

Privacy Notice for Employees and Trainees

Muang Thai Insurance Public Company Limited highly respects the right to privacy and is aware of the responsibility for the collection, use and disclosure of personal data of employees and trainees (hereinafter referred to as “you”), and therefore establishes this Privacy Notice for your acknowledgement of the details of personal data processing in compliance with the Personal Data Protection Act B.E. 2562 (2019) (PDPA) and other applicable laws.

1. Definitions

- 1.1 **"Company"** means Muang Thai Insurance Public Company Limited.
- 1.2 **"Employee"** means a person employed by the Company and receives wage, welfare or other remuneration, regardless of what is called, from the Company under the employment contract, hereinafter referred to as "you".
- 1.3 **"Trainee"** means a person who undertakes an internship with the Company in order to have knowledge of various jobs without receiving any wage or remuneration from the Company, hereinafter referred to as "you".
- 1.4 **"Personal Data Protection Laws"** means the Personal Data Protection Act B.E. 2562 (2019) (PDPA) and any relevant secondary legislation, including any laws to be amended in the future.
- 1.5 **"Committee"** means the Personal Data Protection Committee.
- 1.6 **"Personal Data"** means any information in relation to a person, which enables the identification of such person, whether directly or indirectly, but not including the information of the deceased person in particular, in accordance with the personal data protection laws.
- 1.7 **"Sensitive Personal Data"** means the information as defined in Section 26 of the Personal Data Protection Act B.E. 2562 (2019) which include racial or ethnic origin, political opinions, religious or philosophical beliefs, sexual orientation, criminal record, health data, disability, trade union membership, genetic data, biometric data, or any other information that affects the data subject in accordance with the Personal Data Protection Committee's announcement, including any other future amended announcement.
- 1.8 **"Processing"** means any operation performed on personal data, whether or not by automated means, such as collection, recording, organizing, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available,

alignment or combination, restriction, erasure or destruction or modifying your personal data by any means.

2. Personal Data to be Collected by the Company

2.1 In the event that you are a job applicant who applies directly to the Company or through a third party, the Company will collect your personal data for processing as follows:

2.1.1 Data as specified in the application form

- (A) Information based on the documents you submit to the Company, such as resume, curriculum vitae (CV), cover letter, application form, details of reference person, opinion for recruitment;
- (B) Information such as name, surname, gender, date of birth, weight, height, ID card or passport number, blood type, nationality, religion, marital status, details of emergency contact person;
- (C) Information about education, abilities and potential development, and other qualifications, such as education level and qualifications, institution/university, educational history, training history, academic transcript, test results, military service, car driving skills, work permit, professional qualifications, language skills, as well as other skills based on the references you have provided to the Company;
- (D) Information about work experience, internship, and past employment, such as job titles. details of the employer, salary, remuneration and benefits;
- (E) Contact details, such as address, email address, phone number, social media information;
- (F) Details about the place where you can work, or working conditions, for example, ability to work in other provinces or areas;
- (G) Information about family members or dependents, parents, spouses, children, such as name, surname, age, date of birth, gender, occupation, phone number, child's educational details;
- (H) Photos and animations.

2.1.2 Data from the test about your job description and personality such as personality, characteristics, behavior, attitude, skills, leadership, ability to work with others, emotional intelligence, values, unique characteristic which may be derived from the Company's observation and analysis during your participation in the Company's activities;

2.1.3 Data collected from you, for example, information you give to the Company, information you provide to the Company during the job interview, information from taking tests, information about your participation in activities;

2.1.4 Data you choose to share and disclose through the system, application, tools, questionnaires, and services of the Company;

2.1.5 Copies of documents that can be used for your identification, for example, copies of documents issued by government agencies such as ID card, house registration, marriage certificate, divorce certificates, certificate of name/surname change, certificate of military service, driver's license, passport, Civil servant ID card, including copies of documents issued by the private sector, such as certificates, degree certificates, transcripts, salary certificates.

2.2 If you are a trainee, the Company will collect your personal data for processing as follows:

2.2.1 Other information necessary for the recruitment and selection of trainees, compliance with internship agreement, the Company's analysis and management and applicable laws.

2.3 If you become an employee, in addition to the information specified in Item 2.1 and 2.2 (as the case may be), the Company will collect your personal data as follows:

2.3.1 General employment details such as employee ID, job title, job description, chain of command, working hours, employment conditions;

2.3.2 General information collected from operations such as information from building and area's access control and monitoring and systems, CCTV cameras, tape recordings and recordings of telephone, email, and internet usage related to your work with the Company, to the extent permitted by law;

2.3.3 Information on benefits and wages such as details of your wages and other benefits, bank account, social security, retirement/pension, provident fund, tax information and third party beneficiaries;

2.3.4 History of work performance, including performance assessment, satisfaction assessment results, information about work regulations or complaints, records of vacation, annual leave, other leaves or absence, or information related to workplace and safety, including audits and risk assessments;

2.3.5 Personal data of other persons that you provide for the Company such as contact persons, reference persons, family members, guarantors, for the purposes of emergency contact or management of benefits to which you are entitled, or for the performance of contractual obligations. You acknowledge and certify that you have notified this Privacy Notice to such persons;

2.3.6 Sensitive personal data, for example, health data and criminal records. The Company will collect such sensitive personal data only after you have passed the job interview.

2.4 Sensitive Personal Data

In some cases, it is necessary for the Company to collect sensitive personal data such as health records for the purchase or use of the Company's products. Such information is necessary for underwriting, providing of services and claim payment, or to proceed in compliance with the applicable laws. In the event the employees and trainees do not give consent for the processing of such sensitive personal data, the Company will not be able to provide insurance service or related benefits for you.

3. How the Company Collects your Personal Data

We will collect your personal data directly from you, and in some cases, we may need to collect your personal data from other sources or other persons, such as individuals who refer you to the company. hospital relevant government agencies, as the case may be.

4. Purposes and Lawful Basis for Processing your Personal Data

The Company processes your personal data for the following purposes and lawful basis:

Lawful Basis	Use of Personal Data
1. Contract	It is necessary to fulfill the contract which you are a counterparty, or proceed your request prior to entering into such contract.
2. Legal Obligation	For compliance with the laws or supervisory authorities, for example, the Office of Insurance Commission (OIC), the Anti-Money Laundering Office (AMLO), the Securities and Exchange Commission (SEC) as well as other government agencies.
3. Legitimate Interest	It is necessary for compliance with the legislation for legitimate interest.
4. Public Task	It is necessary for the fulfillment of the Company's duty for public interest.
5. Vital Interest	For the prevention or suppression of danger to life, body or health of individuals.
6. Historical Document, Research or Statistics	For the purpose of conducting research or collecting statistics with appropriate security measures in order to protect your rights and freedom.
7. Consent	Your specific consent shall be requested in the event the purpose

Lawful Basis	Use of Personal Data
	of processing your personal data is not stated above or specified in the table below. The Company shall process your personal data according to such specified and particular purpose. In case of sensitive personal data, it shall be processed only for the purposes permitted by laws, or with your given explicit consent.

Purposes	Lawful Basis
(A) For consideration and verification of your qualifications before being selected as an employee or trainee of the Company and for any other matters related to job application and evaluation of application form for other job positions.	● Contract
(B) For fulfillment of the rights and obligations under the labor contract and internship contract.	● Contract
(C) For any actions related to employment or recruitment as an employee, such as physical examination prior to work and entering into a guarantee agreement.	● Contract
(D) For management related to work such as recording working hours (other than fingerprinting), performance assessment, promotion, human resource management, manpower planning, job transfer, job assignment.	● Contract
(E) For management of benefits for you and/or third parties (if any), such as annual check-ups, insurance and claims, welfare loans, compensation, benefits, remuneration plan, future offers, rewards, provident fund, performance assessment, internal reporting, data analysis, job application evaluation for new job opportunities.	● Contract
(F) For training for work capability and potential development, such as internal and external training and seminars.	● Contract
(G) For monitoring and maintaining public order for security of life of individuals and the Company's assets.	● Legitimate Interest
(H) For research, data analysis, and statistical research on employment, measurement/evaluation or other similar procedures relating to employment, internship, human resource management, including	● Historical Document, Research or Statistics

Purposes	Lawful Basis
conducting government statistical surveys or responding to any public and private application forms, which such data will be anonymized.	
(I) For compliance with the Company's requirements or policies, for example, work regulations, announcements, orders, rules and guidelines.	● Contract
(J) For examination and investigation of complaints of misconduct, disciplinary and/or legal offenses, whether it involves an internal investigation process, cooperation with competent government agencies, exercise of legal claims or raising a defense to protect one's rights.	● Legitimate Interest
(K) For compliance with the laws stipulated by government regulatory agencies and regulators of insurance businesses, whatever it is called, such as labor law and laws enforced by the Stock Exchange of Thailand, Revenue Department and Social Security Office.	● Legal Obligation
(L) For the purposes of the Company's restructuring and the Company's transactions.	● Legitimate Interest

Unless otherwise permitted by applicable laws, regulations and personal data protection laws, the Company shall notify and request for your consent in the event we wish to use your personal data for any purposes other than those specified in, or directly related to this Privacy Notice.

5. Disclosure of your Personal Data

In carrying out the aforementioned purposes, the Company may disclose your personal data to the individuals listed below.

5.1 Affiliates or group companies (if any) for provision of welfare or for any other activities of employees, for example, providing parking spaces, organizing sports activities, attending religious ceremonies, etc.;

5.2 Internal or external advisors or experts;

5.3 Any service provider who is a third party contractor whom the Company contacts to provide benefits or organize activities for employees, for example, sending employees' information to hospitals or medical facilities for annual health check-ups or vaccinations, or any service providers necessary to carry out the above processing purposes, such as insurance agents/brokers,

insurance companies, recruiters, personnel development and training service providers, service providers related to the Company's information technology system support and maintenance, recruitment programs, accounting systems, remuneration, benefits and other human resource-related systems;

5.4 Government agencies or government officials who are responsible for supervising in compliance with the laws;

5.5 Transferee or successor in any part of the Company or those who may be in the future, or in corporate restructuring that will be part of a purchase or sale or an offer to buy or sell the business;

5.6 Provident Fund Company or Manager in order to achieve the purposes mentioned above;

5.7 Any other person to whom you have given your explicit or implied consent.

6. Sending or Transferring Personal Data to Foreign Countries

6.1 The Company may send or transfer your personal data to affiliate or other persons in foreign countries as deemed necessary to fulfil the contract to which you are a counterparty, or to fulfil the contract between the Company and other persons or juristic persons for your benefit, or to process your request prior to entering into a contract, or to prevent or suppress danger to life, body, or health of you or anyone else, in order to comply with the laws, or fulfil a duty for public interest.

6.2 The Company may store your personal data on servers or cloud system provided by third party, and may use third-party programs or applications in the form of software and platform services to process your personal data. Such third party are required to take appropriate security measures of data processing, and irrelevant persons are not allowed to access the personal data.

6.3 In the event of transferring your personal data to foreign countries, the Company shall comply with the personal data protection laws and take appropriate measures to ensure that your personal data is protected, and that you can exercise your legal rights in relation to your personal data. The Company requires that those who receive your personal data shall take appropriate measures to protect your data and process such data only as necessary, and prevent other persons from using or disclosing your personal data without authorization.

7. Retention of Personal Data

7.1 The Company shall retain your personal data for no longer than is necessary for the purpose of each type of personal data, unless allowed by the laws for a longer retention period. In the event of being unable to specify the retention period of personal data, the Company shall retain the personal data in accordance with the standard retention period (e.g. the maximum legal age of 10 years);

7.1.1 Employees

The Company will retain the data according to the purpose but not more than 10 years.

7.1.2 Trainees

The Company will retain the data according to the purpose but not more than 1 year.

7.2 In case of trainees, the Company may retain your personal data after the consideration of your suitability for the position is finalized, in order to consider and contact you if there are other job positions that may be suitable for you, for the period necessary to achieve the purpose of applying for employment or internship. In the event you do not need the Company to retain your personal data, you may contact us through the channels specified in this Privacy Notice.

7.3 In the event the Company uses your personal data with your given consent, we shall process your personal data until you notify us of your consent withdrawal, and your request has been completed. However, your personal data shall be kept only as necessary for a record of your consent withdrawal in order for the Company to respond to your request in the future.

7.4 The Company has set up a monitoring system for the erasure or destruction of personal data, after the expiration of the retention period, or which is not related to, or not required by the purpose of collecting such personal data;

8. Request for Consent and Possible Consequences of Refusal to Provide Personal Data

8.1 In the event the Company collects and processes your personal data with your given consent, you have the right to withdraw your consent given to us at any time. However, this consent withdrawal shall not affect the collection, use, disclosure or processing of the personal data that you have already given your consent to us.

8.2 In the event you withdraw your given consent, or refuse to provide certain data, it may cause the Company's inability to process to achieve some or all purposes as specified in this Privacy Notice.

8.3 In the event that the Company needs to obtain consent of other persons, you certify that you have an authority to act on behalf of the data subject in acknowledging this Privacy Notice and in giving consent to the Company to process your personal data.

9. Your Rights to Personal Data

You have the rights to your personal data as follows:

9.1 Withdrawing your consent to the processing of your personal data;

9.2 Requesting to view and copy your personal data, or disclose the source of your personal data;

- 9.3 Sending or transferring personal data in an electronic form as prescribed by the personal data protection laws to another data controller;
- 9.4 Objecting the collection, use or disclosure of your personal data;
- 9.5 Erasing, destroying or make your personal data anonymized;
- 9.6 Suspending the use of your personal data;
- 9.7 Rectifying your personal data to be accurate, up-to-date, complete and not misleading;
- 9.8 Lodging a complaint to the Personal Data Protection Committee in the event the Company or the data processor, including their employees or contractors, breaches or fails to comply with the personal data protection laws.

The Company shall consider and notify you of the result of your request for exercising the rights shortly within 30 (thirty) days from the date the Company receives such request. The aforementioned rights are in accordance with the personal data protection laws.

Employees and trainees can exercise their rights, to the extent permitted by applicable laws and regulations, by **clicking here** or visiting www.muangthaiinsurance.com. (The rights can be exercised when the personal data protection laws are enforceable to the data controller.) The Company may have the right to charge reasonable expenses for processing the requests for exercising such rights.

10. Use of Cookies

The Company uses cookies to collect personal data as defined in **Cookies Policy**.

11. Request for Consent and Possible Consequences of Consent Withdrawal

- 11.1 In the event the Company collects and processes your personal data with your given consent, you have the right to withdraw your consent given to us at any time. However, this consent withdrawal shall not affect the collection, use, disclosure or processing of the personal data that you have already given your consent to us;
- 11.2 In the event you withdraw your given consent, or refuse to provide certain data, it may cause the Company's inability to process to achieve some or all purposes as specified in this Privacy Notice;
- 11.3 In the event you have not reached 20 years old, or have not reached majority by marriage, you are required to inform the Company of the details of the user of parental power in order for the Company to request for his/her consent.

12. Amendment to this Privacy Notice

This Privacy Notice is subject to change as appropriate and changing circumstances. If there is a material change in this Privacy Notice, the Company will notify you of the amendment, update or change in the policy. You can check this Privacy Notice at www.muangthaiinsurance.com.

13. Contact Channels

If you have any queries about the content of this Privacy Notice, or require further information on our practices regarding your personal data protection, or wish to exercise your right to personal data, please contact us via the following channels:

Name: Data Protection Officer (DPO)

Address: Muang Thai Insurance Public Company Limited, 252 Rachadaphisek Road, Huaykwang, Bangkok 10310

Telephone: 0 2665 4000, 0 2290 3333 (Business hours: 8.30 - 17.00 hrs.)

E-mail: dpo@muangthaiinsurance.com