



Thai Poly Acrylic Public Company Limited
Personal Data Protection Policy

Introduction

Thai Poly Acrylic Public Company Limited has established this Personal Data Protection Policy to ensure that the Company's operations comply with applicable laws and international standards relating to personal data protection. This policy defines the principles, procedures, and management guidelines to ensure effective protection of personal data and to prevent violations of data subjects' rights.

This policy includes the following key sections:

- Definitions
- Responsibilities for personal data protection
- Use of personal data
- Penalties
- Registration
- Disclosure of personal data

For further details, please refer to the full Personal Data Protection Policy document. If you have any questions regarding this policy, please contact your supervisor, the Human Resources Department, or the Legal Department.

Definitions

Personal Data Protection refers to the collection, storage, use, disclosure, updating, and dissemination of personal data, while ensuring privacy, confidentiality, and protection of the Company's information.

Personal data refers to information stored in electronic or other forms, including but not limited to:

- Name and surname
- Address
- Telephone number
- Email address
- Bank account number
- Salary information
- Identification number



Responsibilities for Personal Data Protection

Employees responsible for managing personal data must comply with the following principles:

1. Consent Requirement

Personal data must be collected, used, or disclosed only with the consent of the data subject, unless otherwise permitted by law.

2. Purpose Limitation

Personal data must be used only for clearly defined and lawful purposes.

3. Transparency

Data subjects must be informed of the purpose and scope of personal data usage.

4. Accuracy and Updates

Personal data must be accurate, complete, and kept up to date.

5. Data Integrity

Personal data must be complete and reliable.

6. Data Security

Appropriate security measures must be implemented to prevent unauthorized access, use, or disclosure of personal data.

7. Data Retention

Personal data must not be retained longer than necessary for its intended purpose.

8. Data Transfer

The transfer of personal data must comply with applicable legal requirements.

9. Responsibility Assignment

Clear roles and responsibilities must be assigned to relevant personnel for personal data protection.



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Personal Data Processing Principles

Personal data processing must be:

- Lawful
- Fair
- Transparent

Based on one of the following legal bases:

- Consent of the data subject
- Contractual necessity
- Legal obligation
- Legitimate interest of the Company
- Protection of vital interests of the data subject

Personal Data Management Requirements

- Personal data must not be used beyond its intended purpose without consent
- Only necessary and relevant personal data shall be collected
- Personal data must be accurate and up to date
- Personal data must not be retained longer than necessary
- Appropriate security measures must be implemented
- Personal data must not be disclosed or transferred to external parties without proper safeguards

Penalties

Violation of this policy may result in disciplinary action in accordance with Company regulations and applicable laws.

Registration

Personal data controllers must ensure proper registration and maintenance of records relating to the use and processing of personal data.

Disclosure of Personal Data

Personal data may only be disclosed under the following circumstances:

- Authorized personnel within the organization
- Individuals with legal authority



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- Authorized external parties
- Government authorities or regulatory bodies as required by law

Contact

If you have any questions regarding this policy, please contact:

Human Resources Supervisor

or Legal Department

Thai Poly Acrylic Public Company Limited