Privacy Notice for Employee

Privacy Notice for Employees

Bangkok Synthetics Co., Ltd., and BST Elastomers Co., Ltd. (collectively referred to as we) respect the rights to privacy of our employees (hereinafter referred to as you). To ensure that your personal data is protected, we have created this privacy notice to inform the details regarding the collection, use, disclosure, deletion, and destruction (collectively, the processing) of your personal data, both online and other channels, in accordance with the personal data protection law.

1. Why We Process Your Personal Data

1.1 We process your personal data to because it is necessary for the performance of the contracts between us and you which includes your employment contract, preparation of the employment contract, compliance with the employment contract, compliance with the rules and regulations of our personnel management, code of ethics, staff

transfer, secondment, training, performance appraisal, consideration of positions, compensation administration, and management of health and safety of our employees.

1.2 We process your personal data to because it is necessary for compliance with a legal obligation to which we are subject e.g. labor protection law; labor relations law; social security law; safety, occupational, health, and working environment law; laws regulating occupations and diseases from the environment, contagious disease control law.

1.3 We process your personal data to because it is necessary for the purposes of the legitimate interests pursued by us or by a third party e.g. human resource management; study, analysis, and allocation of manpower; employee development; provision of medical welfare, insurance welfare, and other welfare of staff such as hospitals, cafeterias, sports centers, exercise places, employee activities; financial and budget management; internal contact; interaction with third parties; access control system of office building; various operations through registration, authorization, and certification; publication of documents; report preparation; sending information to government agencies or regulatory agencies; identification and verification of the information provided by employees; analyzing and creating a database about work history; communication; sending news and public relations; improving the

working environment; providing facilities; information security; creating user accounts; identification to access the work system and access to information systems; security; accident and crime prevention; investigation and handling of complaints and fraud; cases or disputes; management of employees after termination or retirement.

1.4 We process your personal data to because it is necessary in order to protect vital interests of you or of another person. We process your personal data to, for instance, make contact in case of emergency and control and prevent disease.

1.5 We process your personal data to because it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

1.6 With your consent, we process your personal data to conduct other activities which we might have to collect additional personal data about you in which case we will inform and request your new consent from time to time. You can find out more about consent in item 4 of this privacy notice.

2. Personal Data We Collect

2.1 Information and documents related to staff recruitment processes such as resume, curriculum vitae (CV), job application letters, job applications comments for recruiters;

2.2 Employee contact information such as first name, last name, address, telephone

number, email, social media information;
2.3 Employee information such as date of birth, age, gender, marital status, interests, opinions;
2.4 Information about family members or those in the care of employees who are eligible to receive benefits in accordance with the regulations and personnel administration of the company, such as information about spouses, children, parents, beneficiaries. You should inform these persons of this privacy notice before providing information to us;
2.5 Photos and motion pictures;
2.6 Information about competency, education, capacity development, and other qualifications of our staff such as educational level, educational institution or university educational background, training history, educational results, test results, rights to work, professional qualifications, language ability, capabilities, and information from references that employees have given us;
2.7 Information about work experience and information about past employment such as positions, employer details, previous salaries and compensation.

3. Special Category Data

3.1 We may need to collect and process your special category personal data for the purposes stated in this privacy notice.
3.2 We may need to process your special category personal data in the following circumstances:

3.2.1 Health information such as weight, height, medical conditions,

color blindness, physical examination results, food allergies information, drug allergy data, blood group, doctor's certificate, medical history, dispensing history, medical bills for the purposes of labor protection, provision of medical care, work capability assessment, compliance with relevant laws, and study and analysis of health information for appropriate management;
3.2.2 Biometric data such as fingerprint and face image data in order to identify and confirm your identity to prevent crime and safeguard legitimate interests of us or other persons;
3.2.3 Information about criminal records to consider your suitability with our operations and protect legitimate interests of us or other persons;
3.2.4 Your religious belief, philosophy, race, disability, trade union information, genetic data, and biometric data to provide facilities, activities and welfare that are suitable for you and to make sure that we treat you equally, fairly, and in accordance with human rights principles;
3.2.5 Other special category data for lawful purposes such as when he information is disclosed to the public with your express consent or the processing of the information is necessary to prevent or stop the danger to one's life, body, or health in the event that you are unable to give

consent, to exercise legal claims, and to achieve the objectives of labor protection, social security, and employee benefits.

3.3 If necessary, we will process your special category data with your explicit consent or for other purposes as required by law. We will use our best efforts to provide security measures that is appropriate to protect your special category data.

3.4 We will collect and process your criminal records, which will be collected from the evidence provided by you or you consent us to acquire from a relevant authority. We will impose measures to protect your special category data as required by law.

4. Cookies and Other Similar Technologies

4.1 We use cookies and similar technology to collect personal data as specified in our Cookies Notice.

5. Consent, Withdrawal and Consequences

5.1 You are entitled to withdraw your consent at any time but such withdrawal will not affect the validity of the processing made prior to the withdrawal of consent.

5.2 Your withdrawal of consent or refusal to provide certain information may result in us being unable to fulfill some or all of

the objectives stated in this privacy notice.

5.3 If you are under 20 years of age, you shall, prior to giving the consent, inform us of your parent or guardian so that we shall also be able to ask consent from them.

5.4 If we need to obtain consent from a person other than you (such as your parent), you represent that have the power to act on their behalf to acknowledge this privacy notice and consent to us on their behalf to process their personal data in accordance with this privacy notice.

6. Retention Period

6.1 We will retain your personal data for the period necessary to meet the objectives unless the law requires longer retention periods. In the event that such period is unclear, we will retain the data for a customary expected period in accordance with retention standards (e.g. the prescriptive period of 10 years for general legal claims).

6.2 We have established an auditing system to delete or destroy your personal data when the retention period expires or when it becomes irrelevant or unnecessary for the purposes of collecting that personal data.

6.3 If your personal data is processed based on consent, we will stop the processing when you have withdrawn the consent. However, we may keep your personal data to record your withdrawn

so we can respond to your request in the future.

7. Disclosure of Your Personal Data

7.1 We disclose and share your personal data with: 7.1.1 Companies in our group ("affiliates") are Bangkok Synthetics Co., Ltd., and BST Elastomers Co., Ltd., and BST ENEOS Elastomer. Co. Ltd. and

7.1.2 Individuals and entities which are not our affiliates (third parties) for the purpose of collecting and processing personal information as described in this privacy notice such as owner or executive of office building, providers of recruitment services, selection processes, employment services, security services, background checks, qualification and competency assessments, and information systems; financial institutions; business partners; information systems developers; government agencies; and other persons necessary for us to be able to conduct business, provide services, and meet the purposes for the collection and processing of personal data as described in this privacy notice.

7.2 We will require persons receiving your personal data to take appropriate measures to protect your personal data, process the data properly and only as necessary, and prevent unauthorized use or disclosure of your personal data.

8. Transferring Personal Data Overseas

8.1 We may send or transfer your personal data to our affiliates or other persons in a foreign country if it is necessary in order for us to perform our obligations in the contract to which you are the counterparty or contract between us and third party for your benefit, to respond to your pre-contractual request; to protect your and third party's life, body and health, to comply with laws or to the extent necessary for the public interest activities.

8.2 We may store your information on a computer, server, or cloud provided by a third party. And may use third-party programs, applications and platforms in processing your personal data. However, we will not allow unrelated parties to access to your personal data and will require such parties to have appropriate security protection measures.

8.3 In the event that your personal data is transferred to a foreign country, we will comply with applicable personal data protection laws and take appropriate measures to ensure that your personal data is protected and you can exercise your rights in accordance with the laws. Moreover, we will require those who receive the data to have appropriate protection measures for your personal data, to process such personal data only as necessary, and to take steps to prevent unauthorized use or disclosure of your personal data.

9. Security Measures

9.1 We have implemented appropriate technical and administrative standards to protect your personal data from loss, misuse, and unauthorized access use, disclose, or destruction. We use technology and security procedures such as encryption and access restriction to ensure that only authorized people shall have access to your personal data, and that they are trained about the importance of protecting personal data.
9.2 We provide appropriate security measures to prevent the loss, access, use, change, disclosure of personal data from those who do not have rights or duties related to that personal data. We will review the above-mentioned measures when necessary or when the technology changes to ensure effective security.

10. Your Rights as a Data Subject

10.1 You have the rights under the personal data protection law summarized as follows:10.1.1 Withdraw the consent you have given to us;

10.1.2 Request to view and copy your personal data or disclose the source where we obtain your personal data;
10.1.3 Send or transfer personal data that is in an electronic form as required by personal data protection laws to other data controllers;
10.1.4 Oppose the collection, use, or disclosure of personal information about you
10.1.5 Delete or destroy or make your personal data non-personally

identifiable (anonymous) information;
10.1.6 Suspend the use of your personal data;
10.1.7 Correct your personal information to be current, complete, and not cause misunderstanding.
10.1.8 Complain to the Personal Data Protection Committee in the event that we, our data processors, our employees, or our contractors violate or do not comply with personal data protection laws. In this regard, we will consider your request, notify the result of the consideration, and execute it (if appropriate) within 30 days from the date we receive the request. Your rights mentioned above will be in accordance with the personal data protection law.

10.2 You can exercise the rights under this item 9 through E-HR or Employee's Connect applications. If you are not an employee or cannot access to the E-HR or Employee's Connect applications, please click here or visit our website at [https://www.bst.co.th/index.php/privacy-notice] (you will be able to exercise your rights when the law is enforced).

11. Information about Data Controller and Data Protection Officer

11.1 If you give personal data to the Bangkok Synthetics Co., Ltd., and BST Elastomers Co., Ltd. , the data controller is:Bangkok Synthetics Co., Ltd., and BST Elastomers Co., Ltd. Contact address: 1 Park Silom, 25th Floor, Convent Road, Silom, Bangrak, Bangkok,

Thailand 10500 Telephone number: 0-2679-5120

11.2 In the event that you have a question regarding personal data protection, please call 0-2679-5120 or send your message to **e-mail: data.privacy@bst.co.th**

In the event that this privacy notice is amended, we will announce a new privacy notice on this website, which you should periodically review the privacy notice. The new privacy notice will be effective immediately on the date of announcement.

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