

## **Privacy Policy for Customer, Supplier and Visitor**

### **1. Introduction**

The Personal Data Protection Act B.E.2562 (the "PDPA") came into force (in parts) in Thailand on the 28th of May 2019. As part of our implementation, AGC Vinythai Public Company Limited and its subsidiary (the "Company") are obliged to provide our individual customer and/or suppliers, directors of corporate customer and/or suppliers, operators, employee and staff of customers and/or suppliers and/or visitors including contractor, vendor and its employees ("Customer, Supplier and Visitors") with a privacy policy.

### **2. Purpose of the Privacy Policy for Customer and Supplier**

This is aimed at notifying the Customer, Supplier and Visitors about:

- (1) What Personal Data that the Company will collect from its Customer, Supplier and Visitors,
- (2) Why it is required and how Customer, Supplier and Visitor's personal data will be used and
- (3) The purposes that the Company holds personal data.

### **3. This Privacy Policy applies to:**

All Customer, Supplier and Visitors of AGC Vinythai Public Company Limited and its subsidiary.

### **4. Definition:**

**"Company"** means AGC Vinythai Public Company Limited and/or its subsidiary.

**"Personal Data"** means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data) and the information of the deceased persons. Personal Data or Personal Information includes any information, such as individual Customer, Supplier and Visitor's name, address, title, photographs, email addresses, telephone numbers, fax numbers, educational background, work history, qualifications, bank account number.

**"Data Controller"** means a person or a juristic person having the power and duties to make decisions regarding the collection, use, or disclosure of the Personal Data;

**"Data Processor"** means a person or a juristic person who operates in relation to the collection, use, or disclosure of the Personal Data pursuant to the orders given by or on

behalf of a Data Controller, whereby such person or juristic person is not the Data Controller;

**“Data Processing”** means any operation or set of operations performed upon Personal Data or sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**“Data Subject”** means the individual which Personal Data is collected. In the case of this Privacy Policy, the data subject is the individual Customer, Supplier and Visitors or its personnel.

**“Sensitive Personal Data”** means Personal Data that, if lost, compromised, or disclosed, could result in substantial harm, embarrassment, inconvenience, or unfairness to a Data Subject.

## **5. Data Protection Principles**

In order to comply with personal data protection law, the Personal Data which the Company collects, use or discloses about the Customer, Supplier and Visitors must be:

- (a) Used lawfully, fairly and in a transparent way.
- (b) Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- (c) Relevant to the purposes that the Company has informed the Employee about and limited only to those purposes.
- (d) Accurate and kept up to date.
- (e) Kept only as long as necessary for the purposes that the Company informed the Customer, Supplier and Visitors.
- (f) Kept securely.

## **6. Customer, Supplier and Visitors' s Personal Data Processing**

The types of Customer, Supplier and Visitor's Personal Data, that the Company collects (from Customer, Supplier and Visitors directly or from public source or third party information sources), uses and discloses depends on the nature of Customer, Supplier and Visitors's transaction with the Company and the requirements of applicable laws in a relevant jurisdiction.

This Personal Data processed may include, but not limited to:

<b>Group of Personal Information</b>	<b>Details of Personal Information</b>
6.1 Personal details and identifiers.	The Company may collect Customer, Supplier and Visitor's personal details for performance of the contractual obligation, including but not limited to date of birth, ID card and ID number, passport and passport number, occupation, position, air ticket information, social security, ability to drive vehicles, driving license, vehicles, insurance information, time attendance records, duration of work, overtime, absence, and leave. This includes photos and motion pictures.
6.2 Contact details	Contact information, email address, telephone number, mobile number, office address, social media account, instant messaging account, emergency contact information,
6.3 Information as a visitor in the Company's visitor records system:	Personal information of Customer, Supplier and Visitors as a visitor, such as name, surname, telephone number, email, identity card information or other similar proof of identity and registration number of the vehicle.
6.4 License, permit, professional license,	Specific license is required for performance of specific service.
6.5 Bank account information	Account number, holder name, and bank name/country/city), payment method.
6.6 Financial information	Financial status, payment history, banking and other relevant financial details required for credit evaluation.
6.7 Transaction records	Invoices, purchase orders, contracts, date and time of payment for services

6.8 Training record and related information	such as name, surname, age, address, contact number, email, online chat, social media account, instant messaging account, occupation, working history, education background, religious, food allergies.
6.9 Information about your participation in the Company activities	Information for registration and participation in activities, history of activities, photographs taken during the participation.
6.10 Information for our security purposes	Images or motion picture of Customer, Supplier and Visitors may be captured as part of the CCTV operation, however the Company only views images where an incident has occurred. In addition, will display signage to notice about the areas where CCTV are in operation.
6.11 Information regarding Customer, Supplier and Visitor's complaint	Interview, Investigation report, evidence of complaint, Information regarding whistleblowing
6.12 Copy of documents issued by government agencies	Copy of documents that can be used to identify the Customer, Supplier and Visitors such as an ID card, passport, household registration, driver's license and other documents issued by government agencies;
6.13 Information technology and computer systems	Information about the Customer, Supplier and Visitors's usage and access to the Company's website and applications.
6.14 Information required for assessment of performance or	Performance of the Supplier

The above examples provided are not all-inclusive, and the Company also may collect similar or related Customer, Supplier and Visitor's Personal Data.

Except for certain information that is required by law or by the Company's policies, Customer, Supplier and Visitor's decision to provide any Personal Data to the Company

is voluntary. The Customer, Supplier and Visitors will therefore not be subject to adverse consequences if Customer, Supplier and Visitors do not wish to provide the Company with Customer, Supplier and Visitor's Personal Data. However, please note that if Customer, Supplier and Visitors do not provide certain information, the Company may not be able to accomplish some or all of the purposes outlined in this Privacy Policy, and the Customer, Supplier and Visitors may not be able to be provided the services or permission or to perform an contractual obligation which requires the use of such Personal Data.

## **7. Legal Basis for Personal Data Processing:**

The Company may process Personal Data lawfully for the number of reasons, including in order to:

- Perform an obligation under contract or other contractual obligation.

The Company may process Customer, Supplier and Visitor's personal data for selection, procurement, inspection, payment of goods and services, relationship management, evaluate the goods and services according to the agreements specified in the sell/purchase order, contract, or other documents relevant to the sell or procurement process;

- Protect the legitimate interests of the Company and/or or a third party (except where this is overridden by the interests or rights of the Customer, Supplier and Visitors), including but not limited to:
  - To manage, develop, and conduct the business operations of the Company which include but not limited to research (e.g. interviews, questionnaires), administration and development of the Company website or application, fraud prevention, investigation and detection, crime prevention, maintenance of information technology systems;
  - To conduct marketing research, training, sale and promotion activities and data analysis which include to send news and privileges to Customers and Suppliers via emails, SMS, applications, social media, telephone, and direct mails, and to conduct questionnaires and interviews with Customer, Supplier and Visitors; and
  - To establish, exercise, or defend Customer, Supplier and Visitors or the Company's legal claims.
- Comply with a legal requirement/obligation
- Protect the and/or or another individual vital interests (for example, medical data during a health emergency and control and prevent disease.)
- Carry out a task in the public interest, or in exercising official authority vested in the Company

- The Company has obtained Customer, Supplier and Visitor's prior consent;
- Conduct other activities which we might have to collect additional personal data about the Customer, Supplier and Visitors in which case the Company will inform and request Customer, Supplier and Visitors's new consent from time to time.

## **8. Disclosure of the Customer, Supplier and Visitor's Personal Data**

8.1 The Company may disclose or transfer Customer, Supplier and Visitor's Personal Data only to the Company's affiliates or business partners (e.g. joint venture companies).

8.2 The Company may provide Customer, Supplier and Visitor's Personal Data to government agency, court or other third party such as but not limited to, the police, the financial supervisory authorities, the revenue department and social security agencies, SET, SEC, courts, where the Company believes that the disclosure is a legal requirement or to exercise, establish or defend the Company's legal rights.

8.3 The Company may disclose Customer, Supplier and Visitor's Personal Data personal data to:

8.3.1 The Company's third party vendors or service providers the Company's distributor or dealer, transport and logistics service providers, postal service providers, data processing service providers, marketing service providers, sub-supplier, sub-contractors, financial service providers (such as banks, payment companies service provider, credit providers) and insurers .

8.3.2 The Company's IT service providers (such as providers of cloud services, blockchain systems, data analytics, SMS, or emails), IT developers, programmers, and partners who provide data processing services to us (e.g. IT platform management or support services, infrastructure and application services, data analytics, security agents).

8.3.3 The Company's auditors, consultant, advisors, legal representatives and similar agents in connection with the advisory services they provide to the Company for legitimate business purposes and under contractual prohibition of using the Personal Data for any other purpose.

The Company will request persons receiving Customer, Supplier and Visitors's Personal Data to take precautions to allow access to Personal Data only to those staff members who have a legitimate business need for access and with a contractual prohibition of using the personal data for any other purpose.

## 9. Transferring Personal Data Overseas

The Company may transfer Customer, Supplier and Visitor's Personal Data to the Company's affiliates, parent company or third party vendors, contractors, service providers and consultants operate around the world, and other persons in a foreign country if it is necessary in order for the Company. The Company will take appropriate safeguards to require that Customer, Supplier and Visitor's Personal Data will remain protected in accordance with this Privacy Policy. These include implementing data transfer clauses with our third party vendors, contractors and consultants and binding corporate rules for transfers of Personal Data within the Company's affiliates.

## 10. Retention periods of Personal Data

The Customer, Supplier and Visitors's Personal Data will be kept for as long as is necessary to fulfil the purpose identified or as required by law. In case that such period is unclear, the Company will retain the data for a customary expected period in accordance with retention standards (e.g. the prescriptive period of 10 years for general legal claims).

## 11. Customer, Supplier and Visitors' Rights as a Data Subject

Under the Personal Data Protection Act B.E.2562 (PDPA), the Customer, Supplier and Visitors, as a Data Subject, have the following rights with regards to Customer, Supplier and Visitors' s Personal Data.

- **Right to be informed** about the processing of the Customer, Supplier and Visitor's Personal Data
- **Right to rectification** if Customer, Supplier and Visitor's Personal Data is inaccurate or incomplete (requests to amend data will normally have to be processed at least in 1 month)
- **Right of access** to Customer, Supplier and Visitor's own Personal Data and supplementary information, and the right to confirmation that 9. Customers and Suppliers' own personal data is being processed
- **Right to be forgotten** by having Customer, Supplier and Visitor's own Personal Data deleted or removed on request where there is no compelling reason for an organization to continue to process it again
- **Right to restrict processing** of Customer, Supplier and Visitor's Personal Data
- **Right to data portability** of Customer, Supplier and Visitor's own Personal Data for their own purposes
- **Right to object to the processing** of Customer, Supplier and Visitor's Personal Data for direct marketing, scientific or historical research, or statistical purposes

Any future changes or additions to the processing of Customer, Supplier and Visitors's Personal Data as described in this Privacy Policy will be notified to the Customer, Supplier and Visitors in advance through the Company's usual communication channels (e.g. by email or via the Company's websites).

## **12. Contact Person: Data Protection Officer**

If the Customer, Supplier and Visitors have any question or want to exercise the above rights in Item no. 9, please contact:

Data Protection Officer

Phone: 02-030-6800

Address: AGC Vinythai Public Company Limited

No. 944 Mitrtown Office Tower, 14th Floor, Rama 4 Road, Wangmai Sub-District,  
Pathumwan District Bangkok 10330 Thailand

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