

## Privacy Policy for Business Partners, Contracting Parties and Related Persons

Kiosk Furniture Company Limited (the Company) values and respects the right to privacy and is committed to protecting your personal information to be safe. The company is aware of the importance and duties under Personal Data Protection Act, B.E. 2019 The company therefore has a policy to protect personal information. This edition applies to personal information of business partners or partners, contract parties and related persons. to inform the following details How does the company collect your personal information? What information is collected by the company for what purpose is it processed? How your information is disclosed, what measures are in place to protect your information, including your legal rights as a personal data subject.

### 1. Policy Coverage

This policy covers the personal information of business partners or partners, contract parties and related parties. any other matters related to business partners or business partners, contract parties of the Company

### 2. The meaning of Personal Datal

2.1 Personal data means information about an individual which enables the identification of that individual either directly or indirectly. but does not include information of the deceased in particular

2.2 Sensitive data means personal data relating to race political opinion cult religion or philosophy sexual behavior Criminal records, health information, disability, trade union information Genetic data, biological data, or any other information which affects the owner of personal data in a similar manner as specified in the notification of the Personal Data Protection Committee.

### 3. What personal information is collected?

We may store various types of personal information. depending on the purpose of use This includes the following personal data:

1.1 Information used to verify identity, such as name, surname, number and information on ID card, photos and various forms of information. used to identify

1.2 Contact information such as business card information, first name, last name, job title, telephone number, e-mail address, work address. social media

1.3 Information about the performance or performance of your contract, such as historical and operational information. information about employment and information for the management of safety, occupational health and your work environment including account and financial information such as compensation, bank account numbers.

1.4 Information about participation in activities such as the history of previous activities.

1.5 When you enter our area Where closed circuit television cameras are installed (“CCTV cameras”), we may collect your images from CCTV cameras. We do not collect audio through CCTV cameras and we will post a sign to inform you that closed circuit television cameras are being used. in our area

1.6 Sensitive Data such as health data, bio data, religious beliefs, philosophy, race, nationality.

### 4. Purpose for collecting, using or disclosing personal data

Our objective is to collect, use and disclose personal information. which is under the legal base as follows:

(1) For the performance of a contract to which you are a party or for the execution of your request prior to entering into the contract such as checking the contracting party contract management

Preparation of contracts and related documents performance of the contract Payment for goods and services Auditing and evaluating work according to contract terms or other documents related

(2) To comply with our laws as a personal data controller, such as tax laws. Civil and Commercial Law

(3) For our legitimate interests as a personal data controller or of persons or entities other than us, for example for the management of our business Product and service development, research, fraud detection and prevention. or other crimes maintenance of information systems for the safety of our information technology system

(4) For the establishment of legal claims compliance or the exercise of legal claims or lifting fight legal claims

(5) With your express consent Where consent is required by law, for example for market research purposes. and informing news and information through various channels

## **5. Disclosure of your personal information to third parties**

The Company may disclose personal information outside the law. In such cases, the Company may be required to disclose the applicant's information in order to comply with applicable law or regulatory requirements. Including the compliance with the order of the enforcement agency of the court order. officials, government agencies, or other third parties In the event that the Company believes that it is necessary to comply with legal obligations or to protect the rights of the company rights of persons or for the safety of persons or to investigate, prevent or deal with fraud or security matters.

## **6. Sending your personal information abroad**

The Company may disclose or transmit your personal information to third parties or servers located in foreign countries where the destination country may not have an equal level of protection.

Ensuring that data transmission is safe and at the destination Recipients have appropriate data protection. However, the company will expressly request consent from the owner of the personal data on the transmission or transfer of the information to foreign countries such as the company's branch in Myanmar.

#### **7. Period of collection of personal information**

We will keep your personal information. for as long as as necessary to achieve the objectives of the collection Use and disclose personal information set out in this notice. The retention period of your personal data may depend on the need to perform the contract with you Necessity to comply with the law or legal statute of limitations in order to establish, implement or exercise rights under various laws, etc. After the storage period or we no longer have any right or legal base to collect, use or disclose your personal information. We will delete or destroy that personal data.

#### **8. Security of personal information**

We have security measures in place for your personal information. that prevents personal data that has been collected from accidental loss or has been accessed, disclosed or altered unlawfully or without authority. We will limit access to your personal data to either by our employees, agents, contractors or third parties We will only allow individuals who need access to that personal data to perform their duties. In the event that a third party processes your personal data We will supervise third parties to properly process our instructions. The security of personal data is subject to

Technical measures and Organizational measure and policies, regulations, rules that the company has set

## 9. Ownership rights of personal data

1. **Access to personal data:** Personal data subjects can request access to personal data and request a copy of your personal data that the company has collected, used or disclosed. The company may ask you to prove your identity. Accessing such personal data is for the security and privacy of the data subject.
2. **Right to withdraw consent:** Personal data subject has the right to revoke the consent given to the Company for the collection, collection, use or disclosure of such personal data. at any time during the data Your person is with the company. Unless there is a limitation on that right by law or contract that bestows benefits on the subject of personal data. However, the revocation of consent may affect the data subject. Please inquire and study the impact before withdrawing such consent.
3. **Right to correct personal data:** The owner of the personal data has the right to request that the Company Edit your personal information that the company has collected, used or disclosed to be accurate, complete and current
4. **Right to transfer personal data:** Owners of personal data have rights. of receiving personal information about you that the Company has and has made such information in a readable or usable form in electronic form; and To transfer such information to another personal data controller, provided that such information must be Personal information that the owner of the personal information has given to the company and obtaining your consent to collect, use and/or disclose or to perform the contract the Company has with the personal data subject
5. **Right to object:** The data subject has the right to object to the collection, use or disclosure of your personal data.

6. **Right to request for suspension of use:** The owner of the personal data has the right to request the suspension of the use of the personal data except in some cases. (restrictions on legal rights or the contract between the company and the owner of the personal data)
7. **Right to erasure or destruction of data:** You have the right to request that the Company delete or destroy your personal data except where the collection of such personal data is in accordance with the law or in order to establish a legal claim. Refers to the use or defense of legal claims.
8. **Right to complain:** The owner of the personal data has the right to lodge a complaint with the competent authority. If you believe that the collection, use or disclosure of your personal information is inconsistent with the data privacy laws.

#### 10. **Company contact channel**

To exercise the rights of the subject of such personal data mentioned in the clause 9. Of this policy, you can contact and coordinate with relevant officials through the following channels.

Kiosk Furniture Company Limited

Address: 1/4 Moo 4, Rat Niyom Subdistrict, Sai Noi District, Nonthaburi Province 11150

Tel: 02-1571015 Fax: 02-1571010