

**TYG Applicant Privacy Notice**

This TYG Applicant Privacy Notice ("**Applicant Privacy Notice**") tells you how YIC Asia Pacific Co., Ltd., Thai Yazaki Co., Ltd., Thai Arrow Products Co., Ltd., Thai-Yazaki Electric Wire Co., Ltd., and Thai Metal Processing Co., Ltd. (individually, "**the Company**," and collectively, "**Thai Yazaki Group**," "**we**," or "**our**,") collects, uses, and discloses your Personal Data. For the purpose of this Applicant Privacy Notice, "**Personal Data**" means any data about you which can directly or indirectly identify you.

This Applicant Privacy Notice applies to job applicants of Thai Yazaki Group ("**you**"), for processing your Personal Data in order to recruit you and proceed any processes relevant to the execution of employment contract with us.

If we are not able to carry out the processing activities we describe in this Applicant Privacy Notice, we may not be able to pursue recruitment processes or executing employment contract with you. In certain limited circumstances, we may need to ask for your specific consent to process your Personal Data in a particular way.

**1. What Personal Data we collect?**

As part of your employment, we will collect your Personal Data during our recruitment and interview processes. On occasion, we receive your Personal Data from third party sources, such as if we receive details of a certification or training you obtained, or where we receive feedback concerning your performance from our affiliate. In addition, we collect details of sanctions with professional bodies, financial checks, or criminal convictions where you have consented to background checks. We may also collect your Personal Data from authorized third parties (e.g., your reference person) and other sources (e.g., recruitment agency and outsource company).

As applicable to you depending on your roles, responsibilities, and status with us, we will collect, process, and use the following categories and types of Personal Data about you:

- 1) **Personal details**, such as nick name, name, surname, gender, photo, date of birth, place of birth, age, weight, height, nationality, marital status, military service, skills, information on government-issued cards (e.g., national identification card details, passport details, work permit, driving license), car license plate, household registration details, tax-related data including tax payer ID, membership information, signatures, and other identifiers;
- 2) **Contact details**, such as your phone number, email address, mailing address, registered address, and emergency contacts;
- 3) **Information about your salary and benefits**, such as your salary;
- 4) **Employment information**, such as work experience, resume, education background;
- 5) **Other Information**, such as other Personal Data which you voluntarily provided to us or was given to us by third parties during the course of your enrollment, application process/period; and
- 6) **Sensitive Personal Data**, such as racial or ethnic origin, religious belief, medical information and health data, and criminal records.

We will only collect, use, or disclose sensitive Personal Data on the basis of your explicit consent or where permitted by law. We collect details of sanctions with professional bodies, financial checks, or criminal convictions where you have consented to background checks.

We do not knowingly collect information from individuals under legal age without their parental consent when it is required, or from quasi-incompetent persons and incompetent persons without their legal guardian's consent. In the event we learn that we have unintentionally collected personal information from anyone under the age of 20 without parental consent when it is required, or from quasi-incompetent persons and incompetent persons without their legal guardians, we will delete it immediately or collect, use, disclose and/or transfer only if we can rely on other legal bases apart from consent.

## 2. Why we collect, use or disclose your Personal Data

We collect and use your Personal Data for a variety of reasons linked to your employment or service. We collect, use, or disclose your Personal Data on the legal basis of legitimate interests; entering into or performance of contract; legal compliance; consent; vital interest, for preventing or suppressing a danger to a person's life, body or health or any other basis as permitted by applicable laws, as the case may be, for the following purposes:

- 1) **Recruitment management:** To review and process your application, references, and submitted materials, analyzing your qualifications including conducting knowledge or skills tests, verifying your identity and your eligibility for employment during the hiring or recruitment process, this includes assessing your skills and interest in career opportunities with us and communicating with you about your application to respond to your inquiries and schedule interviews; and issue an employment contract or service contract;
- 2) **IT systems and support:** To provide IT related support for programs, software, and record keeping;
- 3) **Protection of our interests:** To protect the security and integrity of our business; to exercise our rights or protect our interest where it is necessary and lawfully to do so; for example, detect, prevent, and respond to legal claims, compliance, regulatory, auditing, investigative, and disciplinary purposes (including disclosure of such information in connection with legal process or litigation) and other ethics and compliance reporting requirements including complaints; and
- 4) **Complying with applicable laws and employment-related requirements:** To comply with labor and other work laws, such as confirming that an applicant is over 18 years old to access the labor deployment system.

In addition to the collection, use, or disclosure of your personal as listed in "What Personal Data we collect?" section above, we also collect, use, or disclose the following special categories of Personal Data about you which we describe as "Sensitive Personal Data":

- **Health and medical data**, such as past/ chronic disease;
- **Criminal records**, for necessary company procedures in selecting and considering your application, for disciplinary record and investigation;
- **Religion**, due to the collection of a copy or an image of national identification card and is considered to be a part of identity verification process, to provide accommodation and selection of employee to participate company activity, dietary requirements for religious reasons and for religious holiday;
- **Race**, for necessary company procedures in selecting and considering your application;
- **Biometric data**, for employment and business support.

### **3. To whom we may disclose or transfer your Personal Data**

We may have to share your Personal Data with other parties for all the reasons described above, such as, our affiliates within Thai Yazaki Group.

In some cases, we may need to share your Personal Data to any government authority, law enforcement agency.

### **4. How long do we keep your Personal Data**

We retain your Personal Data for 6 months but not over 1 year after we notify you of the recruitment result.

We may need to retain your Personal Data for a longer duration, as required and/or permitted by applicable law.

### **6. Your rights as a data subject**

The rights listed in this section are your legal rights, where you may request to exercise these rights under the conditions prescribed by law and our right management procedures. These rights are, for example:

- To request access, obtain a copy of your Personal Data, or for the disclosure of the acquisition of your Personal Data that is obtained without your consent;
- To have your Personal Data corrected, if it is inaccurate or not up to date;
- To request us to provide your Personal Data in a structured, commonly used and machine-readable format, and transmit it to another organization;
- To object to how we process your Personal Data in certain activities;
- To restrict us from using your Personal Data if you believe such data to be inaccurate;

To exercise any of these rights in this section, you may contact us at the address in "Our Contact Details" section below.

Your request for exercising any of the above rights may be limited by the applicable laws. There may be certain cases where we can reasonably and lawfully decline your request; for example, due to our legal obligation or a court order. If we decline your request, we will notify you of our reason.

If you believe our collection, use or, disclosure of your Personal Data is in violation of the applicable data protection law, you have the right to lodge a complaint to the competent data protection authority, where applicable. We would, however, appreciate the chance to deal with your concerns before you approach the authority, so please contact us in the first instance.

### **6. Information about your reference person**

If you provide us with Personal Data about a referenced person, members of your family, next of kin and/or other dependents ("**Dependents**") for the purposes set forth in the Applicant Privacy Notice, it is your responsibility to inform them of their rights with respect to the contents of this Applicant Privacy Notice as applicable to them. You are also responsible for obtaining any required consent of these Dependents, and ensuring that you have the right and can rely on appropriate legal basis to provide their Personal Data to us.

### **7. Changes to this Applicant Privacy Notice**

We may amend or update this Applicant Privacy Notice from time to time as our data protection practices change due to various reasons, such as technological changes, changes in law, etc. The

amendments or updates to this Applicant Privacy Notice will be available on <http://www.thaiyazaki.com/en/privacy-notice>. We will notify you or obtain your consent if there are material changes to this Applicant Privacy Notice, or if we are required to do so by law.

#### **8. Our Contact Details**

If you have any questions about our practices or activities relating to your Personal Data, you can contact us per the details below. We will be happy to help with requests for information, suggestions, or complaints:

1) Company Name

- YIC Asia Pacific Corporation Limited (Head Office)  
21<sup>st</sup>- 22<sup>nd</sup>, 24<sup>th</sup> -26<sup>th</sup> Floor, Thai life Insurance Building4,  
911 Debaratna Road, Bangna Nuea, Bangna Bangkok 10260
- Tel.66-(02)2663-7781

2) Contact Point

- TYG ISMS Secretariat  
26<sup>th</sup> Floor, Thai life Insurance Building4,  
911 Debaratna Road, Bangna Nuea, Bangna Bangkok 10260
- Tel.66-(02)2663-7781 Ext.729, 730, 731
- Email: tygpdpa@th.yazaki.com

Please be informed accordingly.

This Privacy Notice was announced on 4 March 2022.  
Thai Yazaki Group