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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 – Employees

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 data such as name, surname, gender, date of birth, nationality, picture, age, address, education, military status, marital status, spouse data, parent’s data and emergency contact.
- 1.2 Contact data such as contact address, e-mail, mobile-phone number, LINE ID, Facebook username and address map
- 1.3 Identity verification data such as citizen ID card, passport, work permit, driving license, house registration, signature, and taxpayer identification number.
- 1.4 Employment data such as employment contract, employment history, position, period of employment, salary and other benefits, bonus, bank account, seminar records, work performance evaluation, work inspection data, attendance and absent data, work transportation expense data, accident and safety in workplace notification data, CCTV data, social insurance data and communication or information systems of the Company.
- 1.5 Sensitive data such as religion, race, health records (example: ATK, RT-PCR result, annually health check) biological data and criminal records.
- 1.6 Other data such as communication records between you and the Company in any kind that includes but not limited to phone calls, e-mails, conversation records, meeting records, social media communications and other data that you provided to the Company in any other forms.

2. Sources of personal data

- 2.1. The Company collected your data directly from e-mails communication, phones, text chats, hiring and employment process, and other documents or evidences that you submitted to the Company including the data collected while you were doing any work-related activities throughout the period when you were employed by the Company.
- 2.2. The Company may receive your personal data indirectly from other sources and those sources are entitled to legally disclose your personal data.

In case you have given third party personal data to the Company for doing juristic acts with the Company or any other reasons, you had to notify that party about collecting, using and disclosing personal data details following the Personal Data Protection Policy. Moreover, you had to have consent from such person (if necessary) or use other legal bases to give data to the Company.

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 **Job Applicants / Candidates** which means persons who may be selected to be employees of the Company, whereby the Company may directly collect Personal Data from the job applicants or obtain his/her Personal Data from third parties;

3.2 **Employees** which means persons who work or perform any duties for the Company and receive wages, welfare benefits, or any other compensations from the Company, irrespective of what such compensation is called, such as directors, executives, managers, employees, personnel, trainees, or any other persons having similar characteristics, but not including contractors or service providers which are business partners of the Company but does not include contractors or service providers who are business partners of the Company.

3.3 **Persons in relation to prospective Job Applicants or Candidates or Employees** which means persons related to the job applicants, candidates and employees of the Company, and including persons whose Personal Data appear in the relevant documents and processes, such as family members (e.g., father, mother, spouse, and child, etc.), persons who may be contacted in case of emergency, reference person, beneficiaries, and guarantors, 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 Labor Law, Social Security Law, Revenue Code.

4.2 Employment contract between you and the Company

- (1) To find candidates.
- (2) To bind in the employment contract.
- (3) To pay for salary, overtime, bonus, per diem and other expenses relating to the work and other benefits.
- (4) To process the reimbursement of medical expense.
- (5) To do insurance.
- (6) To estimate work performance in considering contract renewals, bonus, promotion, and salary increase.

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 disclose your personal data with regard to your rights and interests.

4.4 Your consent

The Company has acquired your consent to collect, use and disclose sensitive data to verify identity, select candidates, estimate work performance and pay welfare on sickness following the Company's policy, records of sickness absence, attendance and absence records.

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, training/seminar providers, insurance company that the Company provides to you, provident funds manager and hospital etc.
- 5.2. Thai Cold Roll Steel Saving and Credit Cooperative and Bank providing service to you and/or the Company.
- 5.3. Government agencies and agencies that supervise company such as Revenue Department, Department of Labor Protection and Welfare, Social Security Office, Department of Empowerment of Persons with Disabilities, 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 your 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, 5th Floor, Surasak Road, Silom, Bangrak, Bangkok, 10500 or Personal Data Protection Officer: legal@tcrss.com or Tel. 02 630 0300.