



Privacy Notice For Guest Speakers and Coordinators

Meyer Industries Limited and Meyer's Affiliates ("Company") values your privacy and strives to protect your personal data ("Personal Data") based on the Personal Data Protection Act B.E. 2562 (2019) ("PDPA"). The Company has, therefore, prepared this Privacy Notice to inform you of details about the collection, use and/or disclosure of your Personal Data.

As we has collected, used and/or disclosed of your Personal Data provided to the Company in any means due to you are 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 of your Personal Data only for the same purpose that we has 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 has 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

Company may proceed to collect, use and disclose personal data of the guest speakers or the representatives of the juristic person or the training institute according to the following purposes:

Clause	Purposes	Lawful Basis
1.1	For the consideration of your qualification prior to entering into an agreement with Company or for the consideration of your qualification as the person who perform works on behalf of the juristic person or the training institute, including the consideration for approval on the entering into an agreement between Company and you or the juristic person that you perform works on its behalf, and the compliance with the agreement as well as the receiving or sending of documents, the communication between you and Company, the inspection of the performance of agreement and the payment of remuneration, etc.	Contractual basis
1.2	For the necessary coordination for inviting you as the guest speaker, and for the preparation of proceedings, the readiness preparation and the provision of facilitation in the lecture or the carrying out activities. In this respect, your personal data may be disclosed, as necessary, to the agents, contractors/sub-contractors and service providers for any operation of Company.	Legitimate interest basis
1.3	For the benefits in providing facilitation to the participants of the convening activities, trainings or seminars, or the participation in the convening activities, trainings or seminars which can be accessed simultaneously from various locations or can be watched later. Company may record your video and/or audio in various formats such as video recording or live broadcasting, etc. throughout the convening of activities, trainings or seminars; however, we will notify you in advance if your video or audio will be recorded or if there will be a live broadcasting of the convening of such activities, trainings or seminars.	Contractual and legitimate interest basis
1.4	For the collection of the data as knowhow within the organization, Company may collect your personal data such as your personal data that appeared in the supporting documents	Contractual and legitimate interest basis

	of the lecture, the photos or your videos and/or audios in various formats such as video records etc., and Company may share such data with the companies in Company Group.	
1.5	For the public relations regarding the convening of such activities, trainings or seminars. In this respect, there may be a disclosure of your profile as well as your photos and videos (that you provided to us) for the public relations of the organization of events, the invitation of participants, and for the preparation of supporting documents or media of the lecture in such activities, trainings or seminars. In addition, Company may capture the images or record your videos during the activities, trainings or seminars for the benefit of the preparation of report and the public relations after the convening of such activities, trainings or seminars.	Legitimate interest basis
1.6	For the compliance with the internal procedures of Company, the maintaining of security during the performance of agreement, the issuance of access card(s) to the buildings and premises, including the exchange of cards prior to entering into such area, the recording of videos of Company's visitors at the buildings or premises of Company by closed-circuit television (CCTV).	Legitimate interest basis
1.7	For the evaluation on the convening of the activities, trainings or seminars, the evaluation on satisfaction of the participants, the planning, the reporting, the business estimation, including the recording as database of Company for the consideration and selection for hiring for other future projects.	Legitimate interest basis
1.8	For sharing your contact channels such as first name, last name, phone number and email to our companies in the group in case that the companies in the group are interested in the lecture, the convening of activities, trainings or seminars in the similar manner to which you have convened for or given lecture to Company.	Legitimate interest basis
1.9	For risk management, audit supervision, the internal audit of the internal audit office and internal management in the organization, including the use of data as the supporting evidence of the applying for relevant management system standards certification of Company.	Legitimate interest basis
1.10	For the establishment, compliance or exercise or defense of legal claims and other legal proceedings including for using as supporting evidence of the legal proceeding (if any), as well as the investigation, inquiry or legal proceeding against the related person including the proceedings for legal execution.	Contractual and legitimate interest basis
1.11	For the compliance with legal obligations and the request on law enforcement including the reporting of data to the government authorities pursuant to the laws.	Legal obligation basis

The personal data collected by Company for the aforementioned purposes is the information necessary for Company for the performance of agreements or the compliance with relevant governing laws, if you refuse to provide such necessary personal data, Company may not be able to consider entering into an agreement or provide management and administration in accordance with the agreement with you.

In the case that you are the secretary or the coordinator of the guest speaker, Company will collect your personal data by relying on a legitimate interest basis only for the relevant coordination or provision of facilitation.

2. Collection of Personal Data

In general, for the collection of your personal data, Company shall collect the personal data by directly requesting or inquiring such data from you; however, there may be some circumstances



that Company collects your personal data from other sources such as the agents or service providers of Company, companies in Company Group, business partners of Company, government authorities, the company or authority that you are under, or your secretary or coordinator, or data from other public sources such as website, searchable data on the internet, etc.

In this regard, Company shall collect your personal data as follows:

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, marriage status, signature, photo;
- (2) Contact data such as address, phone number and email;
- (3) Financial data such as bank account number;
- (4) Other personal data such as work profile, education profile, training records, expertise including relevant evidence such as certification, license number, etc.;
- (5) Data of video or audio recorded during operation such as the recording of video by closed-circuit television (CCTV);
- (6) Data on the participation in relevant activities of Company such as captured image, video records, online live broadcasting or the recordings or production of data in other multimedia formats, etc.
- (7) Data regarding car (in case that it is intended for Company to provide parking lot) such as car brand, plate registration number, name of the car owner, the installation of NGV/LPG, etc.

2.2 Sensitive personal data

In general, 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 Company the 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 Company to conceal those data and such document with concealed data shall be deemed valid and legally enforceable in all respects. In case that Company is unable to conceal those data due to some technical limitation, Company 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. Disclosure of personal data

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

3.1 Companies in Group Meyer Company Group;

3.2 Government authorities, regulatory authorities or other authorities as prescribed by laws including the officers which exercise powers according to the laws such as court, police, etc.;

3.3 Agents, contractors/subcontractors, and/or service providers for any operation provided for Group Meyer Company such as 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, etc.;

3.4 Management system standards certification institutes;

3.5 Participants;

3.6 Other third parties, in this respect, for the convening of activities, trainings or seminars, there may be the public relations or publication through relevant media via online and offline channels such as Facebook, Line, YouTube and the website of Company moreover, there may be the public relations or publication through mass media such as newspapers and phone, etc.

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 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/Erasure**, 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 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 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 reserves the rights to amend and update this Privacy Notice from time to time as deem it necessary. if there is such amendment, we will keep you posted through our various communication channels.

8. Modification of the Privacy Notice

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