



# CHEMEMAN PUBLIC COMPANY LIMITED

บริษัท เคมีแมน จำกัด (มหาชน)

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## Applicant Privacy Notice

Chememan Public Company Limited and its subsidiaries (collectively referred to as the "Company") respect the rights to privacy of our candidates and internship applicants (hereinafter referred to as "you" or "your"). To ensure that your personal data are well protected, the Company has created the Privacy Notice to inform you of the details regarding purposes of the collection, use, or disclosure (collectively referred to the "processing") of personal data, as well as your rights under the Personal Data Protection Act B.E. 2562 (2019), as follows:

### 1. Legal Basis for Collecting Personal Data

The Company may collect your personal data in accordance with a legal basis as follows:

Legal basis for collecting personal data	Description
Contractual basis	<p>To perform any action in connection with your request to apply for a job with the Company, such as recruitment process, qualification check, selection process before entering into the employment agreement, as well as compliance with the internship agreement, internship compensation, and getting various benefits from the job training.</p> <p>To perform the contract or take any necessary action to enter into the contract with the Company, such as employment, etc. In case you refuse to provide your personal data to the Company, or object to the processing of personal data for carrying out the purpose of activity, such may result in the Company being unable to perform or provide all or part of the services you have requested.</p>

Legal Obligation	To perform duties as required by law, such as compliance with the provisions of the law, or rules, and orders of legal authorities.
Legitimate Interest	For the legitimate interest pursued by us or by a third party, such as databases analysis and creation, recruitment process management and development, internship performance evaluation, communicating about job positions, or legal claim.  For preventing or suppressing a danger to a person's life, body or health, such as emergency contact, contagious disease prevention and control, etc.
Consent	For fulfilling the purposes in accordance with the consent you gave to the Company, such as consent to submitting your job application, internship application with the Company.

## 2. Personal Data Collection

The Company shall collect your personal data from you directly or from any other source that carries out the processing according to the instructions of the Company with lawful and fair methods. The Company shall collect the personal data as is necessary for the operations which are defined in the scope of the Company's objectives. Accordingly, the Company shall inform you to gain acknowledgment and consent through methods as specified by the Company. In the case of collection of sensitive data, the Company shall request your explicit consent with the Company's method before such collecting.

## 3. Purpose of Collection and Use of Personal Data

The Company shall collect, use or disclose the personal data to perform any action in connection with the job application and consider the qualifications for employment in accordance with the Company's regulations, or for purposes that have been notified to you, and/or to comply with the legal obligations or regulations applicable to the Company's operations.

## 4. Categories of Personal Data Collected by the Company

The Company may collect or obtain your personal data as necessary, including:

4.1 Information as specified in the job application form as follows:

- 4.1.1 Resume / Curriculum Vitae (CV);
  - 4.1.2 Personal information, such as first name and surname, nickname, date of birth, weight, height, identification number, passport number, or nationality;
  - 4.1.3 Contact information, such as address, e-mail address, telephone number, social media identification;
  - 4.1.4 Conditions of workable locations, such as availability to work in other provinces or area, preferable working area, etc.;
  - 4.1.5 Photographs;
  - 4.1.6 Information about education, competency, and other qualifications information, such as educational background, training history, educational results, test results, right to work, professional qualifications, driving skills, language ability, and other information from references that you have given us;
  - 4.1.7 Information related to work experience and information about past employment, such as positions, employer details, previous salaries, compensation, and welfare;
  - 4.1.8 Information about military obligations;
  - 4.1.9 Details of the referrals and emergency contact persons.
- 4.2 Information from the testing of skills, knowledge, abilities, personality, psychology as specified by the Company.
- 4.3 Information obtained directly from you, such as information that you provide to the Company before or during the interview, information from your survey, information that you provide in participating in activities with the Company, etc.
- 4.4 Information that you choose to share and disclose through the Company's application systems, tools, and various services.
- 4.5 Identity documents, such as copy of documents issued by government and private agencies, including identification cards, passport, driving license, transcripts, etc.
- 4.6 Other information necessary for the recruitment of employees and interns, the performance of the contract, internship, provision of welfare or benefits, the Company's operation analysis and management, and legal compliance.
- 4.7 For the interns, the Company shall collect further information as follow:
- 4.7.1 Information of the university coordinator, such as name, surname, address, telephone number, or mobile phone number;
  - 4.7.2 Bank account;
  - 4.7.3 Characteristics of intern and information from internship, such as habits, behaviors, attitudes, aptitudes, skills, leadership, teamwork skills, emotional intelligence, discipline, or other characteristics, including recording work time, and duration of work for internship performance evaluation.

4.7.4 Other information, such as internship performance evaluation form.

4.8 In the case that you are selected for employment, the Company shall collect the personal data in accordance with the Company's Privacy Notice.

4.9 The Company may also process your sensitive data as follows:

- Health Information, for example weight, height, congenital disease, color blindness, health check result, food allergy, drug allergy, blood type, medical certificate, medical history, etc.;
- Biometric data, such as fingerprints or facial recognition data, etc.;
- Criminal record;
- Cult, religious or philosophical beliefs, nationality, disability, trade union information.

## 5. Consent, and Possible Consequences of not Providing Personal Data

5.1 In a case where the Company collects and processes your personal data with your consent, you shall have the right to withdraw your consent at any time. In this regard, the withdrawal of consent shall not affect the collection, use, disclosure or processing of personal data for which you have already given 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 a representative of candidates and internship applicants, you represent that you 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.

## 6. The Personal Data Retention Period

The Company will retain your personal data for the period necessary to meet the purposes, policies or practices of the Company, or to comply with the laws. At the end of the retention period and when your personal data is no longer necessary for such purposes, the Company will delete, or destroy, or anonymize the personal data to become the anonymous data which cannot identify the data subject in accordance with the form and standard as specified by the Company, the laws, or international standards. Nevertheless, in the event of a dispute, rights claim, or lawsuits related to your personal data, the Company reserves the right to retain such personal data until the dispute has reached the final judgement.

## 7. Disclosure of Personal Data

The Company may be required to disclose your personal data to persons or entities located in Thailand or overseas in order to achieve the purposes stated in this Privacy Notice.

## 8. Direction of Personal Data Protection

The Company shall establish measures for the security of Personal Data in accordance with the laws, regulations, rules, and practices on the protection of personal data.

In a case where the Company has sent, transferred, or disclosed personal data to third parties, the Company shall establish appropriate personal data security measures as required by law to ensure that the personal data which is sent, transferred, or disclosed by the Company will be secure and safe and consistent with the Information Security Policy of the Company

## 9. Rights of Data Subjects

The Data Subject is entitled to the rights as prescribed in the Personal Data Protection Act, B.E. 2562 (2019) as follows:

- 9.1 Right to be informed regarding the collection, retention period, use or disclosure of the personal data;
- 9.2 Right to withdraw consent for the processing of personal data. The Company shall inform the Data Subject of consequences of such consent's withdrawal. In this regard, the withdrawal of consent shall not affect the collection, use, or disclosure of personal data for which the Data Subject has already given consent;
- 9.3 Right to access the personal data and request the Company to make a copy of the personal data, including the right to ask the Company to disclose any acquisitions of the personal data for which consent has not been given;
- 9.4 Right to rectify incorrect or incomplete data to ensure that the personal data remain accurate, up-to-date, complete, and not misleading;
- 9.5 Right to erase or destroy the personal data, or anonymize the personal data to become the anonymous data which cannot identify the Data Subject;
- 9.6 Right to restrict the use of the personal data;
- 9.7 Right to transfer the personal data;
- 9.8 Right to restriction of the processing of the personal data;
- 9.9 Right to lodge a complaint with the relevant authority.

In this regard, you can make a request in the exercise of the aforesaid rights by submitting a request to the Company through the contact channel indicated by the Company. Nevertheless, the Company may refuse to take action as requested where legal grounds exist under the law.

#### **10. Review and Modification of Privacy Notice**

The Company may modify or amend this Notice as it deems appropriate and will notify you of the changes with the date of the notification attached through the Company's appropriate method. Nevertheless, the Company encourages you to check the latest changes through the Company's website.

The provision of your personal data, whether directly or indirectly, is considered to be an acknowledgment of the terms of this Notice. If you do not agree with this Notice, please suspend the provision of information to the Company and/or notify the Company through the channels as specified by the Company.

#### **11. Contact Channel**

To notify issues related to this Privacy Notice:

Chememan Public Company Limited

195/11-12 Lake Rajada Office Complex, 10th - 11th floor,

Rajadapisek Road, Klongtoey Sub-district, Klongtoey District, Bangkok 10110

Telephone: 66 (0) 2661-9734-8

Email: [privacy@chememan.com](mailto:privacy@chememan.com)

This Privacy Notice is effective as of June 1, 2022.