



Privacy Notice for Job Applicants and Employees

Thai President Foods PLC. and its affiliates including persons involved in the processing of personal information on orders or on behalf of Thai President Foods PLC., hereinafter collectively referred to as the “**Company**”, recognizes the importance to the protection of personal data of those who apply for a job with the Company and persons who have been placed as employees of the Company and shall strictly follow the privacy rights of applicants and employees.

This Privacy Notice (“**Notice**”) is prepared for you as a job applicant and employee to notice and acknowledge the form, purpose, method of collecting, using or disclosing (collectively referred to as the “**processing**”) of personal data including your rights under the Personal Data Protection Act B.E. 2562.

In this regard, The Company as a Data Controller shall process of your personal data for the purposes under this notice which means that the Company shall be responsible for making decisions regarding the collection, use or disclosure of personal data.

Definition

“**Personal Data**” refers to 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 Persons in particular

“**The Company**” refers to Thai President Foods PLC. and its affiliates including persons involved in the processing of the personal information on orders or on behalf of Thai President Foods PLC.

“**Employee**” refers to the Company’s employee.

The Company shall perform the collection, use or disclosure of your personal data as follows:

1. Legal Bases for Processing Personal Data

1.1. The Company collects your personal data under the following legal bases:

- 1.1.1. The necessity of the performance on a contract or the necessity in the procedure of making a contract which you are the Company’s party, such as employment agreement. Your personal data is essential for the purpose of making employment contracts and operations related to being an employee of the Company, such as assessments, welfare arrangements, holidays, leave, group insurance, benefits and administration of recruitment and employment. Refused to provide such necessary personal data will result in the Company being unable to recruit and employ workers.
- 1.1.2. The necessity for compliance with laws such as the Labor Protection Act B.E. 2541, the Labor Relations Act B.E. 2518, the Social Security Act B.E. 2533, including law, regulation, announcement, or rules relating to human resources issued pursuant to the law, employee tax management including complying with the court orders, etc.



- 1.1.3. The necessity to carry out public missions or the exercise of government's authorities granted to the Company.
- 1.1.4. The necessity for the legitimate interest of the Company which such benefits are no less important than the fundamental rights of your personal data, such as taking actions to secure a facility in the protection of the Company, or collecting your personal data before make the contract process, bankruptcy record check, past work history from other sources, appropriate analysis, comparison, selection of job applicants including management or internal activities of the Company, etc.
- 1.1.5. With clearly consent to process personal data that requires your consent, such as a criminal background check, collecting of biometric data for work attendance registration, management of advertising media or public relations of the Company in which employees appear as part of such media, birthday announcement or express condolences about the loss of an employee's family member, etc.
- 1.2. The Company collects sensitive personal data in accordance with Article 26 of the Personal Data Protection Act B.E. 2562 for the following purposes:
 - 1.2.1. It is necessary to comply with the law to achieve the objectives related to labor protection. The collection of such data is necessary for the performance of the Company's duties, including relevant law, regulation, announcement, or regulation for the implementation of the law that determines the qualifications of the Company's employees.

2. Purposes for Collecting and Using your Personal Information

The Company collects your personal information for the following purposes:

- 2.1. For accepting job applications proceeded by the Company which the applicant has contacted the Company directly or an internal recruitment announcement of the Company;
- 2.2. Checking of job applicants' qualifications such as age, nationality, bankruptcy records check, criminal record, history of dismissal, discharged or relieved from government service, having a stake in a business that acts with or competes with the Company's business etc.;
- 2.3. For proceeding with the interview, analyzing the education records, relevant work experiences;
- 2.4. Retaining information for considering new opening job positions in the future for the applicants who are not accepted as employees;
- 2.5. Proceeding with the employment and employee registration, preparation of employee's ID card, appliances, equipment, computers, mobile phones, email, username and password of the Company's systems to prepare for work;
- 2.6. For managing and proceeding with relevant welfares and benefit of the employee and their family members;
- 2.7. For managing salary, special compensation, overtime pay, accommodation, travel expenses, including provident fund and other employee benefits;
- 2.8. Management of tax for the employee such as withholding tax;
- 2.9. Security measure of the building, facility and other property belonging to the Company
- 2.10. Employee activity management such as New Year party, site-seeing, seminars, or other gatherings;
- 2.11. Time attendance, holiday management, leave, absence, late;



- 2.12. Advertising media management, public relations which find employees as presenters or appear as part of the advertising media, Public relations of the Company;
- 2.13. New employee announcement, outstanding employee or has been selected as a nominee for outstanding employee, announcement of the expiration period of employment, promotion announcement and transfer;
- 2.14. Setting goals of work, evaluating the performance of employees, repositioning consideration, salary adjustment, and consideration of special compensation;
- 2.15. Attending training and test for employees;
- 2.16. Examination and investigation of corrupted behavior or contrary to the law, rules and regulations of the Company, consideration of disciplinary and punishment or the exercise of rights under contract or law;
- 2.17. Submitting employee fraud reports to regulators and competent department as required by law, such as the police, the Anti-Money Laundering Office, Office of the National Anti-Corruption Commission, the Revenue Department, the Legal Execution Department, the Royal Thai Police, etc.

3. Personal Data the Company Collects

For the purpose mentioned in no. 2, the Company shall collect your personal data according to the list below:

3.1. Source of data and list of personal data collected are as follows:

Source/Method of Data Collection	List of Personal Data
1. Data collected directly by filling in the information on the website https://www.mama.co.th/ , filing job applications or sending your personal data directly to the Company.	Name, surname, nickname, date of birth, age, gender, picture, nationality, contactable address, mobile phone no., national ID card no., driving license no., backup contact information, military status, educational record, work history, etc.
2. Data collected by using technology to detect or track your website usage behavior on https://www.mama.co.th/	Cookie website, computer traffic information, Information on the use of communication devices, computers, e-mails, Internet, etc.
3. Data collected while working	Employee's family information, Provident fund, employee's code, salary, compensation, bonus, position, welfare, taxation, employment start date, termination date, Assignments, assessment results, training history, leave records, behavior data, face simulation, Criminal records, religion, health information, etc.

4. Disclosure of your Personal Data

The Company may disclose your personal data to natural or juristic persons as follows:

- 4.1. insurance company for the preparation of group insurance for the employees;



- 4.2. government officer or competent department with legal rights or having a legitimate order to perform actions required by law, such as reporting information required by law or disclosure of personal data pursuant to the court order, etc.;
- 4.3. Contract parties, alliances or other organizations involved in the Company's operations, such as educational institutions, training centers, private organizations which are contract parties, hotels, temples, foundations, etc.

5. Your Rights Pursuant to the Personal Data Protection B.E. 2562

The purpose of the Personal Data Protection B.E. 2562 is to make your personal data more in your control. You can exercise your rights under the Personal Data Protection Act B.E. 2562 once the provision in relation to the right of the personal data subject is in force, which has the following details:

- 5.1. The right to withdraw consent. You possessed the right to withdraw your consent at any time unless there is limitation of right by law or contract which benefits you. Nevertheless, the withdrawal of consent shall not affect the processing of your personal data done under your legitimate consent with the Company prior to such withdrawal;
- 5.2. The right to request access to and obtain copy of the Personal Data related to you unless the Company reserves the right to reject such request where it is permitted by law or pursuant to a court order, and such access and obtaining a copy of the Personal Data would adversely affect the rights and freedoms of others;
- 5.3. The right to rectify the said personal data to be up to date, correct, complete, and not misleading. Nevertheless, the Company may proceed with such rectification without your request;
- 5.4. The right to request the Company to erase or destroy the Personal Data, or anonymize the Personal Data to become the anonymous data which cannot identify the data subject, where the following ground applies:
 - 5.4.1. When the Personal Data is no longer necessary in relation to the purposes for which it was collected, used or disclosed;
 - 5.4.2. When you withdraw consent on which the collection, use, or disclosure is based on, and where the Company has no legal ground for such collection, use, or disclosure and the Company is no longer authorized to collect, use, or disclose such personal data;
 - 5.4.3. When you object to the collection, use, or disclosure of the Personal Data and the Company cannot reject your request. Unless the Company has legal ground of refusal of your request;
- 5.5. The right to receive or request to send or transfer your personal data in case where the Company had arranged such Personal Data to be in the format which is readable or commonly used by ways of automatic tools or equipment and can be used or disclosed by automated means. Unless it is impossible to do so because of the technical circumstances or it is the performance of a task carried out in the public interest, or for compliance with law, or such exercise of rights shall not violate the rights and freedoms of others;
- 5.6. The right to object the collection, use, or disclosure of the Personal Data, at any time, in the following circumstances:



- 5.6.1. In case the Company proceeded with the collection of Personal Data under the legitimate right basis but unless demonstrated by the Company that there is a more compelling legitimate ground or for the establishment, compliance or exercise of legal claims, or defense of legal claims;
- 5.6.2. for the purpose of direct marketing;
- 5.6.3. for the purpose of scientific, historical or statistic research, unless it is necessary to performance of a task carried out for reasons of public interest by the Company;
- 5.7. The right to request the Data Controller to restrict the use of the Personal Data, where the following applies:
 - 5.7.1. when the Company is pending examination process pursuant with your request to amend your personal data to be up to date, complete and not causing misunderstanding;
 - 5.7.2. when it is the personal data which shall be erased or destroyed;
 - 5.7.3. when it is no longer necessary to retain such Personal Data for the purposes of such collection, but the data subject has necessity to request the retention for the purposes of the establishment, compliance, or exercise of legal claims, or the defense of legal claims;
 - 5.7.4. when the Company is pending verification with regards to the denial of request to collect, use or disclose of personal data;
- 5.8. You are entitled to the right to file a complaint to the Expert Committee in accordance with the Personal Data Protection Act B.E. 2562.

If you have any inquiries or wish to rectify, erase your data, exercise your rights, or contact for other matters relating to your personal data, please contact us via below contact channels.

6. Retention Period of Personal Data

The Company shall retain your personal data for the following period:

- 6.1. For applicants who have not been appointed as employees, the data shall be retained for 3 months from the date that the Company received the personal data.
- 6.2. For employee, the Company shall retain the personal data the entire period of employment and shall continue to retain such data for a period of 10 years after the date of termination of employment contract.

Nonetheless, once the said period is expired, the Company shall erase, destroy your personal data as the use of such personal data is no longer necessary. However, in case there is any dispute or atrial relating to your application of job or employment contract, the Company reserves the right to continue to retain such data until the said dispute receives orders or court's final judgement.



7. Maintaining of the Security of Personal Data

The Company has appropriate measures to maintain the security of your personal data, both technically and administratively, to prevent data loss or any unauthorized access, destruction, use, alteration, rectification, or disclosure of personal data in accordance with the Company's Privacy Policy.

In addition, the Company had established a Privacy Policy which is announced throughout the organization along with guidelines to ensure security in the collection, use and disclosure of personal data by maintaining the confidentiality, integrity, and availability of personal data. A review of the said policy and this announcement has been arranged for a reasonable period of time.

8. Involvement of the Personal Data Subject

The Company may disclose your personal data upon receiving requests from you, your successors, heirs, legal representatives, or your custodian or legal guardian by sending a request by email to pdpa.dpo@mama.co.th

In case you, your successors, heirs, legal representatives, or your custodian or legal guardian objects the collection, correctness or any action such as notifying the rectification of personal data, the Company will record the evidence of such objection as evidence as well.

In this regard, the Company may deny the rights under the second paragraph in the event that it is prescribed by law or in the event that personal data is anonymized or does not contain any characteristic that can identify you.

9. Access of Personal Data

The Company only allows employees, officers, and authorized persons relating to the collection, use and disclosure of personal data of this processing activity to have access to your personal data. The organization will ensure that such officers and persons strictly comply with this announcement.

10. Updating of Privacy Notice

The Company may consider improving, amending, or changing this notice as it deems appropriate and will notify you via website, email, or announcement at the office. The date of the latest version shall be indicated at the end of the policy. However, the Company encourages you to check regularly for new announcements especially before you disclose your personal information.

Your job application shall be deemed that you have acknowledge the terms in this policy. Please suspend the application or contact the Human Resources Department if you do not agree with the terms in this Policy. Otherwise, the Company will assume that you have been informed the terms of the said notice.



11. Contact Information

You may contact for inquiries regarding this notice via

11.1. Data Controller

Thai President Foods PLC.

304, TF Bldg., Srinakarin Road, Huamark, Bangkok, Bangkok 10240 Thailand

Tel.: +(66) 02 374 4730

Email: pdpa.dpc@mama.co.th,

11.2. Data Protection Officer (“DPO”)

Name: Mr. Pun Paniangvait

304, TF Bldg., Srinakarin Road, Huamark, Bangkok, Bangkok 10240 Thailand

Tel.: +(66) 02 374 4730

Email: pdpa.dpo@mama.co.th,

Announced on June 1, 2022

(Mr. Poj Paniangvait)

President

Thai President Foods PLC.