

Privacy Notice for Job Applicants, Internship Applicants, and Trainees

Matching Maximize Solutions Public Co. Ltd. and its group of companies, (collectively referred to as “the Group”) are committed to protecting the personal data of job applicants, internship applicants, and trainees (collectively referred to as “You”) in accordance with the Personal Data Protection Act 2019.

This Privacy Policy notice, is to advise that the Group is designated “Personal Data Controller” in accordance with the Personal Data Protection Act 2019 as it collects, uses, and processes your personal data.

To comply with the requirements to inform the personal data subject of the purpose of legally collecting their personal data, the period of personal data collection, disclosure of personal data, information about the Personal Data Controller, and the rights of the personal data subject in accordance with Section 23 of the Personal Data Protection Act 2019, the Group therefore has issued this notice of its Personal Data Protection Policy for job applicants, internship applicants, and trainees, to explain the nature and rationale for collecting, using, and disclosing your personal data.

Notice of this policy is in accordance with Section 23 of the Personal Data Protection Act and is announced by Matching Maximize Solutions Co. Ltd. and the companies listed in the attachment herewith, excepting any company which has already published its own policy notice under Section 23, in which case the details of that company’s policy shall be in accordance with that notice.

The Group may make amendments to this notice as it deems appropriate and will announce any revisions. The notice of the Personal Data Protection Policy is effective immediately on announcement.

1. Personal data the Group will collect

Personal data means information about an individual that allows that individual to be identified, either directly or indirectly, but does not apply to information about deceased persons. The Group collects the following personal data:

1.1 Personal Data includes:

(1) Information in application forms as follows:

- (a) Information contained in documents you submit to the Group, such as Curriculum Vitae/Resume (CV), cover letter, job application, and comments of the recruitment staff
- (b) Information about you, such as your name, surname, sex, date of birth, weight, height, Identification Card or passport number, blood type, nationality, religion, and marital status.
- (c) Your contact information, such as address, email address, telephone number, and social media information.
- (d) Conditions for work, such as ability to work in other provinces, locality preference for work.
- (e) Information about your spouse, children, and parents, such as name, surname, Identification Card number, date of birth, nationality, blood type, education level, occupation, address, and telephone number.
- (f) Information about your family members or dependents
- (g) Photographs and moving images
- (h) Information about education, abilities, potential, and other qualifications such as educational level, educational background, educational institution/university, educational record and results, training, examination results, legal right to work, professional qualifications, languages spoken, and other abilities, plus information from references supplied to the Group.
- (i) Information about your work experience and previous employment, such as job titles, employer details, salary and other compensation, welfare benefits, period of time working for previous employers, reason for leaving previous employment, and information from previous employers.
- (j) Information about military service
- (k) Ability to drive a vehicle
- (l) Details of referee/s, and emergency contact person.

(2) Information from personal questionnaires, such as habits, behaviour, attitudes, leadership attributes, ability to work with others, and emotional intelligence. This information may be obtained from observation and analysis of your participation in activities with the Group.

- (3) Information required by regulatory agencies such as the Ministry of Labour, Ministry of Industry, and Ministry of Commerce.
- (4) Information collected from you, such as information that you provided to the Group, information that you provided to the Group during your job interview, information from various tests, and information that you disclosed while participating in events with the Group.
- (5) Information that you shared or disclosed while using applications, tools, questionnaires, and services of the Group.
- (6) Documentation that can be used to identify you, for example copies of government-issued documents such as Identification Card, driver's licence, passport, and copies of documents issued by government or private agencies, such as house registration, and educational diplomas and certificates.
- (7) Other information necessary for the recruitment and selection of employees or trainees; execution of internship agreements; welfare, analysis and benefits of the Group including those required to comply with relevant laws.
- (8) In the case of trainees, additional information is collected including:
 - (a) Information about parents and/or guardians, such as name, surname, address, home or mobile telephone number.
 - (b) Bank account details to enable payment of internship allowances.
 - (c) Characteristics and information gleaned from the internship, such as habits, behaviour, attitudes, leadership attributes, ability to work with others, emotional intelligence, discipline, or other characteristics including sign in/sign out times and hours spent at work to be used in the evaluation of the internship.
 - (d) Other information including that supplied in references.
- (9) In the event that you are offered employment with the Group, additional personal data will be collected as outlined in the Personal Data Protection Policy Notice for Employees.

1.2 Sensitive data includes:

- (1) The Group may need to collect and process your sensitive personal data to use for the purposes outlined by the Group in this Privacy Policy.
- (2) The Group may be required to process the following sensitive personal data:
 - (a) Health-related information including information about height, weight, congenital diseases, colour blindness, results of physical examinations, pregnancy, food and other allergies, blood type, medical certificates, and medical history. Information

is collected for the protection of employees, to assess their abilities, and to comply with relevant laws.

- (b) Biometric data, such as fingerprints, for use in identifying and verifying identity, crime prevention, and to maintain the legal interests of the Group or other persons.
 - (c) Information about criminal record to consider the suitability for work, and to maintain the legal interests of the Group or other persons.
 - (d) Religious beliefs, philosophy, race, nationality, disabilities, trade union information, genetic and biological information, in order to provide suitable facilities, activities, and welfare for employees, including for use in ensuring equal and fair care for all employees in accordance with human rights principles.
 - (e) Sensitive personal data that is contained on an Identification Card, passport, or other document issued by government agencies, such as religious beliefs, race, nationality, blood type, in cases where such information is required to comply with the law, or to verify your identity.
 - (f) Other sensitive personal data for legal purposes, such as to prevent or minimize danger to the life, person, or health of you or others; in the event that you are unable to give your consent; where it is public information; to exercise legal claims related to labour protection, social security, and employee welfare.
- (3) In the event that it is necessary, the Group will only process your sensitive personal data with your express consent, or as required by law. In such cases, the Group will use its best efforts to provide adequate security measures to protect your sensitive personal data.
- (4) Information about criminal records provided by you, or that you agree to be checked by a legal authority. The Group will provide security measures to protect such information as required by law

2. The Purpose of Processing your Personal Data

2.1 To be used in processing your job application with the Group, for example the implementation of the recruitment process, background checks, before entering into an employment contract, including fulfillment of internship agreements, payment of internship allowance, and delivering other internship benefits

- 2.2 For the legal interests of the Group or others, such as analysis and database creation, managing and improving the recruitment and selection process, internship evaluation, sending out information about job vacancies, creating internship or employment contracts for successful applicants, and the exercise of legal claims.
- 2.3 To prevent and minimize danger to the life, person, or health of you or others, such as emergency contact details, and the control and prevention of communicable diseases.
- 2.4 To ensure the Group is in compliance with the law, including the laws, rules, and orders of statutory authorities.
- 2.5 Where it is necessary in carrying out duties in the public interest, or performing duties to fulfil state powers given to the Group.
- 2.6 To achieve the purpose for which your consent was given in submitting employment application information, or applying for an internship with the Group, and keeping your information for future consideration (Reserve Lists).

3. Changes in the Purpose of Using Personal Data

The Group will use your personal data only for the purposes for which it was collected. In the event that the Group is required to use your personal data for other purposes, the Group will notify you as soon as possible.

4. Requesting Consent and the Possible Effects of Withdrawing Consent

- 4.1 In the event that the Group has collected and processed your personal data with your consent, you have the right to withdraw your consent at any time. This withdrawal of consent does not affect any personal data that was collected or processed before your consent was withdrawn.
- 4.2 If you withdraw the consent you have given to the Group, or refuse to provide some of your personal data, this may result in the Group being unable to perform some or all of the objectives outlined in this policy notice.
- 4.3 If you are less than 20 years of age, you warrant that you are able or authorized by law to receive notice of this policy, and have the consent of your parent/guardian to process your personal data in accordance with this Personal Data Protection Policy notice.

5. How is your Personal Data Collected?

The Group collects your personal data directly through the recruitment system and hiring process. The Group may also collect your personal data from other sources such as employment service providers, your previous employers, or government agencies. Additionally, the Group will collect your personal data through employment and internship-related activities throughout the period of time for which you work for the Group. The Group collects information about your use of websites through the use of cookies, (please refer to the Cookies Policy of the website of each company within the Group).

6. Disclosure of your Personal Data to Others

6.1 The Group may disclose and share your personal data with:

- (1) Companies within the Group as listed in the attachment to this notice.
- (2) Other persons and juristic persons that are not companies within the Group (“Other Parties”) for the purposes of collecting and processing personal data as specified in this policy notice, such as service providers for recruitment and hiring, employment and background checks, qualifications and abilities tests, insurance and health benefits service providers, financial institutions, business partners, security service providers, information system developers or service providers, government agencies, and other persons necessary for the Group to be able to conduct its business and provide services for employees, including any actions for the purpose of collecting and processing personal data as described in this policy notice.

6.2 The Group requires persons receiving the information to take appropriate measures to protect your personal data and to process the personal data only as necessary, and to take the necessary steps to prevent the misuse or disclosure of personal data.

7. Transfer of Personal Data Overseas

7.1 In the event that it is necessary, the Group may transfer your personal data to companies within the Group, as listed in the attachment to this notice, that are located in foreign countries. This may be done to enable the fulfillment of the terms of a contract to which you are a party, or for

your benefit to meet the terms of a contract between the Group and another person or juristic person, or for use in the execution of a request for you before entering into a contract, or to prevent or minimize danger to the life, person, or health of you or others in compliance with the law, or as is necessary for the public benefit.

7.2 The Group may keep your data on computers, servers, or cloud services provided by third parties, and may use third-party programmes or applications in the form of ready-made software or ready-made platforms for the purpose of processing your personal data. However, the Group does not allow unrelated persons to access personal data, and will require persons accessing the data to implement appropriate security measures.

7.3 To protect your personal data that is sent overseas, the Group has established a Personal Data Protection Policy for the transmission or transfer of personal data to a Personal Data Controller or Personal Data Processor employed by a company within the Group and located overseas.

8. Personal Data Security

8.1 The Group has technical security measures in place to protect your personal data that prevents that data from accidental loss, or from being accessed, disclosed, or altered unlawfully or without authorization.

8.2 The Group has implemented appropriate security measures for access to your personal data by employees, contracted parties, and third parties. The Group limits access to only persons requiring to access the information to perform their duties. In cases where a third party is processing your personal data it will be processed only in accordance with instructions of the Group. Any third party assigned by the Group to process the data has a duty to protect the information and comply with applicable personal data protection laws.

9. Period of Personal Data Collection

9.1 The Group will retain your personal data for the period necessary to achieve the purposes for which it was collected, unless the law allows it to be retained for a longer period. In the event that the data retention period cannot be specified, the Group will retain the information for a period of time that may be expected in accordance with accepted standards of collection (eg. the general legally accepted period of 10 years).

- 9.2 The period of time for which the Group retains your personal data may vary according to the processing. You can check the details under each respective category.
- 9.3 The Group may retain your personal data after the completion of your consideration for a position so that you may be considered for, and contacted, in the event that other positions arise for which the Group thinks you may be suitable. Your data will be retained for a period necessary to achieve the purposes of consideration for employment or internship positions. If you do not wish the Group to retain your personal data for these purposes, you can contact the Group via the channels specified in this policy notice.
- 9.4 If your employment or internship application is successful, the Group will continue to collect your personal data for the period necessary to achieve the purposes of your employment or internship.
- 9.5 In the event that the Group uses your personal data with your consent, the Group will process said personal data unless you request to withdraw your consent and the Group has completed processing your request. However, the Group will retain your personal data to the extent that necessary to maintain a record of your withdrawal of consent so that the Group may respond to your future requests.
- 9.6 The Group has implemented an auditing system to delete or destroy personal data after the retention period has expired, or is no longer relevant, or is no longer necessary for the purpose for which it was collected.

10. Rights of the Personal Data Subject

- 10.1 In accordance with the conditions prescribed in the Personal Data Protection Act 2019, you have the following rights:
- (1) The right to request to withdraw consent given to the Group to process your personal data.
 - (2) The right to request access to, and obtain copies of, your personal data, or to have the acquisition of your personal data disclosed to you. The responsibility to meet this request rests with the Personal Data Controller
 - (3) The right to send or transfer personal data in electronic form to other parties, as prescribed by the Personal Data Protection Act.
 - (4) The right to object to the collection, use or disclosure of your personal data.

- (5) The right to request that the Personal Data Controller delete or destroy or make your personal data non-identifiable.
- (6) The right to request that the Personal Data Controller suspend the use of your personal data.
- (7) The right to request that the Personal Data Controller ensure that your personal data is correct, current, complete and does not cause misunderstandings.
- (8) The right to complain to the Personal Data Protection Committee in the event that the Group or the processor of the personal data, including employees or contractors, or the Personal Data Processor, violates or fails to comply with personal data protection laws. The Group will consider the request to exercise such right and inform the result of their consideration within 30 days of receipt of the request in accordance with the Personal Data Protection Act and related laws.

10.2 You can exercise your legal right by filling in the information in the request to exercise such right, or the request to withdraw consent, on the Group's websites. You can begin the process of exercising this right when the section of the personal data protection laws apply to the Personal Data Controller.

11. Information about the Personal Data Controller or Personal Data Protection Officer

If you have any questions about the collection, use, or disclosure of your personal data, you can contact the Personal Data Controller or Data Protection Officer (DPO) through the following channels:

11.1 Personal Data Controller, Matching Maximize Solutions Public Co. Ltd.

Contact address: 305/12 Soi Sukhothai 6, Sukhothai Rd., Dusit sub-district, Dusit district, Bangkok. Tel: 02 669 4200; Email: dpo@mmsbangkok.com

11.2 The Personal Data Controllers of the companies within the Group are separated according to company as listed in the attachment to this notice

Announced on 1 August 2021

Attachment

Companies in the Group, and Data Controllers

Company and Personal Data Controllers	Contact details for Data Controllers and personal data protection officers
Matching Maximize Solutions Public Co. Ltd.	305/12 Soi Sukhothai 6, Sukhothai Rd., Dusit sub-district, Dusit district, Bangkok. Tel: 02 669 4200
Gear Head Co. Ltd. -Branch office	999 Moo 2, Bangbo sub-district, Bangbo district, Samut Prakan. Tel: 02 940 0787-90 779/34 5 Pracha Uthit Rd., Samsen Nok sub-district, Huay Kwang district, Bangkok Tel: 02 691 6394-97
The Studio Park (Thailand) Co. Ltd. -Branch office	305/12 Soi Sukhothai 6, Sukhothai Rd., Dusit sub-district, Dusit district, Bangkok Tel: 02 669 4200 999 Moo 2, Bangbo sub-district, Samut Prakan Tel: 02 034 5999