

## **Privacy Notice for Business Partners, Contracting Parties, and Related Persons**

Royal Plus Public Company Limited (hereinafter referred to as the “Company”) is committed to protecting the personal information of business partners or counterparties, contracting parties, and related persons, who are natural persons (collectively referred to as “you”) as specified by the Personal Data Protection Act B.E. 2562

As provided in this notice of personal data protection policy, the Company has a status as “data controller” according to the Personal Data Protection Act B.E. 2562, which collects, uses, or discloses your personal data in order to perform the duty to notify the personal data owner about the purposes of collecting the personal data on a lawful basis, the period of collecting personal data, disclosure of personal data, information about the personal data controller, and rights of the personal data owner according to Section 23 of the Personal Data Protection Act B.E. 2562. Therefore, the company has issued a privacy notice for business partners or counterparties, contracting parties, and related persons . This edition describes the characteristics and rationale for collecting, using, and disclosing your personal data.

The Company may make amendments to this document as it deems appropriate and will notify you of such change of the revision. This notice of privacy policy is effective immediately on the date of its announcement.

### **1. Personal Data that the Company Will Collect**

Personal data refers to information of a person which can be identified with that person, whether directly or indirectly, but does not include information of the deceased in particular, for which the Company collects your personal data as follows:

#### 1.1 Personal data includes:

- 1) The Company collects your personal data when business partners or counterparties, contracting parties, and related persons, contact, sell products, provide services or have any transactions with the company, for example;
  - a. Identifiable data, such as name, surname, number and information on an ID card, photos, and other forms of information that can be used to verify the identity.
  - b. Contact information, especially the business card information, such as name, surname, job position, telephone number, e-mail address, work address, and social media.
  - c. Occupation information, such as background and job information, employment information, and information for the safety management, occupational health, and your work environment including account and financial information, such as compensation, bank account numbers.
- 2) When you contact the Company or have any transactions with the Company, the Company may collect personal information as follows:
  - a. Personal data, such as, name, surname, date of birth, ID card number, driving license number, passport number.
  - b. Contact information, such as, e-mail, phone number, address, or social media data.

- c. Activity information, such as a record of the previous participation.
- 3) When you enter the Company's area that has installed CCTV Cameras, the Company will collect your images from the Company's CCTV cameras but not the audio. The Company will label that CCTV cameras are used in the area.
- 4) When you use the Company's Wi-Fi service, registration may be required to use the service with personal information that the company collects to provide you with Wi-Fi services, such as your first name, last name, phone number, email, usage history, etc.

1.2 Sensitive data includes:

- 1) The Company may be required to collect and process sensitive personal data as required by data-protection laws according to the purposes stated by the company in this policy notice, such as
  - a. In some cases, the Company may collect sensitive data. For example, the Company may require an ID card containing religious information or your blood type to verify your identity or to process taxes, or pay contractual prices.
  - b. When the company needs to use such information for the benefit of company security, such as fingerprints for identification (if any).
  - c. Health information, such as food allergy information, for use in various activities (if any).
- 2) In case of necessity, the Company will process your sensitive personal data only with your express consent or for other purposes, as required by law. However, the Company will use its best efforts to provide adequate security measures to protect your sensitive personal data.

## 2. Processing Personal Data Purposes

2.1 To be used for processing requests of business partners or counterparties, contracting parties, and related persons before entering into a contract or to comply with the contract that business partners or counterparties, contracting parties, and related persons are contractual. or transactions with the Company, as the case may be

2.2 For our legitimate interests or that of others, such as:

- 1) For the benefit of the execution of the contract between you and the Company, and the Company processes your personal data for the contractual obligation, procurement, inspection, payment, payment of goods and services, auditing and evaluating work according to the terms set forth in contracts or other related documents, including managing relationships with you.
- 2) For the legitimate interests of the Company, such as for the internal management, management, development, and other actions to enable business operations, including management and development of products or services (including the website and applications), research, such as surveys, interviews, investigations and prevention of fraud or other crimes, and maintenance of information systems.

- 3) For the safety interests, such as providing security measures, this includes IT information systems, such as company premises access, logging in to a website or application.
- 4) For marketing research and notification of news and information via books, emails, SMS, applications, social media, phone calls, and direct mail.
- 5) For the exercise of legal claims.

2.3 To prevent and suppress danger to your or others' lives, bodies, and health, such as emergency contact, communicable disease control and prevention.

2.4 To be able to comply with the laws, including the provisions of the laws, rules, and orders of the competent authorities.

2.5 For the performance in carrying out missions for the Company public benefit or performing duties in the exercise of state powers that have been granted.

2.6 In the event that you give consent, the Company will process personal data for the purposes set out in each consent as follows,

- 1) In order for the company to process your personal data other than the aforementioned, the Company may collect your additional personal data, which the company will notify and ask for consent from time to time.
- 2) You can learn more details about consent in the section 4

### **3. Changes in the Purpose of Personal Data Usage**

The Company will use your personal information only for collecting purposes. If the Company has to use your personal data for other purposes, the Company will notify you as soon as possible.

### **4. Asking for Consent and Possible Effects of Withdrawing Consent**

4.1 Whenever the Company collects and evaluates personal data with your consent, you have the right to withdraw your consent to the Company. This consent withdrawal will not affect the collection, use, disclosure, or evaluation of personal data to that you have given consent.

4.2 If you withdraw the consent you have given to the Company or refuse to provide certain information. It may result in the Company being unable to fulfill some or all of the objectives stated in this Policy Notice.

### **5. How Is Your Personal Data Collected?**

The Company collects your personal information through which you submit personal information to the Company in applying to participate in activities or through websites or social media or contacting via telephone or contacting the Company.

The Company collects information about your use of the website through cookies. (Please refer to each company's Cookies Policy from which you access the website.)

## **6. Disclosure of Your Personal Information to Others**

6.1 The Company may disclose and share your personal information with

- 1) Other persons and juristic persons (“other person”) for the purpose of collecting and processing personal data as described in this policy notice, such as distributors, agents, transport service providers (e.g. postal), data processing service providers, marketing service providers, contractors, transaction and financial service providers (e.g. banks, payment processors), technology providers (e.g. cloud, blockchain, SMS services, data analytics services), IT program and system providers, auditors, insurance companies, consultants, government agencies (e.g. the Revenue Department, the Anti-Money Laundering Office) and other necessary persons for the company to be able to conduct business and provide services to you including any action in accordance with the purposes for collecting and processing personal data as stated in this notice of personal data protection policy.

6.2 The Company will require the person receiving the information to take appropriate measures to protect your information and process such personal data only as necessary, and take steps to prevent the misuse or disclosure of personal information.

## **7. Security of Personal Data**

7.1 The Company has technical security measures for your personal data that prevent collected personal information from accidental loss or being unduly accessed, disclosed or altered, without authorization.

7.2 The Company provides appropriate security measures, accessing to your personal data by employees, agents, contractors, or third parties will be limited. The Company will only allow persons who need to access such personal data to perform their duties. If there are cases where a third party processes your personal data, it will be a process under the Company's order. The Company will assign such third parties to have a duty to protect your personal information and comply with applicable personal data protection laws.

## **8. Personal Data Collection Period**

8.1 The Company will retain your personal data for the period necessary to fulfill the purposes for each type of personal data unless the law allows for a longer retention period. If the period cannot be clearly stated, we will retain information for a period that may be expected per the collection's standard. (For example, the general legal age is maximum at 10 years).

8.2 In the case of CCTV, we will collect the data as follows:

- 1) For normal circumstances, your personal data will be retained not exceeding than 30 days.
- 2) In cases of necessity, such as where it is necessary to provide an evidence in an investigation, interrogation, prosecution, or where the personal data owner requests, the personal data may be retained for more than 30 days.  
The Company will delete the data when the objectives are complete.

8.3 The Company provides an audit system for the deletion or destruction of personal data after the expiration of the retention period or when unrelated to or beyond the necessity of collecting that personal data.

8.4 In the event that the Company uses your personal information with your consent, the Company will process such personal data until you request the cancellation of consent and the Company has processed your request. However, the Company will retain your personal data only necessary for a historical record that you have previously withdrawn your consent for the Company to be able to respond to your requests in the future.

## **9. Personal Data Owner's Rights**

9.1 According to the conditions specified by the Data Privacy Protection Act, B.E. 2562, you have the following rights:

- 1) To withdraw the consent you have given to us to process your personal data.
- 2) To request accessing and obtaining a copy of personal data, which is under the responsibility of the personal data controller, or apply to disclose the acquisition of your personal information.
- 3) To send or transfer personal data in electronic form as required by the Personal Data Protection Act to other parties.
- 4) To object to the collection, use or disclosure of personal information about yourself.
- 5) To request the controller to delete, or destroy, or make personal data non-identifiable to the data owner.
- 6) To request the controller for personal data using suspension.
- 7) To request the controller to ensure that the personal data is accurate, current, complete, and not cause misunderstandings.
- 8) To file a complaint with the Personal Data Protection Directors if the Company or the processor of personal data, including employees or contractors of the company or the personal data processor, violates or fails to comply with data protection laws.

In this regard, the Company will consider the request to exercise such rights and notify the result of the consideration within 30 days from the date the Company receives such request under the Personal Data Protection Act and related laws.

9.2 You can exercise such rights by law by filling in the information and wishes in the request form or consent withdrawal request, which appears on the Company's website. You can begin exercising your rights when the Personal Data Protection Law applies to the Data Controller.

## **10. Information About the Data Controller or a Data Protection Officer**

If you have questions about the collection, use, or disclosure of your personal information, you can contact a data controller or a data protection officer (DPO) through the following channels:

1. Email to: [napharat.p@royalplus.co.th](mailto:napharat.p@royalplus.co.th)
2. Contact the company's office (head office) on business hours: Monday – Friday 8.30 a.m.-5.30 p.m.

Location: No. 84/3-7 Rama II Soi 69, Samae Dam Sub-district, Bang Khun Thian District, Bangkok 10150

Announced on January 1st, 2022