

Privacy Policy for Employees

Kiosk Furniture Company Limited (the Company) values and respects the right to privacy and is committed to protecting your personal information to be safe. The company is aware of the importance and duties under Personal Data Protection Act, B.E. 2019. Therefore, the company has created this Human Resources Privacy Policy (Policy) for personal information of employees to inform them of the following details. How does the company collect your personal information? What information is collected by the company? what purpose is it processed? How your information is disclosed, what measures are in place to protect your information, including your legal rights as a personal data subject.

1. Policy Coverage

This policy covers the personal information of Employees and any other persons who are related to the personnel of the Company, such as their family members or emergency contacts.

2. The meaning of Personal data

2.1 Personal data means information about an individual that enables an identifiable person, either directly or indirectly. but does not include information of the deceased in particular.

2.2 Sensitive personal data means that personal data relates to race political opinion culture, religion or philosophy sexual behavior Criminal records, health information, disability, trade union information Genetic data, biological data, or any other information which affects the owner of personal data in a similar manner as specified in the notification of the Personal Data Protection Committee.

3. What personal information is collected?

We may store various types of personal information. depending on the purpose of use This includes the following personal data:

- 3.1 Personally Identifiable Information and information about the employee's identity, such as the employee's first name, last name, date of birth, age, gender, marital status, interests, opinions, information about the employee's education, abilities, and other qualifications; information about work experience and information about employment in past, Photographs, animations, audio recordings, information about military loads Information about personality traits, behaviors, attitudes, aptitudes, skills, documents that can be used to identify employees. or other documents issued by government agencies information about the vehicle Driver's license if you provide personal information about your family members, close relatives, referrals and/or other relatives. the purposes set out in this privacy policy. You are responsible for notifying him of his rights under this Privacy Policy applied to him. You are responsible for obtaining the necessary consent from them and ensuring that you have the right to provide their personal information to the Company.
- 3.2 Contact information such as address, telephone number Email address, social media contact information Contact details in case of emergency details of the person referring
- 3.3 Financial information or related to payments made to employees such as salaries, wages, income, taxes, bank accounts, borrowing money Tax exemptions or deductions
- 3.4 Information about work, such as information about the places where work can be performed. Record the time in and out of the work period. overtime absenteeism and leave Work history, position attendance voting Commenting, signing, information related to the performance of duties as a director and shareholders of the company Information required for reporting compliance with the law or comply with the orders of the regulatory agencies under the law
- 3.5 Information for use in human resource management and auditing of the Company, such as information related to the recruitment process. Information related to benefits, benefits, social security and benefits that employees receive or are entitled to receive

according to regulations and personnel management regulations Information about family members or dependents of employees who are eligible for benefits in accordance with the Company's regulations and personnel management regulations. Information on the use of various information technology systems including related equipment and information collected from participating in activities with us

3.6 Sensitive Data such as health data, bio data, religious beliefs, philosophies, race, nationality, disability, trade union data, history of crime

3.7 Other information such as other information necessary to investigate conflicts of interest Information about accidents at work or due to work performance Information about complaints, complaints, whistleblowing, investigations, disciplinary action. Information that employees choose to share and disclose through our information technology systems, applications, questionnaires, assessments, documents or our services.

4. Purpose for collecting, using or disclosing personal information of employees

Purpose for collecting, using or disclosing personal information of employees

- (1) for the performance of a contract to which you are a party or for the performance of your request prior to entering into that contract, such as the execution of an employment contract; including other related agreements Actions under the employment contract Assigning tasks or duties Sending employees to work in other units (Secondment) to organize training or activities. Performance appraisal, job position consideration, employee transfer Compensation for various welfare benefits Maintaining the safety of employees, including the implementation of the Company's regulations and personnel management regulations
- (2) In order to comply with our laws as a personal data controller, such as labor laws, laws relating to business operations. tax law communicable disease control law
- (3) For our legitimate interests as a personal data controller or of persons or entities other than us, such as human resource management various welfare arrangements Financial and Budget Management arrangement of facilities and working environment Caring for

employees after retirement of an employee, communicating with people inside and outside the organization, including government agencies. Security in various fields such as physical, information technology systems internal audit Handling complaints, corruption or disputes

(4) To prevent or suppress dangers to your life, body or health, such as the control and prevention of communicable diseases, life support, first aid, emergency contact with those involved with you.

(5) For the establishment of legal claims compliance or the exercise of legal claims or raising the defense of legal claims

(6) With your express consent In cases where consent is required by law, for example:

(6.1) Health and other related information Employee competency assessment Other relevant and appropriate management including complying with relevant laws.

(6.2) Biometric data such as fingerprint data to be used to identify and verify the identity of Employees and working hours crime prevention and maintaining our legitimate interests or of another person.

(6.3) Religious beliefs, philosophy, race, nationality, disability, trade union information genetic information. Biometrics to be used to provide appropriate facilities, activities and welfare for employees.

(6.4) Sensitive Personal Data that appears in identity documents such as identity cards, books Travel or other documents issued by government agencies such as religious beliefs, race, nationality, blood group, if such documentary evidence is required. for legal compliance or to verify your identity, as the case may be.

(6.5) Related personal information to disclose to customers, partners or other persons arising out of the rights and duty to perform work under the employment contract

(6.6) Related personal information for disclosure to Contractors/subcontractors, service providers or agents for any of our operations

(6.7) Related personal information to disclose your employment information to potential new employers, in the event that you name us as a reference As a former or current employer

(6.8) Related personal information For disclosure to affiliated companies, the names appear in the attached documents.

5. Disclosure of personal information of applicants to third parties

The Company may disclose personal information outside the law. In such cases, the Company may be required to disclose employee information in order to comply with legal or regulatory requirements. This includes complying with orders of law enforcement agencies, court officials, government agencies, or other third parties. In the event that the Company believes that it is necessary to comply with legal obligations or to protect the rights of the company rights of persons or for the safety of persons or to investigate, prevent or deal with fraud or security matters.

6. Sending personal information abroad

The Company may disclose or transmit your personal information to third parties or servers located in foreign countries where the destination country may not have an equal level of protection. Ensuring that data is transmitted securely and that the recipient destination has appropriate data protection. However, the company will expressly request consent from the owner of the personal data on the transmission or transfer of the information to foreign countries such as the company's branch in Myanmar.

7. Period of collection of personal information

We will keep personal information of employees. This includes personal information of family members or associates of employees for as long as is necessary to achieve the purposes of collecting, using and disclosing the personal information set forth herein. The retention period

of your personal data may depend on the need for legal compliance or legal statute of limitations to establish practice or exercise rights under various laws, etc.

After the storage period or we no longer have the right or legal base to collect, use or disclose your personal information. We will delete or destroy that personal data.

8. Security of personal information

The Company realizes and attaches importance to the security of employees' personal information. The company therefore endeavors to protect your personal information by incorporating appropriate personal information security measures and in accordance with the confidentiality of personal information. to prevent loss Unauthorized or unlawful access to information, unauthorized destruction, alteration, use or disclosure of the applicant's personal information. The Company certifies that the methods of collection, storage, processing and security of personal data are in accordance with technical measures and organizational measure and policies, regulations, rules that the company has set.

9. Ownership rights of personal data

1. **Access to personal data:** The personal data owner can request access to personal data and a copy of your personal data that the company has collected, used or disclosed. The company may ask you to prove your identity. Accessing such personal data is for the security and privacy of the data subject.
2. **Right to withdraw consent:** personal data subject has the right to revoke the consent given to the Company for the collection, collection, use or disclosure of such personal data. at any time during the time your personal information is with the company Unless there is a limitation on that right by law or contract that bestows benefits on the subject of personal data. However, the revocation of consent may affect the data subject. Please inquire and study the impact before withdrawing such consent.

3. **Right to correction of personal data:** The owner of the personal data has the right to ask the company Edit your personal information that the company has collected, used or disclosed to be accurate, complete and current
4. **Right to transfer personal data:** The owner of the personal data has the right of receiving personal information about you that the Company has and has made such information in a readable or usable form in electronic form; and In order to transfer such information to another personal data controller, such information must be personal information that the owner of the personal information has provided to the company. and obtaining your consent to collect, use and/or disclose or to perform the contract the Company has with the personal data subject
5. **Right to object:** The data subject has the right to object to the collection, use or disclosure of your personal data.
6. **Right to request suspension of use:** The personal data subject has the right to request that the use of the personal data be suspended except in certain circumstances. (restrictions on legal rights or the contract between the company and the owner of the personal data)
7. **Right to delete or destroy data:** You have the right to request that the Company delete or destroy your personal data except where the collection of such personal data is in compliance with law or to establish a legal claim, use or protection. legal claim.
8. **Right to Complaint:** The owner of the personal data has the right to lodge a complaint with the competent authority. If you believe that the collection, use or disclosure of your personal information is inconsistent with the data privacy laws.

10. Company contact channel

To exercise the rights of the subject of such personal data mentioned in the clause 9. Of this policy, you can contact and coordinate with relevant officials through the following channels.

KIOSK FURNITURE CO.,LTD

ADDRESS: 1/4 MOO4 RATHNIYOM SAINOI, NONTABURI 11150

TEL: 02-1571015

FAX: 02-1571010