

## **Personal Data Protection Policy**

### **Policy Objective**

To respect the privacy of personal data owners and ensure that people involved respect it.

### **Policy Scope**

This policy shall be integrated and applied to AMATA VN Public Company Limited and our subsidiaries which AMATA VN has management control.

### **Definition**

Personal Data Protection Policy includes following definitions.

“Personal Data” means any information relating to a person, which enables the identification of such person, whether directly or indirectly, but not including the information of the deceased persons nor juristic persons in particular;

“Data Controller” means a person or a juristic person having the power and duties to make decisions regarding the collection, use, or disclosure of the Personal Data;

“Data Processor” means a person or a juristic person who operates in relation to the collection, use, or disclosure of the Personal Data pursuant to the orders given by or on behalf of a Data Controller

### **Responsibilities**

- Responsibilities of Data Controller are as follows.
  - Provide appropriate measures for security
  - In case of giving personal data to outside person or juristic person, the person who gives out the personal data must have the authority and rights to do so.
  - Provide a checking system that can delete or destroy data when it passes its storage period, or when no longer relevant, or when the data is no longer necessary, or when asked to be deleted by the data owner.
  - All concerned must report the violation of personal data to the Office of the Personal Data Protection Committee within 72 hours after acknowledged the case.

- Responsibilities of Data Processor are as follows.
  - Collect, use, or disclose the data in accordance with the order received, except that order is illegal.
  - Provide appropriate system for security to prevent loss of data, access to data, misuse, change, amendment, or disclosure of data in wrong ways. The responsibility includes report to Data Controller when there is personal data violation.
  - Create and store a log file of personal data processing activities in accordance with the criteria and specified method.

### **Guidelines**

1. The Company realizes the importance of the rights, personal data, and protection of personal data. The givers of personal data have rights and certainly expect security for their data.
2. Personal data given to the Company, e.g. name, age, address, phone number, ID number, passport number, and important documents that can be used to identify individuals, will be used in accordance with the objectives the Company informs personal data owners only. The Company will comply strictly to specified security measures and prevent misuse of data without the data owners' consent.
3. The Company may collect personal data together with personal data that the Company receives from other sources, only in necessary cases and permitted by personal data owners. This is to update the personal data received and to comply with the objectives that the Company informs personal data owners.

### **Objective of personal data collection**

1. The Company collects personal data for contacts, to inform the contacts of news and benefits, e.g. sending out Annual Report, notifying of dividend payment to shareholders, sending personal data to the bank for remuneration payment, etc.
2. If the objective of personal data collection is later changed, the Company will notify personal data owners, ask for their consent, and record the change as evidence.
3. In case the Company collects, stores, uses, and discloses personal data for objectives other than the ones specified, personal data owners have rights of privacy to give consent to the Company whether or not to collect, store, use, and disclose those personal data.

4. The Company will not act differently from the personal data collection objectives specified, except for these cases:
  - (1) The Company has informed personal data giver of new objectives and has been given consent from personal data giver.
  - (2) Cases specified by law.

#### **Rights in regard to personal data**

1. Personal data owners can ask to view their own personal data to see its status and objectives of use, by filling a form in accordance with the criteria and method specified by the Company. When the Company receives such requests, the Company will inform the requesters of their personal data details that the Company has in due course.
2. If personal data owners find that their data are not correct, personal data owners can inform the Company to amend, change, or delete those data. In this regard, the Company will record the objection from the owners, the storage, the correct data, or any actions occur as evidence.
3. Personal data owners can ask for deletion or destruction of personal data, except for cases that the Company must comply with the law related to storage of that data.

#### **Period of personal data storage and destruction**

The Company will store personal data within the timeframe prescribed to achieve the Company's objectives. The timeframe will be specified in the regulations sectioned by categories of personal data.

The Company may extend the period of personal data storage in accordance with the law by implementing appropriate measures to ensure that the data will be safely destroyed in appropriate time, in accordance with the law.

#### **Data Protection Officer**

The Company will comply with Personal Data Protection Act B.E. 2562 (2019) by appointing Data Protection Officer to audit the Company's operation in regard to collecting, using, disclosing personal data in accordance with Personal Data Protection Act B.E. 2562 (2019) and laws concerning personal data protection. In addition, the Company will provide regulations and orders for all concerned to comply with, to ensure that compliance with Personal Data Protection Policy is smooth and in accordance with the laws.

Announced on 11 May 2020.

(Dr. Apichart Chinwanno)

Chairman