



Recruitment Privacy Notice

In order for **Thai Shimizu Company Limited** (the “**Company**”) to assess your job application, please kindly study this Recruitment Privacy Notice (the “**Notice**”) in detail before providing your personal data to the Company. The Company represents implementing the information security measures for your personal data in accordance with the standard defined under applicable laws.

Personal Data being Processed

During the recruitment process, the Company may receive your personal data from the following sources:

1. directly from you as provided in application form, resume or as given to the Company over the conversation or interview;
2. indirectly as shared by the recruitment agency or any person that you may give consent to them to disclose your personal data to the Company;
3. from institutions that have public database for searching, including, without limitation, government authorities and National Credit Bureau; and
4. from any third party that you have indicated as your referee for the Company to contact them for additional information.

During filling the application form and interviewing process

The Company would need to collect and use the following personal data; full name, identification card information, contact information (i.e. address, contact address, telephone number, e-mail), education background, work experience, interest or skill as well as any other verification document.

Once you have passed the Company selection process by interviewing

Upon obtaining your explicit consent, in addition to the personal data mentioned above, the Company would need to collect your sensitive personal data as follows; health information ; provided that the Company would like to inform you that the sensitive personal data as defined is necessary for the Company to assess your qualification and suitability and the position for which you apply.

Objectives of the Personal Data Processing

The Company would need to collect, compile and process your personal data for the following purposes:

1. to verify your identity and all of the information that you have given to the Company;
2. to assess whether or not you would be qualified for the position that you are applying for;
3. to contact and coordinate with you during the recruitment process; and
4. to manage your application form in the case that the Company may have vacant and suitable positions for you in the future.

Disclosure of the Personal Data

Generally, your personal data shall not be disclosed or shared with anyone, except in the necessary circumstances that the Company would need to disclose and/or transfer your personal data to the following persons for the benefit of recruitment process:

1. third party service provider providing background check or any service providers being engaged to provider relating services to the Company’s recruitment process;
2. any reference contact person that the Company may need to contact with for your reference check; and



3. the other third party, in case you have given specific consent to the Company to disclose your personal data.

Data Retention Period

Except you have expressed the explicit request to the Company to delete or destroy your personal data and documentation right away, the Company reserves the right to store your personal data for so long as the Company considers necessary for the recruitment purpose. In principle, the Company will retain your personal data for a period of two (2) calendar years or three (3) months for daily employee position.

Your Rights as a Data Subject

The Company respects your right as the data subject under the relevant laws and you shall be entitled to contact the Company to exercise your statutory rights, including

1. Right to withdraw consent:
You have the right to withdraw your consent on which the collection, use, or disclosure is based on at any time. As a result, the Company will stop the processing of your personal data as soon as possible and if the Company does not have other lawful basis which allows the Company to process your personal data, the Company will then delete your personal data;
2. Right to access and request for a copy of your personal data:
You have the right to request access to and to obtain a copy of your personal data related to you under the Company's responsibility or to request disclosure of the acquisition of the personal data obtained without your consent. Once the Company has received the request, the Company will proceed to comply within thirty (30) days;
3. Right to rectification:
You have the right to request correction and rectification of your personal data to ensure that the data is correct, up-to-date, and complete;
4. Right to data portability:
You shall have the right to receive your personal data concerning you from the Company. The Company shall arrange your personal data to be in the format which is readable or commonly used by ways of automatic tools or equipment, and can be used or disclosed by automated means. You also have (1) the right to request the Company to send or transfer your personal data to other data controller by the transmission that can be done with automatic means; and (2) the right to receive directly your personal data in the format that the Company sends or transfers to other data controller, except where it is not technically feasible;
5. Right to object to the personal data process;
You have the right to object the processing of personal data if the stated conditions are met:
 1. Personal data is being processed for direct marketing purposes;
 2. Personal data is being processed for research purposes either in the field of science, history, or statistics, unless it is necessary to performance of a task carried out for reasons of public interest; or
 3. Personal data is collected for the Company's necessity to carry out public tasks or for other legitimate ground unless the Company is able to demonstrate higher legitimate grounds, or the processing activity is to establish, comply with or exercise of legal claims or defense of legal claims.



6. Right to request for the Company to erase or destroy, or de-identify your personal data when there is no necessity to process:
You have the right to request the Company to erase, destroy, or de-identify your personal data in the cases stated below:
1. Your personal data is no longer necessary for the purpose in which it is collected, used or disclosed for.
 2. You withdraw consent in processing your personal data and the Company has no legal ground for further retaining or processing activity.
 3. You object to processing of personal data for direct marketing purposes.
 4. Processing of your personal data is unlawful;
7. Right to request to suspend the use of your personal data:
You have the right to restrict the processing of your personal data if the stated conditions are met:
1. Processing of your personal data is no longer necessary, but the Company can demonstrate that there is a compelling legitimate ground.
 2. Processing of your personal data is unlawful, but you want to restrict the processing activity instead of deletion.
 3. Your personal data is under review for completeness and accuracy upon your request.
 4. Processing of your personal data is carried out for the establishment, compliance, or exercise/defense of legal claims.

Should you have any questions or wish to rectify or erase the personal data or to exercise the aforementioned rights or contact the Company regarding the personal data issues or the Company's personal data protection practices, please contact Contact channel mentioned below.

If you wish to exercise any rights with regard to Clause 1 to 7 set forth above, you can submit a request to the Company via Contact channel mentioned below. Once the Company receives your request, the Company will examine the request in accordance with the conditions prescribed by law, complete your request, and notify you of the result of the examination and completion of the request within thirty (30) days from the date of receipt of all requests and supporting documents.

Please note that the Company shall retain its rights under the laws to reject your request in certain circumstances. If the Company decides to reject your request, you will be notified of the reason for such rejection. The Company will try its best, also with considering technical capabilities, to answer your request on how the Company processes your personal data. However, if you have unresolved concerns, you can file a complaint to the Company via Contact channel mentioned below or proceed further to the authority officials as prescribed by the Personal Data Protection Act B.E. 2562 in case of the Company's infringement or non-compliance with the Personal Data Protection Act B.E. 2562.

Review and Changes of Notice

The Company may review the Notice to ensure that it remains in adherence to laws, or to respond to any significant business changes, and any suggestions and opinions from other organizations. The Company shall announce, and review the amended Notice thoroughly before implementing all the changes. The Company will notify you of such change through the website at <https://www.shimz-global.com/th/en/>



Representation to implement appropriate information security measures

The Company represents to implement the appropriate information security measures to protect your personal data pursuant to the standard defined under the applicable laws.

You can contact the Company for any query or the exercise of any rights at:

Contract channel

Contact : Human Resources Department
Thai Shimizu Co., Ltd.
Unit 2301, 23rd Fl., Empire Tower, No.1, South Sathorn Road, Yannawa,
Sathorn, Bangkok 10120, Thailand

Contact Information: 02-230-0333
Email: th.pdpa@shimz.biz

Announced on May 25, 2022

Thai Shimizu Company Limited



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Mr. Manabu Hirose
President