



Privacy Notice for Employee and Job Applicants

TCM Corporation Public Company Limited (hereinafter referred to as “we”) respects the right to privacy of all employees and job applicants (hereinafter referred to as “you”). Therefore, this privacy notice has been established in order to ensure that your personal data is well protected. In addition, the notice explains how we collect, use, and disclose (collectively, “process”) as well as delete or destroy your personal data in online social media and other platforms in accordance with the Personal Data Protection Act B.E. 2562 (2019).

1. Collected Personal Data

1. General Personal Data

- 1.1 Information and documents related to the recruitment process such as application letter, application form, and individual comments of the Recruitment process;
- 1.2 Contact details including name, surname, home address, phone number, email address, and social media information;
- 1.3 Personal data such as date of birth, age, gender, marital status, interests, and opinions;
- 1.4 Information about family members or those in your care who are eligible to receive benefits in accordance with our rules and regulations for personnel administration, such as information about your spouses, children, parents, and beneficiaries. Importantly, you should inform these persons of this privacy notice before providing data to us;
- 1.5 Photos and motion pictures;
- 1.6 Information about education, competency, capacity development, and other qualifications such as educational level, certificates, educational institution or university, educational background, training history, educational results, test results, rights to work, professional qualifications, language proficiency, and other relevant capabilities as referred to the data you have given to us;
- 1.7 Information about work experience and employment history, such as positions, employer details, salaries and compensation, and benefits;
- 1.8 Information about workable locations;
- 1.9 Information about military obligations;
- 1.10 Information about your characteristics such as habits, behaviours, attitudes, aptitude, skills, leadership, ability to work with others, emotional intelligence, and commitment to the organisation. This information may be derived from our observations and analyses of our staff during work or participation in our activities;
- 1.11 Necessary information for regulatory reporting to government and regulatory authorities, such as the Ministry of Labour, the Stock Exchange of Thailand (SET), and the Securities and Exchange Commission (SEC);
- 1.12 Financial data such as information about wage, salary, income, tax, provident fund, bank accounts, loans, and tax exemptions or deductions;
- 1.13 Information related to social security, labour protection, benefits, welfare, and compensation that you receive or are entitled to receive in accordance with our rules and regulations for personnel administration;
- 1.14 Time attendance records, duration of work, overtime, absence, and leave;



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- 1.15 Information about work history, positions, meeting attendance, and opinions. In case that you are appointed as a director of our company, we will also collect additional data about your profiles and directorship registration;
 - 1.16 Information about usage and access to our data systems, computers, work systems, websites, applications, network systems, electronic devices, and email systems in compliance with our information technology policies and relevant laws.
 - 1.17 Information collected from your participation in our activities such as activity participation records, survey responses, and assessments;
 - 1.18 Information you prefer to share and disclose through our systems, applications, tools, questionnaires, assessment forms, and other documents;
 - 1.19 Copies of documents that can be used for identification purposes, such as your identity card, passport, household registration, and other documents issued by government agencies;
 - 1.20 Information about your emergency contact person;
 - 1.21 Information about your vehicles, driving licence, and ability to drive. If you drive a vehicle that we provide, we will also collect information about your driving behaviour of such vehicle;
 - 1.22 Other information necessary for conflict-of-interest investigation, such as information about stock holdings and your relationships with our business partners;
 - 1.23 Information about your accidents whether they are work-related or not;
 - 1.24 Other information required by the employment contract, the provision of benefits, our analysis and administration, post-retirement care and benefits, and compliance with applicable laws;
 - 1.25 Information regarding complaints, whistleblowing, investigations, and disciplinary actions.
2. Sensitive Personal data
- 2.1 We may need to collect and process your sensitive personal data in order to achieve our objectives as stated in this privacy notice.
 - 2.2 We may need to process your sensitive personal data in the following conditions:
 - 1) Health information such as weight, height, medical conditions, colour blindness, physical examination results, food allergies information, drug allergies information, blood type, medical certificates, medical records, prescription and dispense records, and medical bills for the purposes of labour protection, provision of medical care, work capability assessment, and compliance with relevant laws to examine and analyse your health information for appropriate management;
 - 2) Biometric data such as fingerprints and face image data for identification and verification, crime prevention, and protection of legitimate interests of us or third parties;
 - 3) Information about criminal records to consider your suitability with our operations and protect legitimate interests of us or third parties;
 - 4) Your religious belief, philosophy, race, nationality, disability, genetic data, and biometric data to provide facilities, activities, and benefits that are suitable for you and to ensure that we treat you equally and fairly in accordance with human rights principles;
 - 5) Other sensitive personal information for lawful purposes such as preventing or stopping a danger to one's life, body, or health, exercising legal claims, and achieving the objectives of labour protection, social security, and your benefits.



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- 2.3 If necessary, we will only process your sensitive personal data with your explicit consent or for other purposes as required by law. We will make our best efforts to provide appropriate security measures to protect your sensitive personal data.
- 2.4 We will collect and process your criminal records from the evidence provided by you or your consent to criminal background check from a relevant authority. We will impose security measures to protect your sensitive personal data as required by law.

2. Sources of Personal Data

We may collect your personal data directly from you with your consent or from other sources of information.

- 2.1 In case we collect your personal data directly from you, the data may be received from;
 - 1) The recruitment process when you fill out personal data during job application review process, registration, or in application forms given to us through our specific channels;
 - 2) our websites and applications when you get access to them.
- 2.2 In case we collect your personal data from other sources of information, the data may be received from;
 - 1) Third parties;
 - 2) Open-source information such as information on the internet and social media platforms;
 - 3) Circumstantial information and information from our affiliates, business groups, the persons we know, or your referees;
 - 4) Information from government agencies or other relevant organisations.

3. Objectives of Collection, Use, and Disclosure of Personal Data

- 3.1 To be used in your requests before entering into a contract with us or performing contractual obligations between you and us, including preparation for the employment contract, agreements, compliance with the employment contract, compliance with our rules and regulations for personnel administration, code of ethics, assignments, staff transfer, secondment, training, performance appraisal, consideration of position and compensation, administration, and health and safety management.
- 3.2 To be in compliance with legal and regulatory obligations to which we are subject, including labour protection law, labour relations law, social security law, occupational safety, health, and environment law, occupational and environmental diseases control law, and communicable diseases control law.
- 3.3 To achieve the legitimate interests pursued by us or third parties such as human resources management, research and analysis for manpower allocation, employee development, provision of health benefits, insurance, and other benefits for you including hospitals, cafeterias, employee activities, financial and budget management, internal communication, interaction with third parties, registration, authorisation, certification, publication of documents, report preparation, reporting to government or regulatory authorities, identification and verification of the information provided by you, analysis and creation of a database on your work history, communication, news and public relations, work environment improvement, facilities provision and management, information security, creation of user accounts; work system identification and access to information systems, security, accident and crime prevention, investigation and handling of complaints, fraud, cases or disputes, and post-retirement care and benefits.



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- 3.4 To protect vital interests of you or other persons including making contact in case of emergency and communicable disease control and prevention.
- 3.5 To perform tasks carried out in the public interest or in the exercise of official authority vested in us.
- 3.6 To achieve the objectives of your consent given to us from time to time.

In case that the personal data collected by us for the aforementioned purposes is the data necessary for the performance of agreements or the compliance with relevant applicable laws, if you refuse to provide such necessary personal data, we may not be able to consider entering into transaction or perform administration in accordance with the agreement with you (as the case may be).

Furthermore, in case that you have provided personal data of other person for us, you shall be responsible to inform those people of this Privacy Notice and/or the letter requesting for consent (if necessary).

4. Disclosure of Your Personal data

We will not disclose your personal data to third parties unless with your consent or necessity to disclose or report your personal data by law to regulatory authorities, government agencies, and other agencies as required by relevant laws.

In addition, we may need to disclose your personal data to relevant third parties for the purposes outlined above to carry out community service activities or projects, audits, legal advice, investigations, assessments and litigation, and any other necessary actions.

5. Duration of Retention of Personal Data

- 5.1 We will keep your personal data for the period necessary to fulfill the purposes for each type of personal data, unless the law allows for a longer retention period. In case the retention period of personal data cannot be clearly stated, we will retain the data for a period that may be expected in accordance with the collection standard (for example, the general legal age of up to 10 years).
- 5.2 In the case of CCTV cameras, we will collect information
 - Under normal circumstances, your personal data may be stored for up to 30 days.
 - In the case of necessity, such as, where evidence is needed in an investigation or prosecution or the personal data owner requests, personal data may be retained for more than 30 days and the Company will securely delete such data upon completion of that purpose.
- 5.3 In the event that we use your personal data with your consent, we will process such personal data until you notify us of your request for withdrawal of your consent and we have completed your request. However, we will continue retaining your personal data to the extent necessary with a record of your withdrawal of consent so that we can respond to your requests in the future.

6. Security Measures for Personal Data

- 6.1 The security of your personal data is important to us and we have implemented appropriate technical and administrative security standards to protect personal data from loss, unauthorized access, use, or disclosure, abuse, modification, alteration, and destruction using technology and security procedures, such as encryption and access restrictions to ensure that only authorized persons have access to your personal data and they are trained on the importance of personal data protection.



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6.2 We have provided appropriate security measures to prevent the loss, access, use, alteration, correction, disclosure of personal data from persons who do not have rights or duties in connection with that personal data. Such measures will be reviewed when it is necessary or technology changes to ensure appropriate security performance.

7. Rights Relating to Your Personal Data

You have the rights under the Personal Data Protection Law as follows:

- Withdraw the consent you have given us to process your personal data. Such withdrawal of consent shall not affect the Processing of personal data legally conducted according to your prior consent.
- Request to view and copy your personal data or disclose the source of your personal data.
- Send or transfer personal data in the electronic form as required by the Personal Data Protection Law to other personal data controllers.
- Object to the collection, use, or disclosure of personal data about you.
- Delete or destroy or make your personal data anonymous.
- Suspend the use of your personal data.
- Alter your personal data to be correct, current, complete, and without causing misunderstandings.
- Complain to the Personal Data Protection Committee if we or our personal data processors, including our employees or contractors or personal data processors violates or fails to comply with the Personal Data Protection Law.

We will consider and notify you of the result of your exercise request without delay within 30 days from the date we receive the request, and the rights as abovementioned will be in accordance with the Personal Data Protection Law.

8. Amendments to this Announcement

We may revise this Privacy Notice from time to time. When such changes are made, we will notify you via our website and/or email. If your consent is required, we will also proceed to ask for your consent.

9. Information about the Data Controller

9.1 Personal Data Controller: TCM Corporation Public Company Limited

9.2 If you have questions about the personal data protection

Office: 2054 New-Petchburi Road, Bangkapi Subdistrict,
Huaykwang District, Bangkok 10310

Telephone: 02-3145402 or

Email: somluck@carpetsinter.com

Announced on July 5, 2022.

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(Miss Piyaporn Phanachet)

Chief Executive Officer