



Privacy Notice for Employees

Meyer Industries Limited and Meyer's Affiliates (hereinafter referred to as "Company" or "We") gives highest priority to the protection of the personal data of our **Employees** (collectively referred to as "you"), and in order for you to ensure that we will protect and manage your personal data in accordance with the laws concerning personal data protection, we then established this Personal Data Privacy Notice for your acknowledgement of details of the processing of personal data, whether it be the collection, use and disclosure (collectively referred to as the "Processing") that may be occurred and including to inform you of the rights on your personal data and our contact channels.

As we have collected, used and/or disclosed your Personal Data provided to the Company in any means due to you being our employee before the effective date of PDPA effective on June 1, 2022. The Company would like to inform you that we will continue to collect and use your Personal Data only for the same purpose that we have collected and used before the PDPA comes into effect. The Company will not disclose your Personal Data without your prior written consent unless it is permitted by the law. If we will collect, use or disclose of your Personal Data for any purposes other than the purpose we have originally collected of your Personal Data before the effective date of the PDPA, the Company will inform you and proceed with the collection, use or disclosure of your Personal Data in accordance with the principles and procedures as prescribed in the PDPA.

1. Purposes for the collection, use and disclosure of personal data

In general, for all employees in Meyer Group, we may proceed on the Processing of your data on the following purposes:

Clause	Purposes	Lawful Basis
(1)	To process the employment contract between you and the Company including the other agreements related to employment conditions such as Confidentiality and Non-Disclosure Agreement, Policies, Work Rules & Regulations, Disciplinary actions etc. This will also include the amendment or new additional agreements may have between you and the Company.	Contractual Basis Legitimate Interests
(2)	To manage the human resources management process such as performance appraisal, training and seminars, company's activities, registration and participation in employee's activities, etc.	Legitimate Interests
(3)	To manage the process of salary payment, compensation, welfare and benefits including tax deductions and social security fund etc.	Legitimate Interests
(4)	To carry out the processes regarding the employees including the processes concerning the employment contract such as issuing the employee ID card, time attendance checking, leave data management, or any matters related to the employment contract and conditions included but not limit to resignation process, dismissal and termination, severance pay or allowances of involuntary termination, reportings, etc.	Contractual Basis Legitimate Interests
(5)	To conduct the employee survey regarding satisfaction & engagement surveys including other company's surveys to analyze and improve the policies, business's processes, and internal activities of the company.	Legitimate Interests
(6)	To verify your identity for contacting the operations processes of the Company.	Legitimate Interests

(7)	For communication with employees and public relations through various kinds of the company's communication channels such as internal email of Meyer and its affiliates, website, Facebook page, LINE, YouTube or other social medias of the Company (TVs, Newsletter or Journals) by collecting and use of your personal data which include the photos, video, voice recordings related to the Company's activities.	Legitimate Interests
(8)	To use the personal data for signing in to the electronics systems or allow permission to the internet access or other electronics systems of the Company.	Legitimate Interests
(9)	For the management of your health and safety such as checking the results of pre-employment health check-up, providing annual health check-up, group insurance, etc.	Vital Interests
(10)	For security around the building or various places inside the company, indoor video recording, security surveillance and follow up during the operation, including exchanging identity cards before entering the area, and recording pictures of the visitors or building places by CCTV.	Legitimate Interests
(11)	For compliance with the law relating to public benefit in the field of Public Health such as health protection from dangerous communicable diseases or epidemics that may be contagious or spread into the country.	Legal Obligation
(12)	For investigation of complaints within the organization, preventing corruption or any other legal proceeds, including the investigation and handling of complaints and allegations related to the actions of the company or related persons to be transparent and fairness to all parties.	Legitimate Interests
(13)	For the establishment of legal claims, delegation and authorization, compliance or claims under the law, or raising against legal claims, various litigation, as well as legal enforcement proceedings.	Legitimate Interests Legal Obligation
(14)	To comply with the law or compliance with subpoenas, books or orders of agencies, independent organizations and compliance with a subpoena, letter or order of an agency, independent organizations or lawful authority officer such as compliance with summons, attachment warrants, orders of courts, police officers, prosecutors, government agencies and reporting or disclosing information to shareholders, government agencies or independent organizations, the Revenue Department, the Department of Lands, State Audit Office of the Kingdom of Thailand, Office of the National Anti-Corruption Commission, etc.	Legal Obligation
(15)	To proceed with the transfer of any rights, duties and interests, such as a merger, separation or transfer, or which has been done lawfully.	Legitimate Interests
(16)	To conduct business planning, reporting, forecasting, manage risks, and undertake internal audit and administration within the Company, and to take advantage of the operations related to the disbursement by the financial accounting department of the company.	Legitimate Interests

2. Collection of Personal Data

The Company collects and uses many kinds of Personal Data, depending on the circumstances and business's processes that are relevant to, include but not limit to following data;

2.1 General personal data

- 1) Identity Data such as first name, last name, identification card number, passport number, date of birth, gender, age, nationality, signature, photo, identity number of the professional license, Employee ID, driving license, username, etc.;
- 2) Contact Data such as address, a copy of house registration, phone number, facsimile number, email, Geolocation, emergency contact person, social media account, LINE ID, etc.;
- 3) Financial Data such as bank account number, etc.;
- 4) Data regarding companies or authorities that you are working in, such as companies or authorities that you are working in, place of work, position of work, etc.;
- 5) Data regarding educational profile, work profile, training, proficiency and relevant achievements, etc.;
- 6) Data regarding personal preferences and interest;
- 7) Recording of videos by closed-circuit television (CCTV);
- 8) Data on the participation of meetings with the Company including data on the participation of trainings, seminars, activities or other projects held by the Company as there may be the recording of photo, video or voice during such meetings, trainings, seminars or activities;
- 9) Other necessary data for the legal proceeding or legal execution such as marriage status and data concerning assets, etc.;
- 10) Opinions, recommendations, and complaints;
- 11) Records on the participation of relevant activities or projects
- 12) Screening data pursuant to communicable disease prevention measures;
- 13) Data concerning the utilization of relevant information systems including information regarding the utilization of application, website browsing information such as website browsing history, IP address information, etc.;

2.2 Sensitive personal data

In general, the Company has no intention to collect and use religious and blood type data specified in your identification card for any specific purpose. In the event that you provided us with a copy of your identification card, it is requested that you conceal such data. If you did not conceal such data, it shall be deemed that you authorized the Company to conceal those data and it shall be deemed that such document with concealed data be valid and legally enforceable in all respects. In case that the Company is unable to conceal those data due to some technical limitation, we shall collect and use such data as a part of your identification documents only.

In case that it is necessary for the Company to collect your sensitive personal data, unless otherwise prescribed by laws, we shall request for your express consent on case-by-case basis

In this regard, there might be the Processing of the following sensitive personal data by the Company:

- (1) Religious data;
- (2) Data concerning health and/or disability;
- (3) Criminal records and/or fingerprint;

3. Disclosure of personal data

3.1 In order to carry out the proceedings for the purposes set out in this Privacy Notice, the Company may disclose your personal data to the third parties as follows:

- 1) Companies in Meyer Group;
- 2) The government authorities, regulatory authorities, state enterprises, state authorities, public organizations, independent organizations established under the laws or other authorities as prescribed by laws including the officers which exercise

powers or perform duties under the laws such as court, policies, Revenue Department, Anti-Money Laundering Office, Department of Labour Skill Development, Welfare and Labour Protection Department, Department of Legal Execution, Office of the Attorney General, State Audit Office of Thailand, the Office of National Anti-Corruption Commission, etc.;

- 3) Authorities, organizations, or the person relating to the exercise of right of claim, the commencing of legal proceeding, the objection to the complaint or the allegation, the defending of the case of the Company such as the parties of the case and witnesses, etc.;
- 4) Agents, contractors/sub-contractors and/or service providers for any operation provided for the Company such as professional advisors, transportation service providers, the service firms for the conducting of marketing activities, travel and accommodation agencies, the organizer companies for the convening of activities, trainings or seminars, activity organizers, media producers and advertising firms, insurers, auditors and legal advisors, etc.
- 5) Banks or financial institutions;
- 6) Hospital and Insurance companies
- 7) The transferee who received the assignment of any right, duty and benefit from the Company including the person assigned by such transferee to proceed on its behalf such as the case of the restructuring, merger and acquisition, separation or transfer of business, etc.;
- 8) Other third parties such as the disclosure of information through social media channels of the Company or the public relations of activity photos or news and information on the conducting of activities or projects of to the mass media and third parties, etc.

3.2 The submission or transfer of personal data to foreign countries

In some circumstances, we may be required to disclose your personal data to foreign countries, which may have standards of personal data protection different from those of Thailand because Meyer has companies in the group which are located globally. In addition, there are business operations or the conducting of relevant transactions with companies in foreign countries; therefore, we may be required to disclose your personal data to those companies including government authorities, professional advisors and the related persons having necessity to access to such personal data in the normal course of our business operation. Also, there might be the disclosure of information to foreign countries for supporting the commencement of legal proceedings or arbitrations which may occur in the future. Furthermore, we may store your data on a computer server or in the cloud of external service providers and there might be the processing of data by using programs or applications of the external service providers.

In this regard, for the submission or transfer of your data to foreign countries in any case, we shall comply with the Personal Data Protection Act B.E 2562 (2019).

4. Period for retention of personal data

The Company shall retain your personal data for the period necessary for the purposes of the collection, use or disclosure of personal data set out in this Privacy Notice. The criteria for determination of retention period are the period necessary for the Company to utilize your personal data in accordance with the purposes and it shall be further retained pursuant to the period necessary for the compliance with laws or the statutory prescription period, or for the establishment, compliance, exercise or defense of legal claim, or for other reasons pursuant to the internal policies and rules in the organization of the Company.

5. Rights of Data Subject

As the owner of personal data, your relevant rights as prescribed in the Personal Data Protection Act B.E 2562 (2019) shall have details as follows:

- 1) **Right to Withdraw Consent**, you shall have the right to withdraw the consent for the Processing of your personal data that has already been given to the Company unless such withdrawal of consent is restricted by laws or by the agreement that provides you the benefits. Such withdrawal of consent shall not affect the Processing of personal data legally conducted according to your prior consent.
- 2) **Right to Access**, This right enables you to receive a copy of the Personal Data the Company holds about you.
- 3) **Right to Rectification**, This right enables you to have any incomplete or inaccurate Personal Data the Company holds about you to become correct, current and complete.
- 4) **Right to Forgotten/Erase**, This right enables you to ask the Company to delete, destroy or anonymize your Personal Data where there is no good reason for the Company to continue processing it. You also have the right to ask the Company to delete your Personal Data where you have exercised your right to object to the processing (see below). Nonetheless, the Company will consider a request to delete carefully, according to the law, regarding the processing of your Personal Data.
- 5) **Right to Restrict of Processing**, This right enables you to ask the Company to suspend the processing of your Personal Data, for example, if you want the Company to establish its accuracy or a reason/lawful basis for processing it.
- 6) **Right to Data Posstability/Data Transfer**, In some cases, you have the right to request for a copy of your Personal Data in electronic form to be sent to other data controllers. This right will be used only for the Personal Data you submitted to the Company and the processing of such Personal Data is done with your consent or where such Personal Data is necessary to be processed in order to fulfill the Company's obligations under a contract.
- 7) **Right to Object**, This right enables you to object to the processing of your Personal Data where the Company relies on legitimate interest and there is something about your particular situation which makes you want to object to the processing on this ground. You also have the right to object where the Company processes your Personal Data for direct marketing purposes and profiling activities.

You may exercise your rights at any time by contacting the Company in written format or per the Company's form provided via the contact channels mentioned below. The Company may be required to obtain certain information from you in order to verify your identity and certify your right to access Personal Data (or to exercise any other right) in order to comply with security measures that will ensure that your Personal Data will not be disclosed to anyone who has no right to access it. The Company will make every effort to respond to all legitimate requests as appropriate. In such an event, the Company will notify you and will keep you informed of the status of the request.

6. Security Measures and Personal Data Protection

Company shall define and control the security standards to appropriately protect Personal Data and provide Access Rights and Permission and Records or Log Files stored to protect Personal Data from espionage, lost, incidentally lost, unauthorized access, incorrectly access, disclosure or use improperly, and unlawful correction, alteration, copying of personal data including checking the cyber threat protection system and external information technology attacks.

7. Amendment of this Privacy Notice

This Privacy Notice is a part of our Privacy Policy. We reserve the rights to amend and update this Privacy Notice from time to time as deemed necessary. If there is such an amendment, we will keep you posted through our various communication channels.

8. Dealing with complaints or inquiries



To make a complaint about how the Company collects, uses, processes and/or discloses your Personal Data, you can contact the Company or ask questions via the following channels:

Data Protection Committee : DPC

Meyer Industries Limited

Address: 38/9 Moo 5 Laem Chabang Industrial Estate, Tungsukla, Sriracha, Chonburi 20230,

Telephone: 0-3840-4200, Email: pdpa@meyer-mil.com