

## Privacy Notice for Job Applicants and Company Employees

### MR. D.I.Y. HOLDING (THAILAND) PUBLIC COMPANY LIMITED, MR. D.I.Y. TRADING (THAILAND) COMPANY LIMITED, MR. D.I.Y. (BANGKOK) COMPANY LIMITED, and STRATEGIC LOGISTIC COMPANY LIMITED

MR. D.I.Y. HOLDING (THAILAND) PUBLIC COMPANY LIMITED, MR. D.I.Y. TRADING (THAILAND) COMPANY LIMITED, MR. D.I.Y. (BANGKOK) COMPANY LIMITED, and STRATEGIC LOGISTIC COMPANY LIMITED (collectively referred to as the "**Company**") respect your privacy and recognize the importance of personal data protection, including personal data security, in compliance with the Personal Data Protection Act B.E. 2562, the Personal Data Protection Committee's regulations, and relevant subordinate laws ("**Personal Data Protection Laws**").

The Company has therefore issued this privacy notice for job applicant and company employees ("**Privacy Notice**") to inform you of the details of personal data protection and the management of personal data security as a job applicant ("**Job Applicant**") and an employee, including permanent employees, temporary employees, interns, or foreign employees ("**Employee**"), and to assure you that the personal data collected, used, or disclosed (collectively referred to as "**process**" or "**processing**") by the Company is protected and in compliance with Personal Data Protection Laws.

#### 1. Definitions

"**Personal Data**" means any information relating to an identifiable individual, whether directly or indirectly, but excluding information of deceased persons.

"**Sensitive Personal Data**" means information such as race, ethnicity, political opinions, beliefs in cults, religions or philosophies, sexual behavior, criminal records, health information, disability, union information, genetic data, biometric data, or any other information which affects the individual in a similar manner as stipulated by the Personal Data Protection Committee.

#### 2. Personal Data Collected

2.1 The Company collects, uses, or discloses your Personal Data, including but not limited to the following types:

##### (a) For Job Applicants:

- (i) **Personal information** such as name, surname, title, nickname, identification card number, passport number (for foreigners), driver's license number, photograph, date of birth, age, nationality, gender, weight, height, marital status, military status, birthplace and social media user accounts.
- (ii) **Contact information** such as such as address, telephone number, email, LINE ID, and workplace address.
- (iii) **Information on government documents** such as copies of identification cards, passports, house registration certificates, driver's licenses, work permits, and disability cards.
- (iv) **Education and employment information** such as educational qualifications, educational institutions, academic records, training history, work experience, salary information, skills and abilities, and hobbies.

- (v) **Information of individuals related to you** such as family members' and spouse, total number of children, emergency contact information, and reference person's data.
- (vi) **Other personal information** such as CCTV footage, and any Personal Data contained in job applications or supporting documents.

The Company processes Sensitive Personal Data, such as information contained in identification card copies (e.g., religion and blood type), information contained in job applications (e.g., religion, labor union membership, health information), and disability information contained in disability cards, only upon receiving your explicit consent or to the extent permissible by law.

(b) **For Employees:**

- (i) **Personal information** such as name, surname, title, nickname, identification card number, passport number (for foreigners), driver's license number, photograph, date of birth, age, nationality, gender, weight, height, marital status, military status, birthplace and social media user accounts.
- (ii) **Contact information** such as such as address, telephone number, email, and LINE ID.
- (iii) **Information on government documents** such as copies of identification cards, passports, house registration certificates, driver's licenses, work permits, disability cards, and marriage certificates.
- (iv) **Education and employment information** such as educational qualifications, educational institutions, academic records, training history, work experience, salary information, benefits, social security information, attendance records, leave or absence records, employment duration, and skills and abilities.
- (v) **Information of individuals related to you** such as guardian's, family members, spouse and children's data, emergency contact information, and reference person's data.
- (vi) **Financial and welfare information** such as bank account numbers, copies of bankbooks, student loan status (for student loan receivers), certification of eligibility for welfare benefits, copies of children's birth certificates, and evidence of marriage.
- (vii) **Other personal information** such as CCTV footage, and any Personal Data contained in employment contracts or supporting documents, or any Personal Data provided by you.

The Company processes Sensitive Personal Data, such as information contained in identification card copies (e.g., religion and blood type), criminal records, health information, facial scans, fingerprint data, only upon receiving your explicit consent or to the extent permissible by law.

### **3. Sources of Personal Data Collection**

#### **3.1 For Job Applicants:**

- (a) The Company collects your Personal Data directly from you when you provide it to the Company, such as through submitting information for job applications via the Company's website or various contact channels, filling out the Company's job application forms, whether in paper or online, or participating in job interviews with the Company, etc.
- (b) Additionally, the Company may obtain your Personal Data from other sources, such as recruitment agencies, government agencies, or other individuals who have introduced you to the Company, as well as public sources such as job application websites, social media, information available on the internet, or publicly disclosed data, etc.

#### **3.2 For Employees:**

- (a) The Company collects your Personal Data directly from you when you provide it to the Company, such as through verbal communication, entering into employment contracts or agreements with the Company, filling out forms for welfare benefits, whether in paper or online, submitting documents to the Company, or providing information to the Company as a consequence of work performance, etc.
- (b) Additionally, the Company may obtain your Personal Data from other sources, such as government agencies, affiliated companies, as well as public sources, information available on the internet, or publicly disclosed data, etc.

### **4. Purposes of Personal Data Processing**

#### **4.1 The Company processes your Personal Data collected for the purposes permitted by the Personal Data Protection Laws, which include following:**

##### **(a) For Job Applicants:**

- (i) To perform contractual obligations to which you are a party or to respond to pre-contractual requests, such as recruiting, evaluating Job Applicants, verifying Job Applicant qualifications, contacting Job Applicants for additional information or interviews, conducting job interviews, selecting Job Applicants as Company Employees, preparing employment contracts for selected Job Applicants, assessing fitness for employment, etc. If you do not provide your Personal Data to the Company, the Company may be unable to fully evaluate your qualifications as a Job Applicant or consider you as a Job Applicant through the Company's recruitment and selection process.
- (ii) For legitimate interests, such as identity verification, checking references or other sources, recording CCTV footage to ensure the safety of persons and property, notifying about future job openings (in case Job Applicant was not selected in the current round) etc.
- (iii) To comply with applicable laws, such as collecting Personal Data as required by law, disclosing Personal Data to government agencies as required by law, including when receiving orders, court summons, or official letters requiring actions under the authority of those government agencies, etc.

- (iv) The Company processes your Sensitive Personal Data when necessary to comply with relevant laws for recruitment processes and assessment of Job Applicants. It also includes collecting disability information from the disability card of disabled individuals for recruitment processes and assessment of disabled Job Applicants.
  - (v) The Company will process your Sensitive Personal Data only with your explicit consent, including but not limited to following activities:
    - (1) Processing Sensitive Personal Data, such as religion and blood type, as shown on identification card copies for identity verification.
    - (2) Processing religious data, labor union data, and health data shown on job applications for recruitment processes and assessment of Job Applicants.
- (b) **For Employees:**
- (i) To perform contractual obligations to which you are a party or to respond to pre-contractual requests, such as handling employment processes and employment contracts, managing human resources and evaluating performance, inspecting work performance and enforcing disciplinary actions, verifying identity and ensuring data accuracy, managing benefits and other entitlements, facilitating work-related and other matters, handling termination and post-employment matters, processing salary payments, wages, and severance compensations, considering leave applications including vacation, personal leave, and sick leave, etc. If you do not provide your Personal Data to the Company, the Company may be unable to employ you or you may not receive your full benefits.
  - (ii) For legitimate interests, such as employee development, conducting training, seminars, and travel arrangements, providing accommodation, preparing reports, renewing licenses, accounting estimates, managing access to information systems, providing data to hospitals for health check-ups, providing data to insurance companies for benefits processing, preventing and investigating fraudulent activities, money laundering, criminal offenses, or any unlawful actions, and recording CCTV footage to ensure the safety of persons and property, etc.
  - (iii) To comply with applicable laws, such as regulating work hours according to labor standards of applicable labor laws, collecting Personal Data as required by law, managing legally mandated training, conducting legally required employee health check-ups, disclosing Personal Data to government agencies as required by law, such as the Social Security Office, Department of Skill Development, Department of Empowerment of Persons with Disabilities, Department of Labor Protection and Welfare, Immigration Bureau, Legal Execution Department, Revenue Department, and other relevant agencies, including when receiving orders, court summons, or official letters requiring actions under the authority of those government agencies, etc.
  - (iv) The Company processes your Sensitive Personal Data when necessary to comply with relevant laws to achieve employment-related objectives, assess employee work capabilities, determine protection under labor law, and determine social security eligibility, such as processing disability information

from the disability card of disabled employees, processing health information from medical certificates to approve sick leaves in cases of a sick leave exceeding 3 working days, processing health information from health check-ups of foreign Employees as required by law, and disclosing your Sensitive Personal Data to government agencies as required by law, such as the Department of Empowerment of Persons with Disabilities, etc.

- (v) The Company will process your Sensitive Personal Data only with your explicit consent, including but not limited to following activities:
  - (1) Processing Sensitive Personal Data, such as religion and blood type, as shown on identification card copies for identity verification.
  - (2) Processing criminal records for employment purpose and task assignment.
  - (3) Processing pre-employment health data from health check-up results to assess fitness for work (for Thai Employees).
  - (4) Processing health data shown on medical certificates to consider approval of sick leave for periods not exceeding 3 working days.
  - (5) Processing employee health data from annual health check-ups (for Employees mandated by the Company to undergo annual health check-ups).
  - (6) Disclosing health information, and medical certificates to insurance companies for health insurance claims.
  - (7) Processing COVID-19 test results to monitor and control the spread of contagious diseases in the workplace.
  - (8) Processing biometric data, such as fingerprints or facial scans, to maintain attendance records.

## **5. Disclosure of Personal Data**

### **5.1 For Job Applicants:**

- (a) The Company will not disclose your Personal Data to third parties except with your consent, or when necessary to disclose your Personal Data to third parties as permitted by law without consent, or to comply with legal requirements.
- (b) The Company may disclose your Personal Data to affiliated companies and relevant third parties for the purposes specified above, including personal data processors appointed by the Company to oversee, provide services, or manage Personal Data. This may include legal consultations, litigation, and other necessary actions for the Company's operations. The Company will ensure that these parties process your Personal Data in accordance with this Privacy Notice and the Personal Data Protection Laws.
- (c) The Company may send or transfer your Personal Data to affiliated companies located abroad to achieve the purposes of personal data processing as specified in this Privacy Notice. The Company will ensure that such sending or transferring is conducted in accordance with the Personal Data Protection Laws, such as when necessary for the

performance of an employment contract to which you are a party or to respond to your pre-contractual requests for an employment contract, or in case of exceptions where the Company is authorized to send or transfer Personal Data under the Personal Data Protection Laws.

## **5.2 For Employees:**

- (a) The Company will not disclose your Personal Data to third parties except with your consent, or when necessary to disclose your Personal Data to third parties as permitted by law without consent, or to comply with legal requirements, such as disclosing to the Social Security Office, the Department of Skill Development, the Department of Empowerment of Persons with Disabilities, the Department of Labor Protection and Welfare, the Immigration Bureau, the Department of Special Investigation, the Revenue Department, and other relevant authorities.
- (b) The Company may disclose your Personal Data to affiliated companies, government agencies, service providers and relevant third parties for the purposes specified above, including personal data processors appointed by the Company to oversee, provide services, or manage Personal Data. This may include activities related to developing and maintaining system security standards, technology systems, and/or payment systems, human resource management, accounting, training, welfare support, legal consultations, litigation, and other necessary actions for the Company's operations. The Company will ensure that these parties process your Personal Data in accordance with this Privacy Notice and the Personal Data Protection Laws.
- (c) The Company may send or transfer your Personal Data to affiliated companies located abroad to achieve the purposes of personal data processing as specified in this Privacy Notice. The Company will ensure that such sending or transferring is conducted in accordance with the Personal Data Protection Laws, such as when necessary for the performance of an employment contract to which you are a party or to respond to your pre-contractual requests for an employment contract, or in case of exceptions where the Company is authorized to send or transfer Personal Data under the Personal Data Protection Laws.

## **6. Data Storage, Retention Period, and Security**

### **6.1 For Job Applicants:**

- (a) The Company will retain your Personal Data as necessary to achieve the purposes stated in this Privacy Notice, considering appropriate retention periods in accordance with contractual terms, accounting standards, statutes of limitations, and the necessity of retaining Personal Data to comply with laws or establish legal claims, or exercise legal rights.
- (b) The Company will retain your Personal Data throughout your application process and for an additional period of 5 years following the completion of the applicant assessment process, or for such other period as may be appropriate to achieve the purposes stated in this Privacy Notice. In the event that you get hired as a Company's Employee, the Company will retain the Personal Data you provided as a Job Applicant for the duration specified in this Privacy Notice.
- (c) The Company has a monitoring system in place to delete or destroy Personal Data upon the expiration of the retention period or when the data becomes irrelevant or exceeds the necessary purposes for which it was collected.

- (d) The Company has implemented appropriate security measures for personal data protection, covering data stored in document forms, electronic systems, computer systems, or other devices, in compliance with accepted standards to ensure your confidence in the Company's personal data security system. This includes preventing loss, unauthorized or unlawful access, use, alteration, modification, or disclosure of Personal Data.
- (e) The Company restricts access and employs technology to secure your Personal Data, preventing attacks or unauthorized access to the Company's computer or electronic systems. When disclosing your Personal Data to third parties for personal data processing or to personal data processors, the Company ensures you that it will monitor these parties to act appropriately and in accordance with the Company's instructions.

## **6.2 For Employees:**

- (a) The Company will retain your Personal Data as necessary to achieve the purposes stated in this Privacy Notice, considering appropriate retention periods in accordance with contractual terms, accounting standards, statutes of limitations, and the necessity of retaining Personal Data to comply with laws or establish legal claims, or exercise legal rights.
- (b) The Company will retain your Personal Data for as long as you are a Company's Employee and for an additional period of 10 years following the termination of your employment, or for such other period as may be appropriate to achieve the purposes stated in this Privacy Notice.
- (c) The Company has a monitoring system in place to delete or destroy Personal Data upon the expiration of the retention period or when the data becomes irrelevant or exceeds the necessary purposes for which it was collected.
- (d) The Company has implemented appropriate security measures for personal data protection, covering data stored in document forms, electronic systems, computer systems, or other devices, in compliance with accepted standards to ensure your confidence in the Company's personal data security system. This includes preventing loss, unauthorized or unlawful access, use, alteration, modification, or disclosure of Personal Data.
- (e) The Company restricts access and employs technology to secure your Personal Data, preventing attacks or unauthorized access to the Company's computer or electronic systems. When disclosing your Personal Data to third parties for personal data processing or to personal data processors, the Company ensures you that it will monitor these parties to act appropriately and in accordance with the Company's instructions.

## **7. Your Rights as a Data Subject**

### **7.1 Under the Personal Data Protection Laws, you have following rights:**

- (a) The right to access or obtain a copy of your Personal Data that the Company collects, uses, or discloses.
- (b) The right to request the receipt or transfer of your Personal Data in format which is readable or commonly used by ways of automatic tools or equipment, and can be used or disclosed by automated means. This includes the right to request that the Personal

Data be sent to another party as specified by you (the Company reserves the right to charge a fee, which will be reasonably determined based on actual costs), except where technically unfeasible.

- (c) The right to object to the collection, use, or disclosure of Personal Data.
  - (d) The right to request deletion, destruction, or anonymization of your Personal Data.
  - (e) The right to suspend the use of your Personal Data except where legal restrictions prevent the Company from complying with your request.
  - (f) The right to withdraw your consent at any time, except where such withdrawal is restricted by law or contract. Your consent withdrawal will not affect the lawful processing of your Personal Data given prior to such withdrawal.
  - (g) The right to lodge a complaint with a competent authority under the Personal Data Protection Laws if the Company fails to comply with such laws.
- 7.2 The Company strives to collect your accurate and up-to-date Personal Data to ensure completeness and avoid misunderstandings. You have the right to request corrections or alterations to your Personal Data if it changes or if you believe the data held by the Company is inaccurate.
- 7.3 Your exercise of the rights outlined above must be in accordance with the conditions and exceptions provided by the Personal Data Protection Laws. The Company may deny your request if it falls within the legal limitations of data subject rights under Personal Data Protection Laws. In such cases, the Company will record your request and the reasons for denial in the record of processing activities.
- 7.4 To exercise your rights, you can contact the Company through the contact channels provided in this Privacy Notice. The Company will review and notify you of the outcome within 30 days from the date of receipt of your request. If the Company denies your request, the Company will simultaneously provide reasons for the denial.

## **8. Personal Data of Minors**

The Company may occasionally process Personal Data of individuals under the age of 20. In such cases, the Company will comply with relevant Personal Data Protection Laws regarding the processing of minors' Personal Data, including obtaining consent from a legal representative or guardian as required by Personal Data Protection Laws.

## **9. Updates to the Privacy Notice**

The Company may occasionally review, update, or amend this Privacy Notice to align with relevant practices, laws, regulations, and guidelines. If there are updates or changes to this Privacy Notice, the Company will promptly publish the revised Privacy Notice through the Company's designated channels.

If you have any questions about this Privacy Notice or wish to exercise your rights as specified in this Privacy Notice, please contact the Company through the contact channels provided in Clause 10.

## **10. Contact Information**

### **Contact Details of Data Controller**



**MR. D.I.Y. Holding (Thailand) Public Company Limited**

Address: 777 WHA Tower, 12th Floor, Debaratana Road (Bangna-Trad) KM.7, Bang Kaeo, Bang Phli, Samut Prakan, 10540, Thailand

Tel: 02-1360004

**MR. D.I.Y. Trading (Thailand) Company Limited**

Address: 889,889/1 Moo 3 Phraek Sa Mai, Mueang Samut Prakan, Samut Prakan 10280, Thailand

Tel: 02-1367401-3

**MR. D.I.Y. (Bangkok) Company Limited**

Address: 889,889/1 Moo 3 Phraek Sa Mai, Mueang Samut Prakan, Samut Prakan 10280, Thailand

Tel: 02-1367401-3

**Strategic Logistics Company Limited**

Address: 4345 Bhiraj Tower at BITEC, 23rd Floor, Sukhumvit Road, Bangna Tai, Bang Na, Bangkok 10260, Thailand

Tel: 065-6706655

**Contact Details of Data Protection Officer**

Address: 777 WHA Tower, 12th Floor, Debaratana Road (Bangna-Trad) KM.7, Bang Kaeo, Bang Phli, Samut Prakan, 10540, Thailand

Tel: 02-3160004 ext. 515

Email: [th-dpo@mrdiy.com](mailto:th-dpo@mrdiy.com)

Respectfully,

MR. D.I.Y. HOLDING (THAILAND) PUBLIC COMPANY LIMITED

MR. D.I.Y. TRADING (THAILAND) COMPANY LIMITED

MR. D.I.Y. (BANGKOK) COMPANY LIMITED

STRATEGIC LOGISTIC COMPANY LIMITED