

Applicant Privacy Notice

Sompo Insurance (Thailand) PCL. (“Company”) has objectives to collect, use, disclose (collectively called “process”) your personal data under the objectives specified herein prior and after the execution date of Personal Data Protection Act B.E. 2562 and relevant regulations (“PDPA”). For compliance with PDPA, Company would like to inform regarding Company’s Applicant Privacy Notice to former and current Applicant as follows;

1. Definition

“Personal data” means any information relating to an identified or identifiable natural person, directly or indirectly, excluding the information of deceased natural person.

“Sensitive data” means any information that Personal Data Protection Act B.E. 2562 categorize to be a sensitive data in clause 26; for instance, race, ethnicity, political opinion, sexual preference, religion, criminal record, health history, labor union data, disability, biometric data, genetic data etc.

Both Personal data and Sensitive data will be herein collectively called “**personal data**”.

2. Source of Data and Data collected by Company

Company is necessary to collect your personal data for processing pursuant to mentioned objectives herein through directly and indirectly methods. The sources of collection are composed of from data subject, Company’s website, recruitment website, recruitment agencies, job fair, reference person and/or any channels relating to recruitment which does not breach your privacy right and PDPA. The data which is required to be collected by Company for processing is as follows;

Type of the Personal Data	Personal data which Company collects, uses and/or discloses
Personal information	Name- surname, Age, Date of birth, Place of birth, ID card No./Passport No., Picture, Tax ID No., Social security No., Nationality, Military status, Martial status, Identification NO. of Alien, Sex, Signature
Contact information	Home address on house registration/current living, Telephone number; home, workplace, mobile, E-mail address, ID line
Personal data of family members / reference person	Spouse: Name- surname, Workplace, Position, Telephone Number Parents: Name-surname, Age, Workplace, Position, Telephone Number Siblings: Name-surname, Age, Workplace, Position, Telephone Number Child: Number of children, level of education Reference person: Name- surname, Workplace, Telephone Number Conflict of interest person: Name- surname, Relationship, Workplace, Telephone Number Emergency contact: Name- surname, Relationship, Telephone Number
Education History	Educational institution, Year of graduation, Educational background, Grade
Work Experience	Workplace, Position, Salary, reason of leaving, working certificate
Financial Information	Last salary receipt, Bank Account (if pass interview), Foreign Account Tax Compliance
Sensitive Data	Religion, Criminal record, Anti-money laundering record, Health examination record (if pass interview), Blood group
Other information	Skills, Any information which you provide on CV/resume, IP address, license plate

Please note that providing personal data of others, such as family members, reference person, must be correct and valid. You are required to inform such person concerning details specified on this notice by yourself and receive a consent (if required by laws) as well as comply with PDPA by yourself prior to disclosing their personal data to Company.

However, Company would like to inform you that whether you cannot provide all required personal data as specified above, it also affects an ability of Company to consider employing and/or providing any services.

3. Objective of collecting personal data

Your personal data which is collected by Company will be processed under the following objectives

- 3.1 To consider and process for recruitment, including but not limited to arrange appropriation examination, employment decision, salary/position designation, etc.
- 3.2 To Make a recruitment database
- 3.3 To check and verify work and welfare history
- 3.4 To provide services or answer any questions if required by you
- 3.5 To enter into employment contract when the passing the recruitment process
- 3.6 To contact
- 3.7 Any purposes under legal ground

4. Disclosure of Personal Data

Company will not disclose your personal data to other persons except for the following cases

- 4.1 Disclosing to Company's affiliates for making a recruitment database and for furthering your employment opportunity from affiliates.
- 4.2 Disclosing to other persons for complying with an order from court of justice or other authorities or grant a permission by laws to disclose.
- 4.3 Disclosing to service providers as necessity, for example data warehouse service provider, etc. for normal operation of Company.

The receiving person will process your personal data under the order or agreement of Company only and implement appropriate security measures to protect your personal data.

5. Transfer of Personal Data

Company will not transfer your personal data to others except of transferring according to the order of law/authorities or to Company's affiliates both in Thailand and across countries or service provider in Thailand and across countries which such destination may have or not have data security measure equally. However, Company will implement procedure and any measures which secure your transferred personal data and the receiving person will implement appropriate security measure as well as any measures stated by laws.

Prior to transferring your personal data, Company will ask for your explicit consent (if required by laws) except for disclosing to comply with laws and/or an order from authorities or having applicable lawful basis.

6. Retention period of Personal Data

Company will retain your personal data for 365 days after the date of receiving your personal data by implementing suitable measures to protect collecting, using, disclosing, copying, adjusting, transferring, erasing, deleting or any risks without authority and/or illegal within retention period.

When Company is not necessary to use your personal data or meet the end of retention period, Company will permanently forthwith de-identify/erase/delete your personal data securely based on "Beyond use basis" as well as inform the receiving person to strictly comply with such practice.

7. Right of the Data Subject

As of the date 1th June 2022 onwards, you have rights as specified on Personal Data Protection Act B.E. 2562 as follows;

- 7.1 Right of Access: To access your Personal Data, or obtain a copy of your Personal Data
- 7.2 Right to Data Portability: To receive the personal data / request to transfer to the third party except technical inability.
- 7.3 Right to Rectification: To request that your Personal Data be updated, corrected, completed, and not cause any misleading
- 7.4 Right to Object: To object the collection and processing of Personal Data according to laws.

- 7.5 Right to Erasure: To request that your Personal Data be deleted, destroyed or de-identified
- 7.6 Right to Suspension: To request the suspension of the processing of your Personal Data
- 7.7 Right to Withdrawal: To withdraw the consent which has already been given. However, such withdrawal shall not affect the collection, use or disclosure which you have lawfully given consent prior to such withdrawal; and
- 7.8 Right to Lodge Complaint: To lodge complaint to the competent personal data protection authority

However, exercising of your right as mentioned above may be restricted under laws and if you would like to exercise the right according to 7.4 to 7.7 may result to ability of Company to consider your employing and/or providing any services. Whenever you desire to exercise your right, please contact Company or find the request form on our website. Prior to complying with your request, Company will process appropriate methods to verify you.

8. Disclaimer

Company will not take any responsibilities for any loss and/or damages relating to your personal data caused by your disclosure (intentional or negligence), ignore or negligence to protect your personal data such as, not logging out from log in, providing username/password to others, etc.

9. Contact information

If you have any suggestions or inquiries regarding collection, usage and/or disclosure of your Personal Data as well as a request to exercise your rights under PDPA, Please contact via the following channel:

Sompo Insurance (Thailand) Plc.

990 Abdulrahim Place, 12th, 14th Floor, Rama 4 Rd., Silom, Bangrak, Bangkok, Thailand 10500

To: The Data Protection Officer Tel. 02-119-3000, Email: DPO@sompo.co.th

This Privacy policy is amended and effective on 1th June 2022

Remark: 1. Company preserves rights to change, amend this privacy notice without advance notice to you. Company will upload the last amendment on <http://www.sompo.co.th> by specifying the date of amendment on it. You can check by yourself all the time as you need. Company will not inform you individually about such amendment.

2. For more information on Applicant Privacy Policy, please access to <https://www.sompo.co.th>