



Privacy Notice For Intern

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

In case that you are the intern applicants or intern students of Company, it is necessary for us to collect, use and disclose your personal data for the following purposes:

Clause	Purposes	Lawful Basis
Application for Internship		
1.1	For the proceedings necessary for the consideration and selection of intern applicants which shall mean to include the process for online submission of internship application through Company's Facebook page, the direct submission of internship application with Company, the consideration for the acceptance of intern students as per the list provided by the universities, colleges or academies, the interview process, the selection and evaluation process, the process for offering you an internship agreement, and the other human resources management process in relation to the consideration and selection for internship with Company.	Contractual basis
After being selected as an intern student		
1.2	For the proceedings in accordance with the agreement during your internship period with Company such as the payment of remuneration (if any), internship clocking in and clocking out, technical visit, authorization for an access to information technology system and database necessary for the internship including the preparation of relevant agreements, etc.	Contractual basis
1.3	For the evaluation of your internship result such as the evaluation of learning result, the evaluation of operational skills in respect of each subject, the giving of notes, suggestions, opinions on each intern student pursuant to the forms prescribed by the colleges.	Legitimate interest basis
1.4	For retaining in the database and using for the confirmation of your internship records.	Legitimate interest basis
1.5	For risk management, audit supervision including the internal audit of the internal audit office and the management and administration in the organisation.	Legitimate interest basis
1.6	For the relevant corporations during the internship.	Legitimate interest basis
1.7	For maintaining security in building area or premises of Company and the evaluation of security risks including the communication for the issuance of access card(s) to work in the premises of	Legitimate interest basis

	Company, the exchange of cards for building entry and exit, the recording of information on the entry and exit of Company's premises, and the recording of videos in the buildings or offices of Company or Company's branches by closed-circuit television (CCTV).	
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In some cases, we may collect, use and disclose personal data of the person in the family or other person of reference that our intern applicants or intern students provided for us. In this respect, Company shall collect, use and disclose personal data of those people under relevant lawful basis for the following purposes:

Clause	Purposes	Lawful Basis
1	For communication in necessary or emergency cases such as for notifying dangerous incidents that occurred to the intern applicants or intern students, etc.	Legitimate interest basis

Company would like to inform you that for the processing of personal data of the intern applicants, intern students and the other person that the intern applicants and intern students had provided for us, we rely on relevant lawful basis as specified herein without relying on the consent; however, there might be the processing of personal data in certain cases that we could not rely on these lawful basis such as the cases required by laws to obtain consent from the owner of personal data for the processing of sensitive personal data, etc. For such cases, Company shall request for your express consent (please read our letter requesting for consent in addition to this document) and in case that you are an intern applicant or intern student and have provided personal data of the person in the family or other person for us, you shall be responsible to inform those people of this Personal Data Privacy Notice and/or the letter requesting for consent (if necessary).

In case that the aforementioned personal data collected by Company is the information necessary for Company's performance of agreements or the compliance with your request prior to the execution of internship agreement, if you refuse to provide such necessary personal data, Company may not be able to consider and select you for employment or internship with Company.

2. Collection of Personal Data

In general, Company shall collect your personal data by directly requesting the data from you, for instance by having you fill in the forms determined by Company, or inquiring data from you, or requesting you to submit documents containing your personal data to Company; nonetheless, there may be some circumstances that Company collects your personal data from other sources in order to fulfil the aforesaid purposes such as:

- Other person that you specified in the internship application;
- Your university or academy.

In this regard, the personal data collected by Company are 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, signature and photo;
- (2) Contact data such as address, phone number, email and LINE ID;
- (3) Other personal data such as educational profile, educational results, test results for relevant language tests, training records, university activities records including relevant evidence, data of the person of reference, the contact person in case of emergency and family member;
- (4) Internship records with Company.

2.2 **Sensitive personal data**

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.

Furthermore, if it is necessary for Company to collect other sensitive personal data for any specific purpose, Company shall request for your prior express consent. In this regard, Company may process the sensitive personal data.

3. **Disclosure of personal data**

In order to carry out the proceedings for the purposes set out in this Privacy Notice, Company may disclose your personal data to your university or academy including the institutes or authorities that you applied for work.

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.
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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