

Privacy Policy for Job Applicants and Internship Applicant

Kiosk Furniture Co.,Ltd We value and respect your right to privacy and are committed to keeping your personal information safe. The company is aware of the importance and duties under Personal Data Protection Act, B.E. 2019. Therefore, the company has created this Privacy Policy of Human Resources Department (Policy) for personal information of job applicants to inform them of the following details. How does the company collect your personal information? What information is collected by the company? 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 Job applicants and any other persons who are related to the personnel of the Company, such as the applicant's family or emergency contacts.

2. The meaning of personal data

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

2.2 Sensitive personal data means that personal data relates to race political, opinion culture, 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?

In the recruitment process, The Company will collect personal information about you which may be delivered by filling out a job application, online job application. or other channels (company website Employment agencies and job sites), whereby the Company may collect personal information from other sources as well. The type of data that will be stored depends on the nature of employment and services. The personal information that the company collects are as follows.

1. Basic personal data such as title, name, surname, gender, photograph, weight, height, defect, date of birth, age, nationality, marital status, number of children, military status, educational record and work history.
2. Contact information such as identification number, current address, residential address, e-mail address, telephone number.
3. Sensitive personal data such as health information, criminal history, religion with your express consent or as permitted by law.
4. Other information such as Resume/Curriculum Vitae (CV), Learning history, skill language proficiency, Known person in the company, various licenses Information from a test or interview Record images from CCTV

If you provide personal information about your family members, close relatives, referrals and/or other relatives. the purposes set out in this privacy policy. You are responsible for notifying him of his rights under this Privacy Policy. applied to him You are responsible for obtaining the necessary consent from them and ensuring that you have the right to provide their personal information to the Company.

4. Purpose for collecting, using or disclosing personal data of job applicants

1. For the recruitment process, to consider job applicants and assess the suitability of applicants for positions in the company by collecting information to perform various steps from recruiting, testing, job interviews, assessments to job offers to candidates. The data processing bases are as follows: 1. Contract performance base 2. lawful benefit base.
2. To check the applicant's background and qualifications before employment. To check the applicant's work history and to assess applicants' abilities and eligibility to the extent permitted by law, such as health and criminal records. Including asking information from the person you have provided information to the company. The data processing bases are as follows: 1. Contract Performance Base 2. Legitimate Interest Base and 3. Consent.
3. To manage the hiring process in the organization - This means sending information to the right to make hiring decisions and preparation for new employees. The data processing bases are as follows: 1. Contract performance base 2. lawful benefit base.
4. To consider other suitable positions - The company will keep personal information of applicants for 1 year in order to consider and contact applicants when there is a suitable position for future applicants. The data processing base is legitimate interest
5. To maintain security within the company premises- collecting images via CCTV to secure the company's premises The legitimate interest is the basis for the processing of personal data.

5. Disclosure of personal information of applicants 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. This includes complying with orders of law enforcement agencies, court 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 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 is transmitted securely and that the recipient destination has 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

The Company will retain your personal data as it is reasonable to achieve the purpose for which the Company received such personal data. If the Company does not offer employment in such places where you have applied for and provided personal information, the Company will keep your information for a period of time 1 year to consider your suitability for future positions

In the event of hiring a job applicant Or agree to use the service, the company will keep your personal information throughout the period of employment or the legal relationship between the company and the owner of the information. This includes the period after employment and such relationship as long as there are legal obligations or claims arising out of the employment or employment relationship.

8. Security of personal information

The company realizes and attaches importance to the security of personal information of job applicants. The Company therefore endeavors to protect your personal information by instituting appropriate personal information security measures in accordance with the confidentiality of personal information. to prevent loss Unauthorized or unlawful access to information, unauthorized destruction, alteration, use or disclosure of the applicant's personal

information. The Company certifies that the methods of collection, storage, processing and security of personal data are in accordance with 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:** The Personal Data Owner can request access to Personal Data and a copy of your Personal Data that the Company has collected, used or disclosed. The Company may ask you to verify 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 time your personal information 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 In order to transfer such information to another personal data controller, such information must be personal information that the owner of the personal information has provided to the company. and obtaining your consent to collect, use and/or disclose or to perform the contract which 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 co.,Ltd

Address: 1/4 Moo4, Rathniyom, Sainoi, Nontaburi11150

Tel: 02-1571015

Fax: 02-1571010