

## Privacy Policy

C.ILLIES (Thailand) Co., Ltd. ("Company") fully recognizes the importance of personal data protection and is strongly committed to protect your personal information provided to the Company. The Company established the Privacy Policy ("Policy") and security measures to ensure that your personal data is safe and secure in accordance with the Personal Data Protection Act B.E. 2562 (2019) ("PDPA") of Thailand. The Policy covers 7 main sections, including (1) definitions (2) personal data to be collected, used and/or disclosed (3) the purpose of collection, use and/or disclosure of personal data (4) usage and disclosure of personal data to other persons or entities (5) security measures (6) retention period of the personal data (7) the rights of data subject related to personal data, and (8) contact information. Therefore, the Company would like to announce the Policy as following:

### Section 1 Definitions

- Data subject means a person who owns the rights to their data which the Company collect, use and/or disclose their data, shall include but not limited to client, partner, supplier, service provider, applicant, employee, shareholder, and stakeholder.
- Data controller means the Company who has the power and duties to make decisions regarding the collection, use and/or disclosure of the personal data.
- Data processor means a person or legal person who operates in relation to the collection, use and/or disclosure of the personal data pursuant to the orders given by the Company.
- Personal data means any information pertaining to data subject, or relating to an identified or identifiable individual, whether directly or indirectly.

### Section 2 Personal data to be collected, used and/or disclosed

The Company collects data only on a necessary basis. The personal data that the Company collects, uses and/or discloses shall include but not limited to:

- Personal details (e.g. first name, last name, date of birth, gender, national identification number, passport number, name on Facebook, photo);
- Contact information (e.g. address, telephone number, e-mail address, IP address);
- Financial information (e.g. bank account number, bank statement, personal assets and liabilities report, salary, benefits, other financial interests);
- Business data (e.g. document, paper, report, letter, diagram, map, picture, film, still image, video recording, voice recording in connection with business operations and services, and be able to identify or identifiable individual);

/Job details...

- Job details (e.g. role, grade point average, title, experience, performance information);
- Information necessary for complying with the laws;

The Company shall inform and obtain consent from you, prior to or at the time of collection of the sensitive personal data or any personal data pertaining to racial or ethnic origin, religious, biometric data, health data, criminal records, or any data which may affect the data subject in the same manner as to be prescribed by the PDPA.

### Section 3 The purpose of collection, use and/or disclosure of personal data

- To be useful or profitable the commercial and business operations;
- To be useful for any other purposes related to merchandising and/or providing services between you and the Company;
- To be useful for the benefit of verifying or identifying your identity;
- To perform the contractual obligations between you and the Company;
- To improve work performance, the quality of services, or to resolve the use of service issues;
- To comply with laws and regulations of government agencies related to the Company's operations.

### Section 4 Usage and disclosure of personal data to other persons or entities

The Company shall not disclose your personal data to other persons or entities who are not an affiliate of the Company ("Third-party") except for the fulfillment of purpose to collect, use and/or disclose of personal data as listed in this Policy, where the Company may disclose your personal data to the Third-party as following:

- Business partner, commercial entity, or juristic persons who enter into a contractual agreement;
- Data processors;
- Logistic service providers;
- Service provider;
- Professional consultants;
- Government sectors, law enforcement agencies, and regulators;
- Information technology service provider or IT system service providers;
- Other sectors that processing the personal data for the purpose as permitted by law, such as an agency that obeys a legal order, auditors or legal proceedings/ litigations.

In the event of your personal information is leaked or misused from the Third-party, the Company would like to request you to notify and/or provide information to the Company following contact information mentioned in this Policy.

/Section 5 Security..

#### Section 5 Security measures

The Company will carry out appropriate security measure to prevent personal data breach, loss, access, use, destruction, conversion, modify or disclosure of personal data without authorization or unlawful.

#### Section 6 Retention period of the personal data

The Company will retain your personal data for a period necessary in connection with the purposes set out in the contract or legal relation to be enforced between you and the Company, or for as long as necessary to fulfill the purpose of collection, use and/or disclosure of personal data.

The Company will delete or destroy your personal data to be an unidentifiable data, when it exceeds the retention period or when the Company has no right or no other legal basis allows the Company to process your personal data.

#### Section 7 The rights of data subject related to personal data

You may exercise your rights as permitted by laws including to be informed the collection of personal data, the right to access of personal data, the right to data portability, the right to object the collection, use and/or disclosure personal data, the right to delete or destroy your personal data to be an unidentifiable data, the right to restrict the processing, the right to rectify or change your personal data, the right to complain if data controller or data processor fail to obey the law, and the right to withdraw of consent at any time.

The Company reserves the right to amend, change, or delete your personal data in the event that any act fails to abide by laws.

#### Section 8 Contact information

Division: Administration

Address: No. 159/30 Serm-Mit Tower, Room No. 1801, 18<sup>th</sup> Floor, Sukhumvit Road,  
Soi 21 (Asoke), North Klongtoey, Wattana, Bangkok 10110, Thailand

E-mail: [info-bkk@illies.com](mailto:info-bkk@illies.com)

Tel: +66 (0) 2401 9779