

## Privacy Notice for candidate

HaadThip Public Company Limited and its subsidiaries (hereafter called “the company”) are aware and give emphasis upon privacy of personal data owners of candidate together with family members of the candidate or other persons who the candidate has given their data to the company. To make you confident that the company shall protect and treat your personal data in accordance with the Personal Data Protection Act, the company has prepared this privacy notice in order to inform you of details of personal data proceedings either collection, usage and disclosure (overall called “assessment”) which may occur, as well as to inform you of your personal data rights and the company’s contact channels. They are as follow.

**Definitions as per this notice** relate to subject of “personal data assessment between candidate and the company).

- **Personal Data** means the personal data which can identify one person’s identity either directly or indirectly. This excludes personal data of deceased.
- **Assessment** means collection, usage and disclosure of personal data.
- **Candidate** means and includes candidate under probation, trainee and any persons related to the company’s recruitment and selection process.
- **Details specified in the notice are**
  - Any types of personal data the company has collected, including its sources and objectives of collection.
  - How will the company assess your personal data?
  - Legal rights of personal data.
  - Access means and Update on your personal data, including contact with the company regarding personal data.

### 1. Objectives of Assessment and Supporting Reasons

The company shall collect, use and disclose only when there is an appropriate reason and the law imposes so. With usage of personal data and delivery of data outside the company, the company shall use legal assessment base and will do it with safety measure of highest confidentiality.

Objectives as per this notice	Supporting Reasons
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for Recruitment and Selection divided into:	
<ul style="list-style-type: none"> <li>○ To carry out matters related to your job application.</li> <li>○ To evaluate capabilities, qualifications and suitability of position.</li> <li>○ To perform background check and references in case it can be done legally.</li> <li>○ To contact you about personnel recruitment.</li> <li>○ To record the company's employment process.</li> <li>○ To comply with the specified law.</li> </ul>	<ul style="list-style-type: none"> <li>○ For legal benefits.</li> <li>○ Legal performance of duties.</li> <li>○ As a result of your consent.</li> </ul>
<p>The company shall keep and assess your data with the above reasons. In case you refuse to give your data to the company, it may result in the company being able to proceed with the recruitment or selection effectively.</p>	

## 2. Types of the Collected Personal Data

The company shall collect and store your data which can identify various types of identities, for example, objects which reveal in forms of documentation, files, reports, books, maps, drawings, photos, image and voice recordings. Types of personal data collected and stored by the company depend on each circumstance as per assessment objectives (recruitment process). They are as follows.

Types of Data	Data to be Assessed by the Company
General Data	Personal Data which enables to directly or indirectly identify one's identity. This excludes data of particular deceased.
Your Personal Data and Contact Details	First and Last Name, Sex, Date of Birth, Marital Status, National ID No., Passport No., Address, Other Contact Channels (e-mail, tel. no., social media etc.) Nationality, Driving License, Signature, Photos, Images from CCTV.
Educational Data	Details of education record, transcript, certificates, IELTS, TOFEL results.
Data on Family Members and those under supervision	Personal Data and Contact Details, namely first and last name, spouse and child.

Types of Data	Data to be Assessed by the Company
Working Data	Details of occupation, member of professional organizations, opinions of former employer (s), qualifications, skills, work experience, training and working record.
Financial Data	Data on salary and other benefits (bonus, pension and insurance)
Other Data	Data acquired from interviews.
Sensitive Personal Data	<p>Personal data is as follows.</p> <ul style="list-style-type: none"> <li>○ Race</li> <li>○ Data on religion, philosophy and politics.</li> <li>○ Health, medical and biological data.</li> <li>○ Data on crime and trade union member.</li> <li>○ Data on religion, blood group shown on copy your National ID, process of identification and proof of identity when signing up employment contract and/or contacting the company.</li> </ul>

### 3. Sources of the Stored Data

The company stores your personal data from the following various sources but not limited to:

Stored Data	Sources of Data
Data direct from you	Submitted in any processes of recruitment, for example, resume submission, completion of application form via on and off line or others.
Data from tracking technology	The company receives data when you access the company's system, devices and website i.e. cookie usage to gather data.
Data the company receives via any other ways during carrying out assessment as per objectives.	Telephone conversation or video conference, discussion and interview, meeting or assessment via questionnaire.
Data received via photos or video images from devices in the company's territory.	CCTV, Video Recording Devices etc.

Stored Data	Sources of Data
Data provided by 3 <sup>rd</sup> parties	References from former employers (for example, previous working duration and working capabilities). Data from sources which the company can access, for example, LinkedIn, JobsDB, Facebook etc.
Data from auditor	Working experience, data from agencies which gather credit data and criminal record.
In case the company gathers and stores your personal data from the 3 <sup>rd</sup> parties other than the aforementioned your consent in advance, the company shall promptly inform you of the storage no longer than 30 days from the dates of storage and your consent received.	

#### 4. Duration of Candidate's Personal Data Maintenance

The company shall keep your personal data as an unsuccessful candidate for a period of 1 year after the day the company received your personal data or for a necessary duration so as to achieve the objectives specified in this assessment notice.

#### 5. Objectives of Usage, Circulation and Disclosure of the Stored Personal Data

The company may disclose your personal to the following persons.

Related Individual	วัตถุประสงค์และรายละเอียด
Staff of the company and its subsidiaries	<ul style="list-style-type: none"> <li>○ To manage job application or perform duties of such employee, namely personnel recruitment, interview arrangement, evaluation and review before hiring etc.</li> <li>○ To monitor legal compliance and regulations, regarding non – compliance with the law and regulations, policy and the contract requirements.</li> <li>○ To proceed with IT wise and as the system owner, managing access of users.</li> <li>○ To check specific examination.</li> <li>○ To secure safety workplace.</li> </ul>
External Individuals	<ul style="list-style-type: none"> <li>○ Provided references.</li> <li>○ On and offline recruitment agencies.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Educational Institutions (university, college) to match with data you gave to the company.</li> <li>○ Service provider on behalf of the company and/or external person who checked your record on the company's behalf (credit bureau, criminal background check agencies etc.).</li> </ul>
Transfer Abroad	<ul style="list-style-type: none"> <li>○ None</li> </ul>

#### 6. Your right as the Data Owner

Owner's Rights	Detail of Rights
Right to withdraw consent	You have the right to withdraw the consent previously given to the company to evaluate your personal data at all time. However, the consent withdrawal shall not bear any effect upon the personal data assessment legally given the company previously. The company may further assess your personal data if the company can access other sources of your personal data.
Right to access personal data	You have the right to request for copies of your personal data from the company, including the right to allow the company to disclose sources of data you did not submit with the company directly and request the company to reveal the access of such personal data that you did not give your consent.
Right to transfer data	You have the right to request the company to transfer your personal data to other parties.
Right to object	You have the right to object your personal data assessment in case the company evaluate results under beneficial base of the company or individual or other juristic persons in order to perform duties for public

	benefits, direct marketing benefits or scientific research, history statistics or beneficial data gathering.
Right to delete personal data	You have the right to request the company to delete, destroy or disable your data to identify yourself only in the case there is no reasonable reasons for the company to further evaluate your personal data. Thus, you can exercise your right to ask the company to delete this personal data together with your aforementioned right to object. However, the company may refuse your right request in accordance with the criteria the company has legally specified. In such case, the company shall inform you of the reason for the refusal.
Right to rectify personal data	You have the right to rectify your personal data so that it is correct, update and complete.
Right to request for assessment limitation	You have the right to request the company to temporarily suppress evaluation of your personal data, for example, when you wish the company to rectify your personal data or when you wish the company to prove reasons and legal base in evaluating your personal data.

#### 7. Your roles as the personal data owner

- You are responsible for checking your personal data given to the company either by you or on your behalf that it is correct and up to date. You are also responsible for promptly notifying the company if there are some changes to such data.
- Once you have signed a contract with the company, you are obliged by the contract to provide your personal data to the company so that you can exercise your rights. Failing to do so may cause you to lose your legal rights.
- You are required to submit your personal data like your contact details and financial transactions so as to make contract arrangement. Failing to do may disable the company to exercise the rights and comply with contract obligations effectively.

#### 8. Changes, rectification of this personal data notice

The company may consider improving, amending or changing this notification as deemed appropriate and shall notify you through channels specified by HR, internal and external websites, e-mail or other

foreseeable channels, with the latest updated date shown at the end. However, the company would like to advise you to regularly check in order to acknowledge a new notification, especially before you disclose data to any persons.

## 9. Contact Channels

The company has appointed a data protection officer to assist in managing your personal data. If you have inquiries or recommendations about the company's practice of personal data management or wish to exercise your rights as the data owner, you can contact the company through the following channels.

### 1) Human Resources Manager, HaadThip PCL.

Hatyai Plant: Tel. : 074 210008 ext. 284

Punpin Plant: Tel. : 077 357385 ext. 162

E-mail : [personnel@haadthip.com](mailto:personnel@haadthip.com)

### 2) Data Protection Officer

- Tel. : 074 210008 ต่อ 1188
- E-mail : [dpo@haadthip.com](mailto:dpo@haadthip.com)
- Mailing address: No. 87/1 Karnjanavanich Rd., T.Banpru Hatyai, Songkhla 90250 Thailand
- Online at [www.haadthip.com](http://www.haadthip.com) (contact us)