



ISO 9001  
ISO/TS 16949  
JIS G 3541  
ISO/IEC 17025  
ISO 14001  
TIS 18001  
TLS 8001-2003

# บริษัท เหล็กแผ่นรีดเย็นไทย จำกัด (มหาชน) THAI COLD ROLLED STEEL SHEET PUBLIC COMPANY LIMITED

มุ่งเป็นผู้ผลิตเหล็กแผ่นรีดเย็นชั้นเลิศ ด้วยทีมงานที่ยอดเยี่ยม เพื่อให้ผลตอบแทนที่ดีต่อผู้มีส่วนได้ส่วนเสียและสังคม

TO BE THE EXCELLENT COLD ROLLED STEEL MILL WITH EXCELLENT TEAMWORK TO CONTRIBUTE EXCELLENT BENEFITS TO ALL STAKEHOLDERS AND SOCIETY

## Privacy Notice – Trade Partners

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As a Data Controller, Thai Cold Rolled Steel Sheet Public Company Limited (“Company”) concerned regarding the privacy of your personal data. As a result, the Company created this Privacy Notice to inform you (as a Data Subject) about the process of data collecting, using and disclosing your personal data as follows: -

### 1. Personal data that being collected, used and disclosed

Personal data means, any information relating to a person, which enables the identification of such person, whether directly or indirectly, but not including the information of the deceased person. Therefore, the Company collects, uses, and disclose your personal data as follows: -

1.1 Personal information, such as first name, last name, marital status, date/month/year of birth, age, sex, national identification number, passport number, place of birth, height, date/month/year of expired, photograph, signature, parents name and surname, educational background, and employment history, etc.

1.2 Contact information, such as address on national identification, address on house registration, telephone number, fax number, e-mail, Line ID, and details of person who may be contacted, etc.

1.3 Information concerning sale and purchase transactions, such as vendor code, details of delivery, account number, and amount of money, etc.

1.4 Information that is used as supporting evidence in the Company’s vendor registration or execution of transactions, such as Personal Data which appears in a copy of national identification card, Tax ID, copy of passport, copy of change of name certificate, copy of house registration book, copy of driving license, car number plate, type of car, copy of title deed, copy of power of attorney, copy of company affidavit, invoice, receipt, cash bill or certification of payment, cheque and cheque stub, payment voucher, copy of bank account, copy of card of company’s authorize person, transfer receipt, copy of PhorPor. 09/20, copy of professional or business license and contract etc.

1.5 Technical information, such as log file, IP Address, and information that the Company collects through the use of Cookies or other similar technologies, etc.

1.6 Other information, such as voice recording of conversations, and photo and video recording by means of CCTV, etc.

## 2. Sources of personal data

The Company collects and receives your Personal Data via the following methods:

(a) Personal Data which you directly provide to the Company

You may directly provide your Personal Data to the Company, such as when you complete and submit forms online through website or other means, when you enter into a contract with the Company, when you deliver to the Company documents or copies of documents which contain Personal Data, when you make enquiries, provide comments or feedbacks, or send complaints to the Company via telephone, e-mail, fax, mail, or application, etc.

(b) Personal Data which the Company automatically collects from you

The Company may collect your Personal Data by automated means, such as the use of Cookies or other similar technologies. For more details, please see the Company's Cookie Policy

(c) Personal Data which the Company receives from third parties

The Company may receive your Personal Data from third parties, such as collect your Personal Data from public data sources, sources containing information relating to your business, or sources containing information relating to trades, etc.

In collecting your Personal Data, you will be informed of the details as set out in this Privacy Notice, including but not limited to, the lawful basis for the collection, use, disclosure and/or Processing of Personal Data in accordance with the lawful purposes, or in the event that the Laws on Personal Data Protection require your consent for any Processing of Personal Data, the Company will request your explicit consent.

Where the Company has previously collected your Personal Data before the Laws on Personal Data Protection have become effective, the Company will continue to collect and use your Personal Data in accordance with the original purposes of collection. In this regard, you have the right to withdraw your consent by contacting the Company using the contact details set out in Clause 12 of this Privacy Notice. However, the Company reserves the right to consider your request for the withdrawal of consent and proceed in accordance with the Laws on Personal Data Protection.

## 3. Groups or Categories of Persons from whom the Company Collects Personal Data

Under this Privacy Notice, groups or categories of persons from whom the Company collects and Processes Personal Data are as follows:

**3.1 Prospective Trade Partners** which means persons who may become Trade Partners of the Company, both in the case where such persons have declared intention to enter into a contract and/or will register as Trade Partners of the Company and in the case where the Company collects Personal Data on its own initiative, such as service providers, consultants, experts, academics, lecturers, those who are interested to participate in a business project, contracting parties or any other persons having similar characteristics, etc.;

### 3.2 Trade Partners which means

3.2.1 The **vendor** or person who offers to sell products and/or provide services to the Company

3.2.2 The **customer** or person who comes to purchase products and by-products and/or receive services of the Company

Who has registered as a trade partner with the Company or have any other relationships of a similar nature with the Company, such as service providers, consultants, experts, academics, participants in a business project, contracting parties or any other persons having similar characteristics, etc.; and

3.3 **Persons in relation to prospective Trade Partners or Trade Partners** which means natural persons who are related to or act as representatives of the prospective Trade Partners or Trade Partners, such as directors, employees, representatives, or personnel of prospective vendors or vendors who are juristic persons, including those whose Personal Data appears in various documents in connection to relevant processes, such as managers, purchasers, consignees, and cheque payers, etc.

## 4. Legal basis and purpose of collecting, using and disclosing personal data

The Company will collect, use and disclose your personal data, only in the case consent is being acquired from you or there is a legal basis that allowed to do so including the collection, usage and disclosure of personal data for a legal obligation, for performance of the contract that you have enter into with the Company, for legitimate interest of the Company, for processing with your consent and/or under any other legal bases to collect, use and disclose personal data are stated as follows: -

### 4.1 Legal obligation

- (1) To follow Personal Data Protection Act.
- (2) To follow other laws that require the Company to comply such as Customs Law, Labor Law, Public Limited Companies Act, Civil and Commercial Code and other related laws, Revenue Code.

### 4.2 Employment contract between you and the Company

- (1) To the purpose of entering into contracts and providing security.
- (2) To the selection of bidders for the sale of the Company's products and any management related to the sale of products.
- (3) To the management of purchase orders from business partners or other persons having similar characteristics.
- (4) To the registration of prospective Trade partners or other persons of similar characteristics.
- (5) To the preparation and management of contracts between the Company and any contracting party.

### 4.3 Legitimate interest of the Company

- (1) To process company operation such as assign power of attorney, signing a contract or documents as authorize director, contact with a person or juristic person to process company business, act on behalf of the Company on entering in to contract with a person or other juristic person.
- (2) To improve the performance of the Company for more efficiency such as making database, analyze including developing company progression.
- (3) To inquire and estimate the satisfaction of the Company's operation.

- (4) To secure and inspect office entry-exit such as CCTV records.
- (5) To contact with the Company in any forms such as phone, e-mails, social media.
- (6) To notify news and activities relating to the Company.
- (7) To manage a seminar course, the Company's training or outsource training provided by the Company.
- (8) To record pictures, videos and/or sounds from meetings, training, seminar and entertaining activities.
- (9) To provide conveniences to you and the Company such as visa and work permit process, flight and hotel booking in case of off-site work, petition for fuel credit or coupon, newspaper member registration, magazine or golf club.

For all purposes, the Company will collect, uses and discloses your personal data with regard to your rights and interests.

#### 4.4 Your consent

The Company requests your consent to collect, use and disclose sensitive information for identification, public relations and marketing activities of the Company or to analyze your usage of the Website, Application or other channels to improve the quality of the Company's services or for marketing purposes.

#### 4.5 Other legal bases

- (1) To prevent or protect from the danger to life, body or health of a person.
- (2) To establish legal claims, comply or exercise legal claims or raise the defense of legal claims.
- (3) To comply with legal obligation for objective of public health, labor protection, statistical research on science and history or any other public interest.
- (4) To process the important public interest.

### 5. Disclosure of personal data to third party

The Company may disclose your personal data to reach the purpose as specified in this Privacy Notice to the juristic person in the affiliated company or any juristic person or natural person as stated below: -

- 5.1. A person or juristic person who provides services to the Company such as IT service providers, financial auditor, the Company's representative or subcontractor, document storing providers, professional consultant, etc.
- 5.2. Bank providing service to you and/or the Company.
- 5.3. Government agencies and agencies that supervise company such as Revenue Department, Customs Department, Department of Business Development, Office of the attorney general, Court, Legal Execution Department etc.
- 5.4. Partners, agents, vendors or other organizations such as professional association that the Company is a member of, the Company's representative seller, Company's customer etc. Your personal data disclosure will have a specific purpose under the legal basis and proper security measure.
- 5.5. Other agencies for legal purposes such as an agency whose act upon legal obligation, inspection agency or legal process/litigation.

### 6. Personal data collection term

The Company will collect your personal data as long as it is necessary for the purpose of collecting that includes rules of legal process, account and report.

In the case you are no longer the Company's employee, the Company will retain or destroy your personal data following Company's policy when it exceeds the period of retention or the Company no longer has a rights or unable to reach the database of your personal data.

## 7. Transfer your personal data to foreign country

The Company may necessary to transfer your personal data to affiliated company or alliance that is a partner of the Company by contract or having legal relationship with the Company for your own benefit or the benefit of the Company. Those data will be protected by the personal data protection standard.

## 8. Security of personal data

The Company has a proper security measure to protect your personal data from unwanted accessibility, loss, destruction, usage, editing, disclosure and provided a suitable confidentiality of your personal data. For accessibility of your data, the Company will restrict the accessibility to only a person who necessary to access such data to perform their work.

## 9. Usage of personal data for prior purpose

The Company is rightfully able to collect, use and disclose your personal data that has been collected before the Personal Data Protection Act is enforced. If you are no longer want your personal data to be collected, used and disclosed, you are able to inform the Company to withdraw your consent at any time unless there is a law that allows the Company to continue to collect and use your personal data.

## 10. Data subject rights

According to the law, you have the rights to claims as follow; -

### The right to withdraw you consent

In case you have given consent for the Company to collect, use or disclose your personal data for any specific purpose, you can withdraw your consent at any time except it is not allowed by law or it is related to the contract that benefit yourselves. Your consent withdrawal may affect your benefit that the Company will inform you on such loss of benefit.

### The right to access the data and request for a copy

You have the right to access or request a copy of your personal data that is under the Company supervise or request a disclosure of personal data that you do not give a consent.

### The rights to transfer personal data

The right to transfer the personal data in a format that can read or commonly used by automatic tools. Moreover, you have the rights to request the Company to send or transfer your personal data to third party or request for the data that the Company sent or transferred to third party except the Company is unable to do so due to technological limitation or a lawful reason to reject your request.

### The right to object

You have the right to object the collection, usage or disclosure of your personal data except the Company has a lawful reason to reject you request or because of the contract between you and the Company.

### The right to suspend the data

You have the right to temporarily suspend the usage of your personal data when the Company is in process of reviewing your petition or any other causes that your data is no longer necessary to the Company and needed to be delete or destroy according to the related law but you exercise the rights to suspend the data instead.

#### The rights to request a deletion or destruction

You have the right to request the Company to delete or destroy your data except the case that the Company is necessary to follow the contract between you and the Company or the Company has a lawful reason to reject your request.

#### The right to edit the data

You have the right to request editing or changing your incorrect or incomplete personal data and make it up-to-date data. However, this request depends on other related law.

### **11. Objection on collection, usage and disclosure of personal data**

The Company needs to collect, use and disclose your data to reach the purpose and legal bases as stated. If you do not want to give a consent to the Company, the Company may unable to complete work process or if it necessary to use personal data for performing contract and legal obligation.

### **12. Personal Data Protection Officer**

For compliance with the Personal Data Protection Act, B.E. 2562, the Company issued the announcement regarding Personal Data Protection Policy and assigned the Personal Data Protection Officer to inspect the Company operation relating to the personal data collection, usage and disclosure. In case you have any questions about your personal data or your rights.

You can contact the Company at No. 28/1 Prapawit Building, 5<sup>th</sup> Floor, Surasak Road, Silom, Bangrak, Bangkok, 10500 or Personal Data Protection Officer: [legal@tcrss.com](mailto:legal@tcrss.com) or Tel. 02 630 0300.