




**Humanica Public Company Limited**

---

**Privacy Policy for Applicants and Employees**


	Document Name: Privacy Policy for Applicants and Employees	Page: A
	Confidentiality Level: Public	Document No.: PDPA-PL-0202-HMC-EN
		Version: 1

### Document Details

<b>Document No.</b>	PDPA-PL-0202-HMC-EN
<b>Version</b>	1.0
<b>Document Name</b>	Privacy Policy for Applicants and Employees
<b>Enforcement Date</b>	31 <sup>st</sup> of May 2022


### Documentation of Changes

Version	Operator	Enforcement Date	Details
1	PDPA Project Working Team	31 <sup>st</sup> of May 2022	Document Creation

	Document Name: Privacy Policy for Applicants and Employees	Page: B
	Confidentiality Level: Public	Document No.: PDPA-PL-0202-HMC-EN Version: 1

### Table of Contents

	Page
1. Definitions .....	1
2. Categories of Personal data collected by the Company .....	2
3. Source of Personal data .....	2
4. Purpose of Processing Personal data .....	2
5. Disclosure of Personal data .....	3
6. Retention Period .....	4
7. Rights of the Data Subjects.....	4
8. Data Security Measures in Storing Personal data .....	5
9. Revision of Privacy Policy .....	5
10. Contact Information .....	6

	Document Name: Privacy Policy for Applicants and Employees	Page: 1
	Confidentiality Level: Public	Document No.: PDPA-PL-0202-HMC-EN Version: 1


## Privacy Policy for Applicants and Employees

Humanica Public Company Limited (hereinafter “**the Company**”) aims to protect your Personal data as you are applicants and Employees. Your Personal data will be protected under the Personal data Protection Act B.E. 2562. The Company as the Data Controller, has the legal duty to inform you via this document of the Company’s purpose to collect, use, and/or disclose of Personal data, including to inform you of your rights as the data subjects, to ensure that your Personal data will be used within the scope of your job application or further employment. The content are as follows:

### 1. Definitions

In this privacy policy, the following terms shall have the following meanings

Terms	Definitions
1. Personal data	Means information related to a natural person which can be used to identify such person whether directly or indirectly. This excludes information relating to deceased persons.
2. Sensitive Data	Means Personal data relating to nationality, race, political opinions, religious, philosophical, or spiritual beliefs, sexual behavior, criminal records, medical records, disability, trade union information, genetic data, biometric data (such as face scanning, iris scanning, or fingerprints) or other information which similarly impacts the data subjects as determined by the Personal data Protection Committee.
3. Employee	Means a full-time employee, an employee assistant, a temporary employee, a contract worker, or other personnel who works for or act in their duties for the benefits of the Company and receives payment, benefits, or other forms of compensation in exchange.
4. Processing	Means collection, usage, and/or disclosure of Personal data.
5. Data Controller	Means a natural or juristic person who has the authority to decide on the issues relating to collection, usage, and disclosure of Personal data.
6. Data Processor	Means a natural 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.
7. Job Applicant	Means a person who voluntarily apply to be the Company’s Employee or worker.

	Document Name: Privacy Policy for Applicants and Employees	Page: 2
	Confidentiality Level: Public	Document No.: PDPA-PL-0202-HMC-EN Version: 1

## 2. Categories of Personal data collected by the Company

Categories	Details
1. Identification	Such as name, last name, face portrait, gender, date of birth, age, nationality, passport number, identification card number, or other identification codes.
2. Contacting Information	Such as address, phone number, and email address.
3. Financial Information	Such as details of bank account, documents for submitting income tax, salary information.
4. Work Information	Such as work rank, position, department, personal information, employment history, leave history, working schedule, disciplinary history, training history and working evaluation, and a copy of working license.
5. Salary and Benefits Information	Such as wage, salary, compensation, and other related your rights and benefits.
6. Medical History	Such as a medical certificate, health check-up result, and medical history.
7. Sensitive Data	Such as biometric data, fingerprints, face scan or face recognition, religious beliefs, health information, ethnic, and criminal records. The Company has no policy to collect such Sensitive Data, except in the case where the Company has received explicit consent or is permitted by the law.

## 3. Source of Personal data


3.1 The Company may obtain some Personal data directly from you. For instance, a job application you have personally submitted to the Company, online job application, or when you have entered your Personal data into the Company's human resource database.

3.2 Personal data obtained from other sources include your job application from other organizations or agencies you have submitted to for the purpose of seeking work positions.

## 4 Purpose of Processing Personal data

The Company has the following purposes and lawful basis for collecting, using, and disclosing the Job Applicants' and the Employees' Personal data:

Order	Purpose	Basis for Processing
1.	For recruitment, interview, consideration, and selection suitable persons to employ in accordance with the Company's regulations.	Necessary for the performance of a contract (Section 26(3))
2.	For the purpose of entering into and performance of employment contract and other relating contracts, as well as any necessary conducts prior to entering into such contracts.	Necessary for the performance of a contract (Section 26(3))
3.	For the purpose of approving salary and benefits for the Employees, paying such salaries, wages, overtime payments, other compensations, bonus, and/or other benefits as agreed upon in the employment contracts or other relating contracts.	Necessary for the performance of a contract (Section 26(3))


	Document Name: Privacy Policy for Applicants and Employees	Page: 3
	Confidentiality Level: Public	Document No.: PDPA-PL-0202-HMC-EN Version: 1

4.	For the purpose of human resource management within the Company such as determining the structure of workforce, transferring personnel, transferring duties, promote or demote Employees, and retirement, and so on.	Legitimate Interest of the Company (Section 26(5))
5.	For the purpose of statistics, analyzing, developing personnel, improving work operations, investigating and recording disciplinary history to achieve effective management, or issuing disciplinary measures when necessary.	Legitimate Interest of the Company (Section 26(5))
6.	For the purpose of providing benefits relating group insurances/life insurances for the Employees and their families.	1. Legitimate Interest of the Company (Section 26(5)) 2. In case of collection of health information, the Company will request your consent prior to collecting and using such information (Section 26)
7.	For the purpose of communicating and announcing interesting events or activities to Employees, including internal and external training sessions.	Legitimate Interest of the Company (Section 26(5))
8.	For the purpose of providing and submitting documents relating withholding taxes, social security deductions, and provident funds deductions.	Compliance with legal obligation (Section 26(6))
9.	For the purpose of collection of Employees' health checkup results from annual health checkup activity of the Company.	Consent (Section 26)
10.	For the purpose of examining criminal records of Job Applicants prior to the commencement of employment.	Consent (Section 26)
11.	For the purpose of establishment of legal claims, compliance, or exercise of legal claims, or defense of legal claims, or for prosecution and legal enforcement purposes.	Establishment of legal claims (Section 26(4))

## 5 Disclosure of Personal data

The Company shall only disclose your Personal data under the informed purposes to individuals or agencies are as follows:

- 5.1 Service provider who acts as a Data Processor which the Company has designated or hired for the purpose of managing or Processing the data for the Company in various services, such as payroll outsourcing, information technology services, or other services relating to the operation of the Company, or services which may benefit you;
- 5.2 Governmental agencies, responsible agencies, or other agencies as designated by the law, including public officials, or other agencies with legal duties or power;
- 5.3 The Revenue Department, Social Security Department, the Personal data Protection Committee, National Police Department, the courts, and Bank of Thailand;
- 5.4 Suppliers, contractors, the Company's contract parties which you have contacted or is related to your position or duties;
- 5.5 State enterprises or private agencies, such as banks, financial institutions, insurance companies, and hospitals; or

 HUMANICA	Document Name: Privacy Policy for Applicants and Employees	Page: 4
	Confidentiality Level: Public	Document No.: PDPA-PL-0202-HMC-EN Version: 1

5.6 Other persons or agencies which you have given consent to disclose your Personal data to.

## 6 Retention Period


The Company will collect your Personal data as long as you work for the Company and additional 10 years after the termination of the employment contract to be used as evidence in the case where inquiries or complaints relating to the rights, benefits, or work duties of Employee arise. In case that the Company must comply with relating laws, court orders, or must establish legal claims in order to enter into a dispute settlement procedure, the Company may collect such Personal data in accordance with its corresponding prescription, as the case may be.

After the expiration of the retention period of Personal data, the Company shall proceed to erase, destroy, or make anonymize of such Personal data.

## 7 Rights of the Data Subjects

As a Data Subject, you have the rights to request the Company to use your Personal data within the scope of the laws as follows:

- 7.1 You have the right to access your Personal data and the right to request for a copy of your Personal data being controlled by the Company or request the Company to inform any acquisitions of Personal data in which consent has not been given;
- 7.2 You have the right to amend your Personal data to make the information accurate, up-to-date, and not misleading. In the case where you foresee that such data is inaccurate, outdated, incomplete, or may cause misunderstanding;
- 7.3 You have the right to withdraw your consent given to the Company for the purpose of collecting, using, and disclosing your Personal data at any moment, except in the case where such withdrawal is limited by the law, or a contract which benefits you, such as in the case where you are the Company's debtor or bound by any legal obligations towards the Company. In any case, your withdrawal of consent may make it impossible for you to receive services or engage in transactions with the Company, or may reduce the efficiency of the services to be received from the Company;
- 7.4 You have the right to receive the Personal data concerning yourself from the Company. In which the Company shall arrange such Personal data to be in the format which is readable or commonly used by ways of automatic tools or equipment and can be used or disclosed by automated means. You are also entitled to request the Company to send or transfer the Personal data in such formats to other Data Controllers if it can be done by the automatic means or entitled to request to directly obtain the Personal data in such formats that the Company sends or transfers to other Data Controllers unless it is impossible to do because of the technical circumstances;
- 7.5 You have the right to object the Processing of your Personal data at any moment in the following cases:
  - (1) Such Personal data is collected for the purpose of the Company's public tasks or for the Company's necessary legitimate interest;
  - (2) Such data is being used for the purpose of direct marketing; or
  - (3) Such Personal data is being processed for the purpose of scientific, historic, or statistic study, except in the case where such Processing is done for the benefit of the Company's public task;
- 7.6 You have the right to request the Company to erase or destroy or anonymize Personal data to be non-identifiable data in some cases;
- 7.7 You have the right to request the Company to temporarily restrict the use of your Personal data in the following cases:

 HUMANICA	Document Name: Privacy Policy for Applicants and Employees	Page: 5
	Confidentiality Level: Public	Document No.: PDPA-PL-0202-HMC-EN Version: 1

- (1) where the Company is in the process of investigating in accordance with your request to amend your Personal data;
  - (2) When such Personal data which shall be erased or destroyed because it has been unlawfully collected, used, and/or disclosed, but you request for restriction of the use instead;
  - (3) When such Personal data is no longer necessary for the Company to retain, but you have provided contrary intention for the Company to instead retain such data for the establishment, compliance, exercise or defense of legal claims; or
  - (4) In the case where you exercise your right to object the Processing of data and the Company is conducting an investigation to comply with your request; or
- 7.8 You have the right to lodge a complaint to the Personal data Protection Committee under the Personal data Protection law in the case where the Company, its Employees, employers, or the Data Processors violate or fail to comply with the Personal data Protection Act B.E. 2562.

In any case, the Company reserves the right to consider whether to comply with your requests and conduct the procedures under the Personal data Protection Act B.E. 2562. If you wish to exercise your rights, you may do so by downloading the form from the Humanica Website linked below:

Thai version: [www.humanica.com/th/pdpa/request-form](http://www.humanica.com/th/pdpa/request-form)

English version: [www.humanica.com/en/pdpa/request-form](http://www.humanica.com/en/pdpa/request-form)

## 8 Data Security Measures in Storing Personal data

The Company recognized the importance of maintaining the security of your Personal data. Therefore, the Company has designated a proper security measure for protecting your Personal data to prevent loss, access, destruction, usage, modification, correction, or disclosure by unauthorized persons in order to comply with the policy and/or code of conduct in maintaining the Company's information security.


The Company will organize a security measure for Personal data, which encompasses management, technical, and physical measures in controlling the use of Personal data. Such measures shall include at least the following conducts:

- 1) Implementing access control of the Personal data and equipment used for storing and Processing Personal data, with utmost consideration given to practical usage and security;
- 2) Determining permissions or right to access the Personal data;
- 3) Managing the access of users in order to ensure that only authorized persons can access the Personal data;
- 4) Establishing duties for users in order to prevent unauthorized access, disclosure, acknowledgement, or copy of Personal data, including stealing of Personal data storage equipment; and
- 5) Organizing a method for traceable access, modification, erasure, and transfer of Personal data to be suitable for the methods and media under which the data has been collected, used, or disclosed.

## 9 Revision of Privacy Policy

This privacy policy is created for the purpose of informing details and methods to secure your Personal data. The Company may occasionally partly or wholly modify this policy in accordance with changing laws, rules, and regulations. Thus, it is best that you keep yourself updated to any changes.



 HUMANICA	Document Name: Privacy Policy for Applicants and Employees	Page: 6
	Confidentiality Level: Public	Document No.: PDPA-PL-0202-HMC-EN Version: 1

## 10 Contact Information

If you have any questions or wish to contact the Company for further information concerning the Processing of your Personal data, including your rights as the data subject under this policy, or wish to report illegitimate use of your Personal data, you may contact the Company via the following channels:

**Humanica Public Company Limited**      Address: 2 Soi Rong Mueang 5, Rong Mueang Road, Pathu Wan District, Bangkok, Thailand 10330  
Email: [marketing@humanica.com](mailto:marketing@humanica.com)  
Phone No. 02 636 6999

**Data Protection Officer**                      Address: 2 Soi Rong Mueang 5, Rong Mueang Road, Pathu Wan District, Bangkok, Thailand 10330  
Email: [dpo@humanica.com](mailto:dpo@humanica.com)  
Phone No.: 02 636 6999

Board of Directors Resolution  
Dated 31<sup>st</sup> of May 2022

Mr. Suntorn Dentham  
The Company's Director