



PRIVACY NOTICE

Date of Announcement: 1st of June 2022

1. INTRODUCTION

The purpose of this privacy notice ("**Notice**") is to inform you of how iWORKS Co., Ltd. (the "**Company**", "**we**", or "**us**") will collect, use, and disclose (collectively, "**process**") your personal data as data controllers and the measures and processes we have put in place to ensure its adequate protection. Providing such information is one of the requirements of the Thailand Personal Data Protection Act (the "**PDPA**").

References to "**you**" means any of customers, vendors, sub-contractors, agents and other persons related to us. References to "**you**" will also include those whom you provide personal data in connection with your relationship with us for managing business and performing contract.

This notice does not form part of contract, and we may amend it from time to time.

2. LAWFUL PROCESSING

We will only process your personal data:

- a) where processing is necessary to manage our business and operations for our legitimate interests or those of a third party;
- b) where processing is necessary to perform a contract;
- c) where processing is necessary to comply with our legal and regulatory obligations; or
- d) where you have given your express consent.

In case of (d) above, you may withdraw your consent at any time, by making a request as set out in section 11 below.

3. WHAT PERSONAL DATA WE COLLECT ABOUT YOU

- 3.1 We process the following types of personal data about you:
- a) Personal details, such as name, personal email address and telephone/fax number, residential address, id number, date of birth, gender, face image, emergency contact details, nationality;
 - b) Identification documentation, such as copies of your passport, driving license, ID card, or other documentation required by law (which may include photographs of your face); and
 - c) Health information, such as daily health check, the result of screening for infectious diseases, the timeline checks related with infection or high-risk case, the result of alcohol or drug test etc.
- 3.2 It may be voluntary for you to provide us with your personal data to enable us to manage our business and operations to perform contract or to comply with our legal and regulatory obligations. If you fail to provide your personal data, we might be unable to carry on our business or to perform a contract.
- 3.3 We make every effort to maintain the accuracy and completeness of your personal data which we store and to ensure all of your personal data is up to date. However, you can assist us with this considerably by promptly contacting us if there are any changes to your personal data or if you become aware that we have inaccurate personal data relating to you (see section 8 below).
- We will not be responsible for any losses arising from any inaccurate, inauthentic, deficient or incomplete personal data that you provide to us.

4. HOW WE COLLECT PERSONAL DATA

We usually collect your personal data from the information you submit during the course of your relationship with us or our group companies. This will typically be done when we make a contract with you, perform a contract, or make any amendments to your personal details by notifying us. We may also collect your personal data from other sources such as your employer, our group companies, service providers, and agents.

5. HOW WE USE PERSONAL DATA

We will process your personal data for the following purposes:

- a) for the management of our business and operations;
- b) for performing a contract;
- c) for security, health, and hygiene control (including health check (such as temperature, symptom, etc.), result of screening for infectious diseases, timeline check related with infection or high-risk case, result of alcohol or drug test etc.);
- d) for monitoring and assessing compliance with law and standards;
- e) to comply with our legal and regulatory obligations and requests anywhere in the world, including reporting to and/or being audited by national and international regulatory, enforcement or exchange bodies;
- f) to comply with court orders and exercise and/or defend our legal rights;
- g) for any other legitimate business purpose; and
- h) as otherwise permitted or required by any applicable law or regulation.

6. WHEN WE MAY DISCLOSE YOUR PERSONAL DATA

We do not and will not sell, rent out or trade your personal data. We will only disclose your personal data to the following recipients:

- a) to third parties who process your personal data on our behalf (such as systems providers including cloud providers);
- b) to third parties who process your personal data to perform a contract for our legitimate interests or those of a third party, or services provided to

you on our behalf (such as our customers, suppliers, subcontractors and agents);

- c) to third parties specified by you;
- d) to any government, regulatory agency, enforcement or exchange body or court where we are required to do so by applicable law or regulation or at their request.

7. HOW WE PROTECT YOUR PERSONAL DATA

We ensure safeguarding and protecting your personal data and will implement and maintain appropriate technical and organizational measures to ensure a level of security appropriate to protect your personal data from accidental or unauthorized destruction, loss, alteration, disclosure or access.

8. YOUR RIGHTS IN RELATION TO THE PERSONAL DATA WE COLLECT

8.1 You have the following rights of data subject:

- a) to access to, data portability, update, modify, or delete your personal data, or obtain a copy of your personal data that we hold;
- b) to object, restrict, or stop us from using any of your personal data which we hold; or
- c) to withdraw your consent granted to us at any time. If you wish to exercise the above rights, you can request this by contacting us as set out in section 11 below.

8.2 In any of the situations listed above, we may request that you prove your identity by providing us with a copy of a valid means of identification in order for us to comply with our security obligations and to prevent unauthorized disclosure of data.

9. HOW LONG WE WILL HOLD YOUR PERSONAL DATA FOR

We will only retain your personal data as long as necessary to fulfill the purpose for which it was collected or to comply with legal, regulatory or any other public authorities' requirements.

10. HOW WE UPDATE OR CHANGE THIS PRIVACY NOTICE

We may change or update parts of this Notice in order to maintain our compliance with applicable law and regulation or following an update to our internal practices. We will do this by updating this Notice in our website.

11. HOW YOU CAN CONTACT US

If you have any queries about the contents of this Notice or your personal data, or wish to make a request in relation to your personal data, please contact us using the details set out below:

The Data Protection Compliance Committee

Email: support@i-worksoft.com

Address : The Data Protection Compliance Committee

1023 T.P.S Buliding 5th Floor,

Pattanakarn Road, Suanluang

Bangkok 10250 Thailand

Tel : (66-2) 717-8166

12. HOW TO LODGE A COMPLAINT TO THE REGULATOR

You are entitled to lodge a complaint with a supervisory authority or data protection regulator if you consider that we fail to comply with the PDPA.