



NEOS CHEMICAL (THAILAND) CO., LTD.

789/92 Moo.1 Pinthong Industrial Estate 1, Nongkham,
Sriracha, Chonburi 20230

Tel: (033) 048-515-6 Fax: (033) 048-517

Personal Data Protection Policy

Neos Chemical (Thailand) Co., Ltd. (the "**Company**") is the "**Data Controller**" under the Personal Data Protection Act B.E. 2562 that collects, uses, and discloses your personal data who is the Data Subject.

The Company has issued this Personal Data Protection Policy for complying with law about notification to the Data Subject about the objectives, legal basis and terms and conditions of collection, use or disclosure the personal data. This policy shall apply for customers, suppliers, vendors, contractors, contact persons etc.

The Company shall collect, use and disclose the personal data as follows:

1. Types of Personal Data, Obtainment and Purpose of collection, use, disclosure

1.1. General personal data collected

The Company obtains the following personal data receiving from you directly when you provide it to us through the use of our service or by doing business with the company.

- Verification data

- Name- Surname
- ID card information (in case of making payment for a natural person)
- Bank account number (in case of making payment for a natural person)
- Signature
- Face recording via CCTV.

- Contact data

- Work phone number
- Mobile phone number
- Work Email/Company Email
- Personal email
- Company name



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1.2. Objectives of personal data collection, use or disclosure

- For contact customers, suppliers, vendors, contact persons or contractors.
- For identity verification and compliance with laws of making payment for natural person
- For security purpose.

1.3 Personal data required your consent

The Company intends to collect the following personal data by receiving your consent.

- Body temperature for complying with measurements, laws and regulations concerning public health, disease control, etc.
- The test results of epidemic for complying with measurements, laws and regulations concerning public health, disease control, etc.

In case it is necessary for the Company to collect, use, disclose any personal data besides the aforementioned objectives, the Company will notify you the new objectives for such collection, use, and disclosure.

2. Legal basis for collection, use and disclosure the personal data

The Company shall collect, use and disclose your personal data according to the Legal basis of the Personal Data Protection Act are as follows:

- For the contract and legitimate interests of the Company that consist of :
 - Collection, use, and disclosure of the personal data for contact you
 - Collection, use and disclosure of personal data for providing services and complying with contracts.
- For the contract, legal obligation and legitimate interests of the Company that consist of:
 - Collection, use and disclosure of personal data for making payment and identity verification of recipient payment.
- For legitimate interests of the Company that consists of:
 - Collection, use and disclosure of personal data for security of the Company.



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- For the Consent, legal obligation and legitimate interests of the Company that consist of:
 - Collection, use and disclosure of personal data for complying with measurements, laws and regulations concerning public health, disease control, etc.

*In case you do not provide your personal data, you may not exercise your right under relating contract or get the benefit. In case of the legal obligation, it may deem that you do not comply with law(s) whether imposed punishment or not and you may not get the benefit specified by law.

3. Retention period of personal data

The Company shall keep the personal data specified on this policy for the following period:

- 10 years after contract termination for contact purpose. The Company shall erase or destroy the personal data upon the expiry date of retention period.
- 10 years after contract termination for making payment and self-verification of payment receiver purpose. The Company shall erase or destroy the personal data upon the expiry date of retention period.
- 1 month for security purpose. The Company shall erase or destroy the personal data upon the expiry date of retention period.
- Term of contract for face recording via CCTV for security purpose. The Company shall erase or destroy the personal data upon the expiry date of retention period.
- No retention for the data of body temperature and test results of epidemic. The Company shall erase or destroy such data immediately after checking.

4. Disclosure of personal data

The Company shall only disclose your personal data to the related person complying with the objectives and legal basis notified on this policy only including the government units required by laws.



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In this regard, the Company may disclose your personal data to our groups of companies for the benefit of the internal control system and management.

5. International transfer of Personal data

In case of necessary, the Company may transmit or transfer the personal data to affiliates or other groups of companies that located in Japan, China and Singapore.

Regarding the international transfer of your Personal Data, The Company shall comply with this policy including having a legal basis for transferring and implementing suitable safeguards to provide a sufficient degree of protection for the Personal Data. The company will also ensure that the recipient in the alternate country is obligated to secure your personal data to the same level as it is protected under Thailand's Personal Data Protection Act B.E. 2562.

6. Personal data Security measures

The Company shall keep strictly the security of personal data in accordance with law for protection of the loss of personal data or illegal access, use, disclosure, or alteration or without authority.

The Company shall only allow the relating person(s) who has/have the duty(ies) to access the personal data. Moreover, the Company shall keep the personal data confidentially and any person who wants to access the personal data shall use the password to access it.

In the case the personal data is processed by the third parties, such process shall be done by the instructions of the Company only in accordance with the provisions of the Company's Personal Data Protection policy/ the Agreement between Data Controller and Data Processor.

7. Data subject Rights

The Data Subject shall have the following rights.

7.1. The right to request access to and obtain a copy of the personal data, which is under the responsibility of the Company, or to request the disclosure of the acquisition of the personal data obtained without the data subject's consent.

7.2. The right to receive the personal data concerning the data subject from the Company in case the law specifies.



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- 7.3. The right to revise the personal data to remain accurate, up-to-date, complete, and not misleading.
- 7.4. The right to object to the collection, use, or disclosure of the personal data concerning the data subject, at any time, in case the law specifies.
- 7.5. The right to request the Company to erase or destroy or anonymize the personal data to become the anonymous data which cannot identify the data subject in case the law specifies.
- 7.6. The right to request the Company to restrict the use of the personal data in case the law specifies.
- 7.7. The right to receive the personal data concerning the data subject from the Company in case the Company arranges such personal data to be in the format which is readable or commonly used by ways of automatic tools or equipment, and can be used or disclosed by automated means.
- 7.8. The right to request the Company to send or transfer the personal data to other Data Controllers in the format specified on clause 7.7 by automated means.
- 7.9. The right to withdraw the consent for the Company's collection, use, or disclosure of the aforementioned personal data by notification to the Company.
The withdrawal of consent shall not affect the collection, use, or disclosure of personal data that the data subject has already given the consent legally.
- 7.10. The right to complaint in case the Company or Data Processor including its employee or contractor who breaches or does not comply with the Personal Data Protection Act B.E. 2562 or any notification issued under such Act.

8. Contact person

You can contact the Company as follows:

- Person in charge/Department: Mr.Masaya Tanaka / Managing Director

Telephone Number: 033-048-515-6

E-mail: tanaka@neosthailand.com

- Person in charge/Department: Ms.Nunhathai Thanyapradit / Internal Operation Manager

Telephone Number: 033-048-515-6

E-mail: nunhathai@neosthailand.com