



Visitor Privacy Notice

Thai Shimizu Company Limited (the “Company”) would like to inform those who enter the Company’s premise (“You”) that the Company would need to collect, store, use and/or disclose some of your personal data when you enter the Company’s premise. Therefore, the Company has prepared this Privacy Notice (the “Notice”) to inform You of the details of the terms and conditions for collection, store, use and/or process of your personal data. The Company may revise this Notice from time to time to assure the compliance of this Notice with the Company’s necessity to process all the personal data and with the relevant laws and regulations; provided that the Company shall notify You of those revisions through various communication channels.

Your Personal Data to be processed:

When You enter the Company’s premise, the Company may need to collect the following personal data of You:

1. your facial image collected by CCTV system;
2. visitor log record defined in the visitor registration form, including your full name, your identity documents that the Company may collect in exchange of the visitor card; any other information that You may provide to the Company in any other forms; and
3. in case that You may use the Company’s internet service, in particular WIFI Access, your personal data, including connected device’s information, and the traffic log that You use through the Company's WIFI.

Objectives for Personal Data Processing

The Company needs to process your personal data as defined in order to protect the Company’s legitimate interest in securing the safety of the Company’s premise, of You and any person entering the Company’s premise and to perform any legal obligations.

Retention Period of the Personal Data

The Company would need to store your personal data for the following period of time:

1. your personal data collected in CCTV system shall be stored for the time period of thirty (30) days;
2. your internet usage data and log shall be stored for the period of time as prescribed under the relevant laws (at least ninety (90) days);
3. your original identity evidence shall be returned immediately in exchange of the visitor’s card;
4. your contact information shall be retained for the period of time necessary for the coordination between the Company and You in case of any incident;
5. in order to prepare a report of office management for the Company’s legitimate interest in performing the Company’s obligation as required by the relevant premise owner, the Company reserves the right to store your personal data for a minimum period of three (3) years for the standardized audit purposes; and
6. in case the Company would need to exercise the Company’s legitimate right to protect or defend against You in case of any dispute, the Company would reserve the right to store your personal data for the maximum of ten (10) years which is the general prescription period under the applicable laws.



Disclosure of the Personal Data

Generally, the Company would not disclose your personal data to any person, except in the following necessary cases where the Company would need to disclose your personal data for the purpose of protecting the legitimate rights of the Company or other relevant parties; or the case that the Company shall be obliged under the applicable laws or government instructions to disclose those personal data; provided that in any circumstance, the Company undertakes to only disclose your personal data on the necessary basis without affecting your rights.

Your Right as a Data Subject

The Company respects your and your representative's statutory rights as a data subject under the relevant laws as follows:

1. Right to request for access and a copy of personal data;
2. Right to request for data portability;
3. Right to object to the process of personal data being undertaken by the Company;
4. Right to request the Company to erase or destroy, or de-identify the personal data once the personal data is no longer necessary to be processed or when the data subject revokes his/her consent;
5. Right to request the Company to restrict the use of the personal data, in case the personal data shall be deleted, or such personal data is not necessary to be processed;
6. Right to withdraw consent that You have given to the Company;
7. Right to request to rectify personal data;
8. Right to request the disclosure of the acquisition of personal data obtained without consent; and
9. Right to file a complaint in the event of violation of applicable laws.

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 the Contact channel mentioned below.

If You wish to exercise any rights with regard to Items 1 to 9 set forth above, You can submit a request to the Company via the 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 the personal data. However, if You have unresolved concerns, You can file a complaint to the Company via the 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.

Contact channel

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

Telephone Number: 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