copies of house registration, copies of marriage certificate, etc.

(2) Financial information, such as saving account number, list of assets owned by the person and related parties (father, mother, children, spouse, sibling)

(3) Transaction data, such as bank statement, payment, borrowing, investment in assets of the person and related parties (father, mother, children, spouse, sibling)

(4) Information of equipment or tools, such as IP Address, MAC Address, Cookie ID.

(5) Other information, such as information obtained from closed-circuit television (CCTV), website usage, sound, image, animated image, and any other information that is considered personal data under personal data protection law.

(6) Website of the Company may use cookies in some cases. Cookies are small-size data file that record the data that is exchanged between the computer of the data subject and our website. The Company uses cookies only to record the data that maybe useful for the data subject in the next time that the data subject return to visit the website of the Company. When the data subject uses

the web browser, the data subject can set up the value to accept all cookies or reject all cookies or ask the web browser to notify the data subject whenever the cookies are sent. The data subject can set up at the menu "help" in the browser to learn the method to change the use of cookies of the data subject. Please bear in mind that the disable of cookies use may affect the function of some services for the data subject.

(7) Sensitive data, such as nationality, race, religion, health record, criminal record, disability information, fingerprints, face recognition, etc.

1.2.4 For Third Parties

The Company may obtain third-party information relating to you, such as information about spouse, family, emergency contact, reference persons, or welfare beneficiaries, proving that you must inform them of such personal data processing in accordance with this Policy prior to the submission of such information to the Company and obtain consent, if necessary, unless stated by laws for exemption of consent.

2. Purpose and details of the collection, use and/or disclosure of personal data

The Company will collect the personal data for the benefit of business operation according to the purposes, as well as to comply with any law that the Company or the individual must follow and for any purposes as specified in this policy as follows:

2.1. To make the Company be able to operate the business according to the purposes (Contract), such as necessity to fulfill the contract between you and the Company, to fulfill your request prior to entering that contract, or for the sake of successfully operate business of the Company, e.g., applicant selection, employment contracts, training, performance evaluation, wage payment, job considerations, safety protection for employees.

2.2. To perform its duties according to the relevant laws or legal obligations, such as:

2.2.1 Compliance with the orders of the legal authority.

2.2.2 Compliance with the relevant law, such as labor protection law, labor relations law, social security law, occupational safety, health and environment law, financial institution business law, securities and exchange law, life insurance law, non-life insurance law, tax law, anti-money laundering law, counter-terrorism and proliferation of weapons of mass destruction financing law, computer law, bankruptcy law and other laws that the Company is required to comply with, both in Thailand and abroad, including announcements and regulations issued under the said laws.

2.3. To conduct necessary operation under the legitimate interest without exceeding the limits that an individual can reasonably expect (Legitimate Interest), such as:

2.3.1 CCTV recording and ticket exchange before entering the Company area.

2.3.2 Maintaining relationship with the customers, such as handling complaints, satisfaction assessment of customer service offered by the employees of the Company.

2.3.3 Risk management, auditing supervision and internal management.

2.3.4 Making personal data to be anonymous data.

2.3.5 Preventing, handling and mitigating the risks of fraudulent activity, cyber threat, default for debt repayment or breach of contract (e.g. bankruptcy information), law violation, such as money laundering, financial support for terrorism and proliferate weapons of mass destruction, offenses relating to asset, life, body, liberty, or reputation), which includes sharing personal data to raise the standard of work of the office in preventing, handling and mitigating the above risks.

2.3.6 Collection, use and/or disclosing the personal data of the authorized directors, representative of the corporate customer.

2.3.7 Contacting, recording the image or voice of meeting, training, recreation activities and exhibition.

2.3.8 Collection, use and/or disclosing personal data of the person who is under receivership by court order.

2.3.9 Receiving - delivery of parcels.

2.4. When there is necessity to operate for the public interest of the Company (Public Task) or performing duties in the exercise of the powers conferred upon the Company.

2.5. To prevent or suppress a danger to the life, body, or health of persons (Vital Interest), such as emergency contact, disease control, etc.

2.6. Consent When the Company is unable to rely on exceptions or legal bases listed above, the Company shall request your specific consent, and process such personal data for the purposes as stated where your consent has been obtained. Or, where the Company processes any sensitive data, the Company shall proceed in compliance with the law or in accordance with your expressed consent.

Regarding your personal data to be processed by the Company for the purposes specified above, which relates to compliance with laws or contracts, or is essential for making agreements with you, the Company is required to process such personal data of yours as deemed necessary for the purposes. If you do not provide such personal data to the Company, there may be legal consequences, or the Company may not be able to perform its duties under the agreements with you or even make agreements with you (depending on cases). In such cases, the Company may be required to refuse making agreements with you.

If there is a (lawful) change in the purpose of personal data use, the Company will notify the individual within 30 days.

3. Disclosure of Personal Data

The Company may disclose your personal data, under the specified purposes and in accordance with the rules prescribed by law, to the following agencies and persons:

3.1. Internal agencies, such as Human Resource Management staff, executives, supervisors, Accounting Department, Finance Department, System Management Department.

3.2. Government agencies or regulatory bodies, such as Social Security Offices, Revenue Department, Ministry of Labor, Ministry of Commerce, Department of Business Development, Department of Labor Protection and Welfare, Legal Execution Department, Department of Skill Development, banks, or agencies requesting disclosure by virtue of law, e.g. Anti-Money Laundering Office, Office of the National Anti-Corruption Commission, Royal Thai Police Headquarters, The Department of Special Investigation, Office of the Attorney General, and the Courts.

3.3. Other agencies, such as new employers, external training institutes, insurance companies (for welfare of the Company), external auditors, customers, or other relevant agencies.

In case that the Company has disclosed your personal data to other parties, the Company shall act appropriately to protect the disclosed personal data and to comply with the standards and duties of personal data protection as required by personal data protection laws.

In case that the Company sends or transfers your personal data abroad, the Company shall make sure that it has sent or transferred to the destination country, international organizations or overseas data recipients with adequate standards for personal data protection. In some cases, the Company may request your consent for the transfer of your personal data to foreign countries, in regard to compliance with personal data protection laws.

4. Retention Period of Personal Data

4.1 For employees, the Company will retain your personal data for the period necessary to achieve the purposes or for the period required by law, and after such period expires, the Company will delete or destroy such data. Employee and personnel data will be retained throughout the term of the employment contract and for a further period of 10 years from the date on which you cease to be an employee or personnel of the Company, or for the period prescribed by other laws, for the purpose of examination in the event of a dispute that falls within the statute of limitations.

4.2 For job applicants, the Company will retain your personal data for the period necessary to achieve the purposes specified for the processing of that personal data. The retention period will vary depending on the purposes specified for the processing of personal data. However, if the Company has not yet considered hiring you for the position you applied for, the Company will retain such data for 2 years from the date of your

application or the date your application was last updated, so that it may be used to contact you when a position that may suit you becomes available in the future.

4.3 For interns, the Company will retain your personal data for a period of no more than 2 years from the date on which the legal relationship between you and the Company ends.

5. Security of Personal Data

The Company has measures to properly maintain personal data security for the applicants, employees, and personnel to prevent loss, access to, disclosure or modification of their personal data without appropriate authority.

6. Rights of Personal Data Subject

As the owner of personal data, you have the following rights under the rules, procedures, and conditions in accordance with personal data protection laws. If you wish to exercise your rights, can proceed by applying via "Request Form for Personal Information".

6.1. Right to withdraw consent. In case that the Company relies on your consent in order to process your personal data, you have the right to withdraw your consent to the processing of personal data that you have consented to with the Company at any time throughout the retention period of your personal data by the Company.

6.2. Right to request to access information. You have the right to access your personal data, request the Company to make copies of such personal data to you, and to disclose the acquisition of your personal data that the Company has collected, used, and disclosed without your consent.

6.3. Right to request for data portability. You have the right to obtain any personal data about yourself in a readable and commonly used format via automated tools or devices. You also have the right to request such personal data be transmitted or transferred to another data controller or yourself, unless it cannot be proceeded due to technical limitation, in regard to compliance with personal data protection laws.

6.4 Right to object to the collection, use and/or disclosure of personal data. You have the right to object to the collection, use and/or disclosure of personal data. The Company shall comply with your objection if it relies on the legitimate interests of the Company, of third parties or for the public interest to perform your personal data processing, except for the case with demonstration of a legitimate significance, claim establishment, in compliance with or exercise of claims, or legal challenges.

6.5. Right to request for data erasure. You have the right to request the Company to delete or destroy or make your personal data become anonymous If your personal data is beyond necessity for retention due to specified purposes; when you have withdrawn your consent and the Company does not have the legal authority to collect your personal data; or when you object to the unlawful collecting or processing of your personal data.

6.6. Right to request for suspend data usage. You have the right to request suspension of your personal data processing in case that it is during the verification process of the requested personal data; if the personal data is subject to be deleted or destructed, but you wish the Company to suspend the process on your behalf; or, in case that your personal data is no longer required but you deem it necessary and requested the Company to retain such personal data for the purpose of claim establishment, compliance with or exercise of claims, or raising legal claims.

6.7. Right to request for data rectification. You have the right to request correction of your personal data if it is currently inaccurate, out-of-date, incomplete, or misleading.

6.8. Right to complain. In case that the Company violates or fails to comply with personal data protection laws, you have the right to file a complaint with the Office of the Personal Data Protection Committee.

7. Contact Information

Should you have any question about this Privacy Notice, please contact the Human Resource Department of the Company.

8. Change to this Privacy Notice

The Company may change this Privacy Notice from time to time in order to be corresponding to any changes related to the processing of your personal data, and to comply with any changes in the personal data protection laws or other applicable laws. The Company shall notify you of any significant changes through appropriate channels.

This Privacy Notice has been effective since 20 November 2023

Announced on 20 November 2023

(Mrs. Patama Laowong)

Senior Vice President (Office)