



T.S.K. FORGING CO.,LTD.

PRIVACY NOTICE

(For Company visitors)

T. S. K. FORGING CO., LTD.

To comply with the Personal Data Protection Act B.E. 2562 and other related laws including any amended laws in the future, (“Personal Data Protection Act”), T. S. K. Forging Company Limited (“Company”) prepared this Privacy Notice (“Notice”) to describe in detail the collection, use and disclosure of personal data. This notice is intended for the Company’s visitors entering into the Company’s premises for any business with the Company or persons associated with the Company

Definitions

“Personal data”	refers to data relating to a natural person which makes it possible to identify that person directly or indirectly but not including data of the deceased in particular.
“Sensitive personal data”	refers to personal data about race, ethnicity, political opinions, religious or philosophical beliefs, data concerning a natural person’s sex life or sexual orientation, criminal record, health data, disability, trade union data, genetic data, biological data or any other data which may cause discrimination against the personal data subject or may similarly affect the personal data subject as prescribed by the Personal Data Protection Act.
“Legal basis”	refers to a valid legal basis for processing personal data under the Personal Data Protection Act.
“Company visitors”	refers to persons who come to contact with the Company or persons associated with the Company at the Company’s premises for any purposes, such as messengers, service providers, the Company’s contractors, participants in activities organized by the Company, etc.



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Types of personal data the Company collects

The Company will collect your personal data as specified in this Notice, in whole or in part, as necessary for the Company to carry out various purposes stated in this Notice.

<u>Personally identifiable data and general contact data</u>	includes title, name, surname, signature, telephone number, etc.
<u>Data of entering into the premises</u>	includes the date and time of entry into the Company's premises, registration number and characteristics of a vehicle, number of visitors, purpose of contact, etc.
<u>Other data</u>	includes recording of still and moving images via closed-circuit television (CCTV) cameras, entering date and time into the Company's premises
<u>Sensitive personal data</u>	includes health data such as body temperature, etc.

Sources of personal data

The Company will collect your personal data from the following direct and indirect sources:

<u>Directly from yourself</u>	Through one of the following channels: <ul style="list-style-type: none">● through verbal communication such as face-to-face talks, etc.● through documents such as ID card, driving license, passport or other documents you show as a reference● through other contact channels such as video recording by the Company's CCTV cameras and body temperature measurement by the Company's personnel, etc.
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Purposes of collecting personal data

The Company will only collect your personal data for use and/or disclosure under the purposes and by virtue of the legal basis as stated in this Notice. Should the Company need to collect additional personal data or use personal data for purposes other than those stated in this Notice, the Company will notify you of the collection of your personal data and/or notify you of the purpose for collecting your data. The Company will also ask for your consent for the collection, use and disclosure of the new personal data in the event that the Company needs to obtain your consent as required by law under the Personal Data Protection Act.



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Purposes of collecting personal data	Legal basis
<p>1. Checking facts according to the security procedures, preventing crime or other emergencies and keeping them as evidence and disclosing the data to police officers for investigation of unlawful incidents occurring in the Company's premises including disclosure to other victims (if any). Protecting the Company's lawful rights or disputing allegations against the Company such as legal proceedings, case initiation, litigation, and out-of-court dispute resolution and other actions to protect the legitimate rights of the Company, or disputing allegations against the Company as permitted by law</p>	<p>General personal data</p> <ul style="list-style-type: none">- For the legitimate interests of the Company or other persons
<p>2. Checking facts and health data such as body temperature, etc. to be used as a means to prevent germs or infectious diseases from spreading, including in the event of an emergency to the life, body or health of persons entering the Company. This also includes disclosing the data to external organizations such as the Department of Disease Control, Medical institutions and other relevant government agencies</p>	<p>General personal data</p> <ul style="list-style-type: none">- For the legitimate interests of the Company- To comply with the laws applicable to the Company- To prevent or avoid any harm to the life, body and health of a person <p>Sensitive personal data</p> <ul style="list-style-type: none">- To prevent or avoid any harm to your life, body and health in the event that you are unable to give consent for whatever reason- For the enforcement of the law (e.g. public interest laws relating to public health)



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Purposes of collecting personal data	Legal basis
	<ul style="list-style-type: none">- With consent (in the absence of law requiring the Company to collect sensitive personal data without consent)
3. Publicizing the Company's policies and activities, such as posting photos or videos of participants in the Company's activities, namely blood donations, on Facebook or the Company's website, etc.	General personal data <ul style="list-style-type: none">- With consent

Consequences of not providing personal data

The Company collects personal data to verify and identify you in accordance with the Company's security measures. In the event that you do not provide personal data to the Company, the Company may decide not to allow you to enter the Company's premises.

Disclosure of personal data and the transmission or transfer of personal data

To achieve the purposes of collecting personal data set forth in this Notice, the Company may, under certain circumstances, be required to disclose your personal data to any person or organization, including but not limited to the following persons or organizations:

- Service providers and agents employed by the Company, such as service providers or security system consultants and employees of such service providers, etc.
- Police officers, courts, arbitrators, attorneys, any persons or agencies involved in judicial proceedings and dispute resolution, or other government agencies under the law, such as the Department of Disease Control, Ministry of Public Health, etc.

Retention period of personal data

The Company will keep your personal data for security purposes and to prevent the spread of infectious diseases for a period not exceeding 3 months from the date of entry into the Company's premises.



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However, all or part of the personal data may be retained beyond the period specified above to comply with laws applicable to the situation and to protect the lawful rights of the Company or to dispute allegations against the Company. In such cases, the personal data will be retained for the period necessary to carry out such purposes and/or within the period specified by law.

Your rights to proceed with personal data

You have the following legal rights regarding the processing of your personal data

1. **Right to withdraw consent:** You have the right to withdraw your consent of the collection, use or disclosure of personal data, in whole or in part, for the duration of the Company's retention of that personal data. The withdrawal of consent shall not affect the lawfulness of data processing prior to the withdrawal of consent.
2. **Right to access the data subject:** You have the right to request access to and obtain a copy of your personal data including personal data that the Company acquired without your consent.
3. **Right to data portability:** You have the right to request that the Company transmits or transfers your personal data to another person or yourself under the terms of law.
4. **Right to object to the collection, use or disclosure of personal data:** You have the right to object to the collection, use or disclosure of the personal data under the terms of the law.
5. **Right to erasure:** You have the right to request that the Company delete, destroy or turn personal data into non-personally identifiable data under the terms of the law.
6. **Right to suspend the use of personal data:** You have the right to ask the Company to suspend the use of personal data in accordance with the terms of the law.
7. **Right to rectification:** You have the right to request that the Company correct inaccurate or incomplete data.
8. **Right to lodge a complaint:** You have the right to lodge a complaint with the Personal Data Protection Committee in the event that the Company, its employees or contractors violate or fail to comply with the Personal Data Protection Act.



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When forwarding a request to exercise your rights, notify the Company through a written notice to the contact information provided below. In the event that the Company is unable to proceed with your request, the Company will give a detailed explanation of why it cannot carry out your request.

Changes to the privacy notice

The Company reserves the right to amend this Privacy Notice as it deems appropriate. This Notice was last revised on June 1, 2022.

Company information and contact channels

Personal Data Controller: T. S. K. Forging Company Limited

Address: 700/61 Moo 6, Tambol Bankao, Amphur Phanthong, Chonburi 20160

Telephone: 038-214238-9, Email: hr@tskgroup.net

The Company has assigned the Human Resources Department of the Company to be responsible for and coordinate the personal data protection of the Company. In the event that the data subject has any questions or wants to exercise his or her rights as specified by law, he or she can contact the Company through the channels listed above or contact directly at:

Human Resources Department, T. S. K. Forging Company Limited

Address: 700/61 Moo 6, Tambol Bankao, Amphur Phanthong, Chonburi 20160

Telephone: 038-214238-9 extension 113-4,

Administrative and Personnel Department, Email: hr@tskgroup.net