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Privacy Notice for Job Applicant

Vanachai Group Public Company Limited and subsidiary (“companies”) aim for and respect privacy. We realize the protection of personal data, including personal data security in accordance with the Personal Data Protection Act B.E. 2562 (including the additional revisions) and all other specific related laws (“Personal Data Protection Laws”).

Companies would like to make an announcement on personal data protection policy (“policy”) in this document. The purpose is to inform you (as job applicant) on details of your personal data protection and your personal data security management - you can ensure that personal data which companies collect, use or disclose (all are called “process” or “processing”) is protected and complies with law of personal data protection.

1. Definitions

“Subsidiaries” mean companies which are listed below;

1. Particle Planner Company Limited
2. Vanachai Panel Industries Company Limited
3. Vanachai Chemical Industries Company Limited
4. Woodtek International Company Limited
5. PV Wood Company Limited
6. Vanachai Energy Industries Company Limited
7. Vanachai Woodsmith Company Limited
8. Vanachai Logistics Company Limited
9. Vanachai Logistics Enterprise Company Limited

“Personal Data” means data of individual who can be identified both direct or indirect, however, data of deceased person is not particularly included.

“Sensitive personal data” means information of race, ethnicity, politics opinion, cult believe, religion or philosophy, sex behavior, criminal record, health information, disability, labor union information, genetic information, biological information, or any other information which affects the data owner in a similar way announced by Personal Data Protection Committee.

2. Personal Data which companies will collect, use or disclose

Your personal data which we collect, use or disclose (includes but not simply limits to personal data) can be categorized as follows;

- 1) **Personal Information** ex. name, last name, title, nickname, identification number, passport number (foreigner), photo, date of birth, age, race, gender, weight, height, marital status, military status, place of birth, social media account.
- 2) **Contact information** ex. address, telephone number, email.
- 3) **Information on official document** ex. copy of identification, copy of passport, copy of visa, copy of house registration, copy of driver license, handicap identification book.
- 4) **Information of education and work** ex. copy of education certificate, education history, work experience, salary information, training history, skill and ability, hobby.
- 5) **Information of the third party who relates to you** ex. information of house members, information of spouse, number of children, information of emergency contact person, information of reference person.
- 6) **Other personal information** ex. video recording from CCTV, information record of online job application login, any other information on application form or on other additional documents.

Companies collect sensitive personal data; ex. information on the copy of identification card (ex. religion and blood type), information on the application form (ex. religion, race), criminal history, disability information from identity book of handicap, and health information on medical certificate for specific position which requires health evaluation – that companies have obtained your clarity consent or have requirement by law to administrate.

3. Source of personal data

3.1 Companies collect your personal data from your personal details directly given to companies ex. details of job application transmission through any communication channels of companies, companies' job application filings – either paper or online/ companies' websites/ testing/ or companies' interview.

3.2 In addition, companies may receive your personal data from other sources; ex. recruitment company, government agency, university, educational institution, other person who refers you to companies, any public information sources ex. other job application websites, social media or information from internet exploration or publicized information, etc.

4. The purpose of personal data process

Companies process your personal data which companies collect for the purposes as follows;

- 4.1 For being complied with contract as you a job applicant, or for being used to process on your request before signing any contracts; ex. implementation of recruitment process and applicant appraisal, qualification assessment of job applicant, further contact for additional information or interview appointment, job interview, applicant selection for being companies' employee, employment contract of selected applicant, evaluation of work suitability.
- 4.2 For legitimate interest ex. identity verification, history verification from reference person or any other sources, video recording from CCTV camera for security of people and asset, news announcement on available future job opening (when applicant is not qualified at this time), etc.
- 4.3 For being complied with relevant laws ex. personal data storing or any practices by law, disclosure of personal data to government agency by law (including when having order/ court summon/ or official letter to process any further actions by virtue of law of that government agency), etc.
- 4.4 Companies process your sensitive personal data on necessity which complies with relevant law in order to achieve the applicant process of selection and evaluation ex. data collecting of disability from handicap identification book for selection and evaluation process in order to recruit handicap applicant and also to include job title selection, and to arrange any other appropriate supervision for applicant.
- 4.5 For benefits to achieve the purpose of job application statistics by aiming for further system improvement in selecting job applicants.

Companies will process your sensitive personal data when having your clarity consent, including but not limit to other activities as follows;

- 1) Collecting of identification copies (which could appear sensitive personal data ex. religion, blood type) which you can be identified.
- 2) Process of health data, religion, and race which appear on job application to be administrated for applicant's selection and evaluation practice.
- 3) Your health assessment process from medical certificate with health data for job admission evaluation.
- 4) Process of criminal history for the administration of applicant selection and evaluation.

5. Disclosure of your personal data

5.1 Companies will not disclose personal data to other parties unless having consent. However, companies can do so without obtaining any consents when needing to disclose/ report your personal data to other parties under law authorization or having to take action in order to comply with the law, etc.

5.2 Companies may need to disclose your personal data to group companies of Vanachai Group and to the third parties who involved in according to the aforementioned purposes. This also includes to disclose data to service provider and personal data processor delegated by companies in order to be responsible for and to provide services/to administrate personal data; ex. development or security maintenance of work and information technology systems, or to provide any other services which may give you benefits. The disclosure is also being processed in order to request for law advice, prosecution, and any other necessary administrations to companies' practice. Hence, companies will administrate to ensure that those persons will process your personal data according to personal data protection policy and relevant law.

6. Storage, duration and security standard

6.1 Companies keep only your personal important data in order to achieve the purpose which has been explained in this document by considering retention period of your personal data being appropriate and consistent with contractual period, accounting standard, ISO standard, legal period, and the necessity to further store your personal data for compulsory duration to comply with the law; these are to establish legal rights or to use legal rights, or to use rights by law. In the matter you are not considered for job offer from companies, companies will have consideration to keep your personal data in the duration of one year after ending the process of application evaluation or in the appropriate duration according to the purpose stated in this document policy.

6.2 Companies arrange monitoring system in order to erase or destroy personal data when exceeding storage duration/ not relating/ exceeding the purpose needs of collecting personal data of individual.

6.3 Companies define measures to secure personal data in appropriation by securing data in document, electronic system, computer system or any other devices by operating in accordance with prominent standard. These will ensure you that personal data security system of companies protect the prevention of loss, access, use, adjustment, modification, or disclosure on personal data which is unlawful or is processed for any activities without lawful authority.

6.4 Companies limit access and use of technology for your personal data security in order to prevent any attacks or any accesses into companies' computer systems or electronic systems without any permissions – this also includes when your personal data is disclosed to any third parties (in order to process your personal data) or to any personal data processors, you can ensure that companies will supervise those parties to appropriately operate your personal data in accordance with companies' instructions.

7. Your rights as the owner of personal data

7.1 Under the personal data protection law, your rights are as follows;

- 1) Rights to request for or to acquire the copy of your personal data which companies collect, use or disclose.
- 2) Rights to acquire or transfer your data when the data is in readable format or in automatically use in overall from devices or work appliances. Those devices or work appliances can also be used or be disclosed on personal data automatically. The rights also includes requesting, on your intention, transferring data to any third parties (companies have reserved rights to appropriately collect fees on the actual expenses which will be specified) except that technology condition is not able to do. This is as required by the law on personal data protection.
- 3) Rights to oppose to collect, use or disclose personal data which is specified by law.
- 4) Rights to request for deleting or destroying or making your personal data to become anonymous in any method which is subjected by law.
- 5) Rights to suspend your personal data, unless there are any legal restrictions which the companies are unable to process your request.
- 6) Rights to withdrawn consent given at any time, unless the withdrawal of consent has restriction by law or contract. Therefore, your withdrawal of consent will not affect the process of your personal data which has previously given subjected by law.
- 7) Rights to file a complaint submitted to an authority who empowers by law of personal data protection when companies do not comply with law.

7.2 Companies process with proficiency in collecting personal data with accuracy and in current – this is in order to have comprehensive data and not to generate any misunderstanding. Hence, when you have any changes or when you notice any incorrect data provided by the company, you have rights to request for right to rectification on your personal data.

7.3 To use your rights, specified as above, must be by law. Companies may refuse your above rights subjected to your rights restrictions even you are the data subject by law. In case the companies refuse to process your request of rights, the companies will record your request with reasons in personal data processing subjected by law.

7.4 To submit a request to use your rights, you can contact companies through contact channels which identified in policy of this document. The company will review and inform consideration within 30 days starting from the request date to use your rights. In case the companies refuse your request to use your rights, the companies will also inform reasons of rejection to use your rights.

8. Personal data of adolescent

Companies do not have any purposes to provide any services to adolescent for a specific target group. However, from the characteristic and services of the companies, companies may occasionally collect and process personal data from adolescent under 20 years old. In this case, companies will comply with the law on personal data protection which refers to the process of adolescent's personal data. This also includes obtaining consent from legitimate representative or from authorized person as requested by law on personal data protection.

9. Revision of personal data protection policy

Companies may occasionally review, amend, adjust policy of this document in order to comply with practices, laws, rules and related regulations. Therefore, if there are any amendments on policies of this document, the companies will urgently publish policy revision through the channels specified by the companies. And you can review and proceed acceptance through electronic practice or by any other practices. And if you have already made an acceptance, that revision will also then be part of this document policy.

If you have any enquiries concerning this privacy announcement or want to request for your rights as specified in this privacy announcement, please kindly use the contact form of companies websites; <https://www.vanachai.com/storage/document/data-privacy-protection/rights-execution-form-en.pdf>. In addition, you can still contact companies through Data Protection Officer of the companies by using the following contact details;

Sincerely,

Vanachai Group Public Company Limited and Subsidiaries

Date of Notice Enforcement on 05 July 2022

Details of Data Controllers

Data Controllers	Contact
Vanachai Group Public Company Limited	2/1 Wongsawang Road, Bangsue, Bangkok 10800 Tel: +66 (0) 2 585 4900-3, +66 (0) 2 913 2180-9 Email: dpo@vanachai.com

List of Subsidiaries

Data Controllers	Contact
1. Particle Planner Company Limited	2/1 Wongsawang Road, Bangsue, Bangkok 10800 Tel: +66 (0) 2 585 4900-3, +66 (0) 2 913 2180-9 Email: dpo@vanachai.com
2. Vanachai Panel Industries Company Limited	
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4. Woodtek International Company Limited	
5. PV Wood Company Limited	
6. Vanachai Energy Industries Company Limited	
7. Vanachai Woodsmith Company Limited	
8. Vanachai Logistics Company Limited	
9. Vanachai Logistics Enterprise Company Limited	

Details of Data Protection Officer (DPO)

Address: 2/1 Wongsawang Road, Bangsue, Bangkok 10800

Telephone: +66 (0) 2 913 2180-9 ext. 703

Fax: +66 (0) 2 587 9556

Email: dpo@vanachai.com