



## TTK ASIA TRANSPORT (THAILAND) CO.,LTD.

607 ถนนอโศก-ดินแดง แขวงดินแดง เขตดินแดง กรุงเทพฯ 10400 ประเทศไทย  
607 ASOKE-DINDAENG RD., KWAENG DINDAENG, KHET DINDAENG, BKK. 10400 THAILAND  
TRAFFIC TEL. (+66) 0-3857-8802 FAX: (+66) 0-3857-8810 (Office), (+66) 0-3857-8809 (Operation)

### TTK Asia Transport (Thailand) Co.,Ltd.

49 Moo 3 Tambol Nongjok, Amphur Bangpakong, Chachoengsao Province, Thailand 24130

#### (PRIVACY NOTICE FOR EMPLOYEES)

TTK Asia Transport (Thailand) Co.,Ltd. (the “Company”) respects the privacy right and recognizes the important acknowledgement of personal data of employees (“you”) which the Company stores, collects, uses, or discloses (“process”). As a data controller and/or data processor, the Company would like to inform you about the processing of personal data (the “Personal Data”) and guideline to store, collect, use and disclose the Personal Data.

The Company would like to inform you the following details for storage, collection, use and disclosing of your Personal Data:

#### 1. The Purposes for storage, collection, use or disclosing of Personal Data

The Company has the following purposes for storage, collection, use and disclosing of your Personal Data:

- (1) For employee’s database
- (2) For recruitment and human resource management
- (3) For management, training for skill and potential improvement, and career path
- (4) For payment of salary, bonus, wage, and/or any remuneration as set out in work regulations of the Company
- (5) For consideration of a proper qualification including performance appraisal, job rotation, job transfer
- (6) For prevention of your health and safety including third party
- (7) For analysis performance appraisal data of employees
- (8) For welfare management including social security benefits, accident insurance, health insurance and life insurance of employees
- (9) For compliance management
- (10) For contact with employee’s family and your contact person (if necessary)
- (11) For business operation or joint business with parent company or group company

Please note that one of the purposes for processing your Personal Data is to allow us to carry out our duties and legal obligations in relevant to your employment and for performance of or entering into employment contract with you. If you do not provide us with the Personal Data needed, it may cause us to be unable to perform our duties and/or obligations we have with you. We may also be prevented



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from confirming or continuing your employment with us or we could be prevented from complying with our legal obligations if you do not provide us with necessary information.

For example, if you do not provide us with your bank details, we will not be able to pay you. If you do not provide us with your medical records, we will not be able to provide you with benefits for health insurance or to ensure your health and safety in the workplace, to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits. Also, we may not be able to confirm your employment if we do not have information about your criminal records where it is appropriate or necessary given the nature of your role.

### 2. Basis for Personal Data processing

The Company will process your Personal Data on lawful basis as follows:

- (1) Performance of contract
- (2) Legal Compliance
- (3) Legitimate Interests where the adverse effect on you and your rights does not exceed the Company's Legitimate Interest
- (4) Consent by you
- (5) Other lawful basis (if necessary)

For Sensitive Personal Data, in addition to the lawful basis mentioned above, we will process your Sensitive Personal Data on the following basis:

- (1) Explicit consent by you
- (2) Compliance with a law to achieve the purposes with respect to the assessment of working capacity of the employee, employment protection, social security, national health security, social health welfare of the entitled person by law or social protection
- (3) Other public interests as permitted under the law.

### 3. Type of collected Personal Data

The following types of your collected Personal Data

(1) privacy data: first name, last name, gender, date of birth, domicile, marital status, military status, identification number, passport number, address, contact detail (such as e-mail address, mobile number, social media, etc.) citizenship, work permit, photograph, driving license, signature, any photograph which enables the identification of such person such as slide, motion picture, your asset which the Company collects during your employment including data that you may appear on surveillance cameras (CCTV), camera when you enter into an office or any places under the Company's control, any halls for exhibition, conference or seminar.

(2) Educational data: educational background, transcript, academic degree

(3) Family information: first name, last name, address, telephone number of father, and/or mother, first name, last name of spouse, occupation, workplace, address and telephone number of





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relative, contact person, beneficiary, and any related person which you confirm that you have already gotten the consent from them.

(4) working information: occupation, membership of professional organization, employer's opinion, qualification, skill, experience, training, evaluation record, and work experience

(5) Remuneration information: your salary information and benefits such as bonus, pension, and right under insurance policy

(6) Other information: Any necessary information for employment or any received information in relation to employment process such as knowledge, talent, or **specialized skill such as language skills, driving skill etc. Information in relation to any usage of Company's assets such as personal computer account, record of accession to systems, browser connection, IP address, URL, record of visiting to web page and any communication**

(7) Sensitive Personal Data:

7.1 race

7.2 religious belief

7.3 health data and medical data

7.5 biometric data such as fingerprints, face and iris recognition data

7.4 criminal record

#### 4. Sources of Personal Data

The Company obtains your Personal Data as following three sources:

(1) From the data subject directly such as job apply, employment contract, operation, document in relation to changing of Personal Data

(2) From third party such as recruitment agencies, health check-up hospitals, insurance companies, information of contact person, relevant government and private sectors

(3) From the Company such as the usage data of Company's assets, salary information, performance appraisal information etc.

#### 5. Personal Data disclosure

The Company will disclose your Personal Data subject to the aforesaid purposes and to the following persons:

(1) Group companies both domestic and oversea companies

(2) Third party such as law firm, auditor, advisory company, service provider, contractor, employer. Such third parties shall sign non-disclosure agreement with the Company or group companies.

(3) Government authority, regulator, competent officer, or court as required or permitted under the applicable laws.



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### 6. Personal Data transfer to a foreign country

The Company may transfer the Personal Data to a foreign country only if (a) the destination country to receive the Personal Data is certified to have adequate data protection standard by the Personal Data Protection Committee, or (b) transfer of the Personal Data from Thailand to a foreign country is (i) for compliance with law, (ii) with your consent, or (iii) for performance of a contract. This include transfer of the Personal Data to group companies of the Company, including Toyota Tsusho (Thailand) Co., Ltd. ,Toyota Tsusho Corporation , Toyota Tsusho Thai Holdings Co., Ltd.and Kimura Unity Co.,Ltd. for the purpose of training, career path, or personal management activities.

### 7. Retention to store and collect Personal Data

The Company will retain the Personal Data for expected period in accordance with standard of collection. The Company will retain Personal Data only to reasonable extent to achieve the purpose for collection and for compliance with the Company's legal obligations.

### 8. Legal rights of Data Subject

The data subject has the following rights:

- (1) To receive the notice before collection of your Personal Data
- (2) To request transfer or obtain of Personal Data
- (3) To request access to or obtain copy of Personal Data
- (4) To object collection without consent
- (5) To request restriction for the use of Personal Data
- (6) To request deletion, destruction or anonymization of Personal Data
- (7) To request remaining up-to-date of Personal Data
- (8) To withdraw consent
- (9) To complain with the authority regarding incompliance with the law

### 9. Contact

If you have any questions, please contact the Company or Data Protection Officer at  
(1) TTK Asia Transport (Thailand) Co.,Ltd.

49 Moo 3 Tambol Nongjok, Amphur Bangpakong, Chachoengsao Province

Thailand 24130

Telephone no. 038-578802

E-mail address: <http://www.ttkasia.co.th/contacts/>

- (2) Data Protection Officer

Telephone no. 038-578802

E-mail address : [chaiya\\_gli@ttkasia.co.th](mailto:chaiya_gli@ttkasia.co.th)

( Mr.Sukeyoshi Takahashi )  
President