



MEYER INDUSTRIES LIMITED
38/9 Moo 5, Laem Chabang Industrial Estate,
Tungskula, Sriracha, Chonburi 20230, Thailand.
Tel : 038 - 404200 Fax : 038 - 490393

Company Announcement No. 245/2022

Date May 31, 2022

To All Employees

Subject Privacy Policy

Privacy Policy

The Company respects the right to privacy and values importance to the protection of Personal Data in order to comply with the Personal Data Protection Act B.E. 2562. Therefore, this Privacy Policy is prepared to provide the management of personal information to be consistent with the Personal Data Protection Act and related laws. This policy describes how the company processes with the personal data such as collecting, storing, using, disclosure, including rights of the data subject of personal information, etc. The details are as follows;

1. Scope of this Privacy Policy

This Privacy Policy applies to **all employees which includes permanent employees, subcontract workers, temporary workers, customers, suppliers/business partners, vendors, contractors, visitors, persons hired by the Company to carry out the business's objectives, such as professional consultants or service providers, etc., including Data Processor who processes Personal Data on behalf of the Company.**

This Policy shall apply to all activities of the Company that related to the Personal Data.

2. Purposes

2.1. This Privacy Policy aims for setting the protection of Personal Data for the Data Subject. The Company will collect or use the Personal Data **with purposes, set scope, and applicable lawful. The collection and retention period will be done only as necessary for the business objectives of the Company.** The Personal Data will be stored and used for the benefit of the company's operations or to improve the quality of operations to be more efficient and/or to comply with any laws or regulations related to the company's operations.

2.2. Company shall not conduct any processes which are different from the purposes as have previously been shared with the Data Subject except for when:

- 1) the Data Subject has been informed of such a new purpose, and prior consent is obtained;
- 2) it is necessary for Company to be in compliance with this Act or other laws.

3. Definitions

- 3.1. **"Company"** means Meyer Industries Limited and Meyer's Affiliates.
- 3.2. **"Personal Data"** means data about a person that can directly or indirectly identify such person but does not include data of a deceased person in particular.
- 3.3. **"Sensitive Personal Data"** means data that is a truly personal matter but is sensitive and may risk unfair discrimination such as race, ethnicity, political views, creed, religion or philosophy behavior, sexual behavior, criminal history, health data, disability, labor union data, genetic data, biological data or any other data that affects the Data Subject in the same way as prescribed by the Data Protection Committee (DPC)

- 3.4. **"Processing"** means actions relating to the collection, use, disclosure, deletion or destruction of Personal Data
- 3.5. **"Data Subject"** means natural person who is the owner of the Personal Data and such Personal Data is directly or indirectly identifiable to such person
- 3.6. **"Data Controller"** means person or juristic person having the authority to make decision about the collection, use, or disclosure of Personal Data
- 3.7. **"Data Processor"** means person or juristic person undertaking the collection, use or disclosure of Personal Data in accordance with an order or on behalf of TOP. Thus, this person or juristic person is not a Data Controller
- 3.8. **"Data Protection Committee (DPC)"** means the persons who are appointed by the Company to enforce the Personal Data Protection to ensure compliance with the Personal Data Protection Act B.E. 2562.

4. Collecting, Usage, and Disclosure of Personal Data

The Company will collect the Personal Data in various forms such as paper data, electronic file data, Photo/audio/movie, CCTV recording, etc. with the company's data storage systems such as document files, financial & accounting program, salary / payroll program, Human Resource Management Application system, this includes the company's other information technology application systems.

The Company shall use or disclose the Personal Data only for the original purpose informed to the Data Subject, or per the obtained consent. However, for the benefit of the data subject, including to prevent or suppress a danger to a person's life, body or health and for the legitimate interest, the company may need to disclose personal data of the data subject to affiliated companies, other person or external entity both domestically and internationally that are required to carry out work related to personal data under the rules prescribed by law such as disclosing it to a government agency, state enterprise, regulator. Also, the Company may disclose it by virtue of laws, such as requests for the purposes of litigation or prosecution, or requests made by the private sector or other persons involved in the legal proceedings.

5. Security measures of Personal Data

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.

6. Rights of Data Subject

The Data Subject is entitled to request any actions regarding their personal data as per the following:

- 6.1 Right to Withdraw Consent; however, any consent which was obtained earlier shall not be affected.
- 6.2 Right to Access
- 6.3 Right to Rectification
- 6.4 Right to be Forgotten/Erase
- 6.5 Right to Restrict of Processing
- 6.6 Right to Data Posstability/Data Transfer



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6.7 Right to object

Data Subject may request these rights by sending a notice or submitting Company Electronics Form set by the Company to the channel following the Contact Information of this policy. Company shall consider the right request received and inform the Data Subject within the reasonable timeframe in pursuance of laws. However, the Company may deny such a right subject to exception by applicable laws.

7. Roles and Responsibilities

7.1 Management team has roles, duties, and responsibilities in monitoring and controlling the departments they supervise to comply with the Company's Personal Data Protection/Privacy Policy and promote awareness raising and understanding for employees in their department.

7.2 Data Protection Committee : DPC have roles, duties, and responsibilities in determining policies and reviewing security measures of Personal Data including reviewing the Company's actions with respect to collection, use and disclosure of Personal Data in accordance with the Personal Data Protection Act B.E. 2562 including other relevant laws.

7.3 Employees and People related to Personal Data have roles, duties and responsibilities as follows:

- 1) Comply with the Company's Personal Data Protection Policy. This includes standards, guidelines, procedures and other documents related to the Policy .
- 2) Report or whistleblow any unusual incidents related to non-compliance with the law and the Personal Data Protection Policy to the supervisor or the Data Protection Committee of the company.

8. Violation and Punishment of non-compliance with the Privacy Policy

The company requires employees or entities related to Personal Data be aware and responsible for collecting, using or disclosing personal information strictly in accordance with this Privacy Policy and Guidelines. Therefore, the person who is responsible for carrying out any matter in accordance with his or her duties, if violated, does not comply with this Privacy Policy until causing a legal offense and/or damage will be subject to disciplinary action according to the Company's Regulations and may be subject to penalties as prescribed by law in civil, criminal and administrative liabilities.

9. Contact Information

In cases of any inquiries or need more information related to this Privacy Policy, please contact;

Data Protection Committee : DPC

Meyer Industries Limited Address 38/9 Moo 5 Laem Chabang Industrial Estate, Tungskula, Sriracha, Chonburi 20230, Telephone: 0-3840-4200, Email: pdpa@meyer-mil.com



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10. Review and Change of This Privacy Policy

The Company reserves the right to review, update, modify or change this Privacy Policy from time to time or at anytime as deem it is necessary to comply with legal requirements, if any changes in this Privacy Policy, the Company will announce changes for acknowledgement through various communication channels of the Company.

This Privacy Policy shall be effective from June 1, 2022.

Joseph Lo
General Manager