

PRIVACY NOTICE

(FOR BUSINESS PARTNERS)

MAYEKAWA (THAILAND) CO., LTD.

Pursuant to the Personal Data Protection Act B.E. 2562 and other related laws, including any further amendments thereof (“PDPA”), Mayekawa (Thailand) Co., Ltd. (the “Company”) hereby provide this Privacy Notice (“Notice”) to inform you of the details with regard to the collection, use and disclosure of your Personal Data by the Company. This Notice shall apply to you as the **Business Partners and Related Person**.

1) DEFINITION

“ Personal Data ”	means any information relating to a natural person, which enables the identification of such person, whether directly or indirectly, but not including the information of the deceased persons.
“ Sensitive Personal Data ”	means the Personal Data pertaining to racial, ethnic origin, political opinions, cult, religious or philosophical beliefs, sexual behavior, criminal records, health data, disability, trade union information, genetic data, biometric data, or of any data which may engender the unfair discrimination against the data subject or affect the data subject in the same manner as prescribed by data protection laws.
“ Legal Basis ”	means the justifiable ground to collect the Personal Data as prescribed in the PDPA.
“ Business Partner ”	means a natural person or a juristic person who sells or may sell goods and/or services to the Company or other person of similar nature including related person to the Business Partner but shall not include the customers of the Company.
“ Related Person ”	means a natural person relevant or representing a Business Partner e.g., executive, shareholder, employee, representative or any natural persons representing or acting on behalf of Business Partners.
“ Processing ”	means any collection, use and disclosure of Personal Data.

2) CATEGORIES OF PERSONAL DATA WHICH THE COMPANY COLLECTS

The Company shall collect all or part of your Personal Data as specified in this Privacy Notice, as necessary for proceeding with the purposes of the Company which informed in this Privacy Notice.

Personal identification and general contact information	such as prefix, name, surname, nickname, age, gender, date of birth, nationality, address, picture, identification card number, passport number, signature, address, personal phone number, personal email address, Line ID, vehicle registration information, information on contact persons, etc. including other information of related person to Business Partners.
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Information regarding work	such as position, department, workplace, and work email address specifying your name etc.
Information contained in the attachment	such as business card, identification card, house registration, passport, work permit, training certificate, tax identification card, purchase order, quotation, invoice, affidavit, sale and purchase contract, bank book, engineer license, and other documents, etc.
Sensitive Personal Data	such as religious beliefs, blood group as appeared on copy of identification card, vaccine information, vaccine certificate, ATK test result etc.

3) SOURCE OF PERSONAL DATA

The Company will collect your Personal Data directly and indirectly from the following sources:

From you directly	<p>Collected by one of the following manners:</p> <ul style="list-style-type: none"> ● Verbal communication: such as through face-to-face interactions, or through telephone. ● Via documents: such business card, contracts, agreements, affidavit, quotation, purchase order, forms, or other documents etc. ● Other communication channel: email, online network, your website, etc.
From other sources or third parties	<ul style="list-style-type: none"> ● from other sources or third parties such as your juristic person or natural person employers, goods/service providers or the Company’s Business Partners, websites which provide business data or searching tools for business contact data, banks, government agencies, public resources (such as websites) etc. ● from your communications, inquiries, feedback or complaints to the Company, your declaration of intent to purchase our goods and services, to enter into an agreement with the Company, providing documents to the Company etc.

4) PURPOSE OF COLLECTING PERSONAL DATA

The Company shall solely collect your Personal Data for use and/or disclosure in compliance with the following objectives and any one of the following legal basis as the specified case may be:

Legal Basis for processing of General Personal Data

- For compliance with the agreement or entering into an agreement.
- For the legitimate interest of the Company, Customers, Business Partners, or other third person.
- For compliance with the law enforced on the Company.
- For preventing and suppressing danger to life, body, and health of a person.
- Request for explicit consent.

Legal Basis for processing of Sensitive Personal Data

- To establish rights to a legal claim, compliance, or exercise of rights to claim as permitted by law; or for dispute allegations.
- For the necessity of legal compliance to achieve the objectives required by law.
- Request for explicit consent.

In the case of necessity where the Company is required to collect additional Personal Data or use Personal Data for other purposes apart from the stipulated objectives within this Notice, the Company is obliged to inform you on the Personal Data collection and/or notify the new objectives respectively. If required by laws, the Company may request for additional consent on collecting, using, or disclosing of your Personal Data according to the PDPA.

Purpose of Collection of Personal Data

- For communication and other proceedings for negotiation prior to entering into a contract with you; or a person or a juristic person which you are either representing, or acting on behalf, or being an employee thereof such as meeting appointment, issuing quotations, making purchase orders prior to entering into a contract, negotiations for entering into the contract and agreeing on the scope of contract, examination and registration of Business Partners on the Company's database. Including to evaluate the Business Partners according to the Company's policies.
- For entering into a contract or performing the contract that the Company entered into, such as business communication or tracking of goods/services requested, delivery, QC inspection, proceeding for receiving of goods or service, billing payment process for goods or service, defect notification etc.; including disclosing your personal data to third person, such as other Customers or Business Partners of the Company, banks, government agencies, for the aforementioned purposes.

Nonetheless, the purpose of collection and disclosure may vary depending on the type of the subject products or services. In addition, entering into a contract or performing the contract in this item shall include liaising with you in other matters relevant to the contract such as a change in condition and other details, contract renewal.

- To facilitation of the Business Partners in various process in performing the obligation of the contract or Customer's requirement, for example, proceed on behalf of Business Partners regarding VISA, air ticket, hotel booking and/or car rent in case that Business Partners need to travel overseas for installation work according to the contract at the overseas customer's site etc.
- For organization management and business operation of the Company, for instance, quality control or development of goods and services, system and database management, requesting for permission to operate business with government agents, audit, internal audit, requesting for advice from business consultants, disclosing your personal data to a financial institution to request for credit facility to the Company, sale and acquisition of business, merger and acquisition of business and business restructuring. This shall include

reporting the customers' information to the parent company for international business contact and management of affiliated organization.

- For compliance with laws enforced on the Company such as tax invoice issuance, obtaining approval license in procurement of some goods, retaining and disclosing accounting documents to auditors or government offices in compliance with the laws and orders of competent authorities etc.
- For retaining your contact information on the Company's database for future business contact, including disclosing your data to other companies within affiliated group for communication and for future business opportunity.
- For Business Partner relation management such as evaluation, statistical analysis, receiving complaints and feedbacks for improvement of the Business Partner's products and services etc.
- For training to make the work comply with the Company's standard or requirement of the company's customer, including disclosing information to the related section chief or person and disclosing information to the company's customer or seminar organization, lecturer.
- For protecting the legitimate rights of the Company or dispute allegations against the Company such as legal action, initiation of legal proceeding, litigation, alternative dispute resolution and other proceedings to protect the legitimate rights of the Company or dispute allegations against the Company as permitted by law.

5) IMPACT FROM THE REFUSAL IN PROVIDING PERSONAL DATA

The Company will collect your Personal Data for communication purposes in respect of entering into contracts or proceeding to fulfil the contract made with you, or a natural or juristic person which you are either representing, or acting on behalf, or being an employee thereof. This shall also include complying with relevant legal requirements. In the event you do not provide your Personal Data to the Company, you or a natural or a juristic person which you are either representing or acting on behalf may be inconvenienced with regard to communications of entering into contracts or abiding with the contract. In some cases, the Company may not be able to perform or fulfil the contracts entered with you, or a natural or a juristic person which you are either representing, or acting on behalf, or an employee thereof and subsequently be unable to comply with applicable laws.

6) DISCLOSURE OR TRANSFER OF PERSONAL DATA

To achieve the objectives of Personal Data collection as stated in this Notice, the Company may in some cases be required to disclose your Personal Data to persons or organizations including but not limited to the following:

- Service providers and agents who have been hired by the Company for instance service provider on IT system or other databases, auditors, legal consultants, business consultants or other external expertise consultants, delivery agents, sub-contractor etc.;

- Parent company, other companies within affiliated group, business partners, external service provider and agent of such affiliate company in Thailand and oversea;
- Government agencies such as the Revenue Department, the Customs Department, Department of Business Development, government sector that issues vaccine passport etc.;
- Private agencies such as insurance company, logistic company, chamber of commerce, organizations issuing RT-PCR result etc.;
- Commercial banks;
- Police officers, courts, arbitrators, lawyers, and persons or organizations associated with the judicial process and dispute resolution;
- Persons associated with the sale/acquisition of business, merger/acquisition of business and/or business restructuring.

In some circumstances where it is necessary for the Company internationally to send or transfer your Personal Data to the parent company, and other affiliated companies or other organizations situated abroad for the objectives specified above, the Company will ensure that the destination country has adequate Personal Data protection measures in conjunction with conforming to current data protection laws. Where it is necessary for the Company to send or transfer Personal Data to a country which does not have the protective measures required by law or in the event where such measures are not legally recognized, the Company is required to comply with the additional conditions stipulated in the PDPA for sending or transferring Personal Data legally. This shall include the request for your consent if necessary or taking other appropriate measures for you to enforce your rights, for example providing effective legal remedies in accordance with the legal requirements.

7) RETENTION PERIOD OF PERSONAL DATA

The Company will collect and retain your Personal Data for no longer than **10** years after the end of the legal relationship with you or the persons which you are representing or acting on behalf. In the event that the Company collects your Personal Data but does not enter into any legal relationship with you or the persons which you are representing or acting on behalf, the Company will retain your Personal Data for a period of not more than **5** years.

Nonetheless, the Company may retain all or part of your Personal Data for a duration beyond the period specified above for compliance with the law, and to protect the legitimate rights of the Company, or to rebut any allegations made against the Company. In such case, the Personal Data may be retained for as long as it is necessary for the Company to abide with the specified objectives and/or for the duration stipulated by law.

8) RIGHTS OF DATA SUBJECT IN THE PROCESSING OF PERSONAL DATA

You have the following legal rights to your Personal Data collected by the Company:

1. **Right on withdrawal of consent** – You may withdraw some or all of your given consent for the collection, use, and disclosure at any time throughout the period the Company keeps the Personal Data. Notwithstanding, the withdrawal of consent shall not affect the completeness or accuracy of the collection, use, or disclosure of Personal Data by the Company that you have already given consent prior to the withdrawal;
2. **Right to access and request for a counterpart of Personal Data** – you are entitled to request access to and obtain a copy of the Personal Data related to you, or to request the disclosure of the acquisition of the Personal Data obtained without your consent;
3. **Right on the portability in sending or transferring of Personal Data** – you have the right to request the Company to send or transfer the Personal Data concerning you to another person pursuant to the condition prescribed by law;
4. **Right to object on the collection, use or disclosure of Personal Data** – you are entitled to object to the collection, use or disclosure of your Personal Data by the Company pursuant to the condition prescribed by law;
5. **Right on the erasure of Personal Data** – you have the right to request the Company to erase, destroy or anonymize the Personal Data to become anonymous data which cannot identify you pursuant to the condition prescribed by law;
6. **Right to restrict processing of Personal Data** – you have the right to request the Company to restrict the use of your Personal Data pursuant to the condition prescribed by law;
7. **Right on rectification of Personal Data** – you have the right to request the Company to rectify incorrect information or input data to any incomplete information;
8. **Right to complaint** – you are entitled to file a complaint with the personal data protection committee in the event that the Company or employee or contractor of the Company violates or does not comply with the PDPA.

In this regard, you can exercise your rights by notifying the Company in writing according to the “**Form**” designated by the company. The detailed contact information are as below. In the case where the Company may not fulfill such request, the Company shall provide a reason on the refusal along with the response.

9) AN AMENDMENT OF THE NOTICE

The Company reserves the right to rectify this Notice as appropriate. This Notice was last updated on **September 13, 2022**.

10) CHANNEL AND CONTACT INFORMATION OF THE COMPANY

MAYEKAWA (THAILAND) CO., LTD.

Address: 2/3 Bangna Tower A Building, 4th Floor, Moo 14, Bangna-Trad Road, Tambol Bangkaew,
Amphur Bangplee, Samutprakarn Province, 10540, Thailand.

Telephone number: 02-751-9610 to 17

Email address: pdpa@mth.co.th

Website: <https://mayekawa.co.th/pdpa-policy/>

QR Code: 