



Privacy Notice for Partner

TCM Corporation Public Company Limited (hereinafter referred to as "We") gives precedence to the protection of personal data of our partners and contracting parties (collectively referred to as "You"). To assure you that we will protect and treat your personal data in accordance with the personal data protection laws, we have defined this notice to inform all concerned parties of the details of the implementation on personal data in terms of collection, use, and disclosure (collectively referred to as "Processing") that may occur as well as informing you of your rights in your personal data and ways to contact us

1. Collected Personal Data

- 1.1 We collect your personal data when partners contact to sell products or provide any services to us, such as
 - (1) Business card information, such as name, surname, job position, telephone number, email address.
 - (2) Information used to verify the identity, such as the name, surname, number and information on the citizen ID card, photos, and various forms of information used for identification.
 - (3) Information about your job performance, such as your profile and performance information, employment information, and information for the management of safety, occupational health and work environment, including account and financial information, for instance, compensation, bank account numbers.
- 1.2 When you enter our area, we may collect your images using CCTV. We do not collect audio through CCTV, and we will put a sign to inform you that CCTV are being used in our area.
- 1.3 When you contact us or participate in any activities with us, we may collect the following personal data:
 - (1) Personal information such as name, surname, date of birth, photograph, citizen identity number, driver's license number, passport number.
 - (2) Contact information, such as email, telephone number, address, or social media information.
 - (3) Information about participation in activities, such as the history of participation in previous activities.
- 1.4 We may need to collect and process sensitive personal data as required by personal data protection laws to use it for the purposes we have stated in this notice, such as
 - (1) When we need to use such information for our security purposes, such as biometric information (e.g. face or fingerprint data) for the identification purpose.
 - (2) In some cases, we may collect sensitive personal data, such as, we may need to use an ID card having your religious information to verify your identity or to proceed with taxes.
 - (3) Health information, for instance, food allergy information for use in various activities.
- 1.5 If necessary, we will only process your sensitive data with your explicit consent or for other purposes as required by law. In this regard, we will do our best effort to establish sufficient security measures to protect your sensitive data.

2. Sources of Personal Data

We may collect your personal data from you directly providing your personal data to us, such as exchanging business cards, or providing information for considering qualifications when entering into contracts. We may also obtain your personal data from other sources, such as sales representatives in our other business groups, business partners, or affiliates of customers' companies or introduction by the company's agents.



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

- 3.1 For the execution of your request before entering into a contract or for the performance of a contract that the partners are parties to us.
- 3.2 For the need to comply with the law or to achieve the objectives required by law such as compliance with the provisions of laws, rules, and orders of persons with legal authority.
- 3.3 For the purposes of the legitimate interests pursued by us or by a third party are as follows:
 - (1) For our internal administration, management, development, and any actions to be able to run the business. It also includes the management and development of products and/or services (including the website and application), research, such as responding to questionnaires, interviews, fraud detection and prevention or other crimes, and information system maintenance.
 - (2) For the benefit of safety, such as providing security measures, including information technology and information systems, for instance, access to our premises, logging into the website or application.
 - (3) For the benefit of the execution of the contract between the partners and us. We process your personal data for purchase, procurement, verification, payment of goods and services, relationship management, inspection and evaluation of the performance of the agreements specified in purchase orders or contracts or other documents related to the procurement process, including managing relationships with you.
 - (4) For the security of our building, including exchanging cards before entering the area, recording images of visitors with CCTV.
- 3.4 To prevent and suppress danger to life, body, or health of you or others, such as emergency contact, communicable disease control and prevention.
- 3.5 For the performance of our duties for the public interest or for the performance for exercising state powers granted to us.

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).

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, audit, 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.



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- 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 We have provided a detection system for the deletion or destruction of personal data when the retention period has expired or personal data is unrelated to or beyond the necessity for the purpose of personal data collection.
- 5.4 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.
- 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 violate or fail 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



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- 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: 02-3183960 or
- Email: info@tcm-corporation.com

Announced on June 1, 2022.

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(Miss Piyaporn Phanachet)
Chief Executive Officer