

**Privacy Notice for Job Applicants and Employees**  
**Betagro Public Company Limited and Affiliates**

Betagro Public Company Limited and Affiliates, for more details you can visit the website <http://www.betagro.com> (collectively referred to as the “Company”) has established and disclosed this Privacy Notice (“Policy”) as its approach to explain how we collect, use or disclose personal data of our job applicants, trainee applicants, employees, trainees, ex-employees, and their family members and reference persons and how we protect personal data and properly handle such information according to the Personal Data Protection Act B.E. 2562 (“PDPA”).

**1. Personal Data Collected by the Company and Sources of Personal Data**

**1.1 Personal Data Collected by the Company**

We collect several types of personal data, including:

**1.1.1 Personal Data**

- Identity Data (for example, name, surname, identification card number, passport number, birthdate, gender, age, nationality, marital status, photos)
- Contact Data (for example, address, telephone number, e-mail, social media account)
- Financial Data (for example, bank account number, salary, provident fund information)
- Information relevant to your work (for example, working information, work permit information, work performance evaluation, leave records, medical records, information from your uses of our information system)
- Other relevant personal data (for example, work experience and educational background, information of reference persons and family members, and in some cases the Company may process family members' sensitive personal data such as medical records only with their consent)
- Images or voice recordings during work performance (for example, recording via CCTV)
- Information on participating in activities held by us (for example, static images or videos)

**1.1.2 Sensitive Data**, such as religion, criminal records, faceprint, fingerprint, health data, disability data, only with your explicit consent or when permitted by laws.

**1.1.3 Personal Data of Minors, Persons of Unsound Mind, or Quasi-Incompetent Persons**

The Company does not intend to collect, use, and/or disclose personal data of minors, persons of unsound mind, or quasi-incompetent persons, unless consent has been obtained from the legal guardian, custodian, or curator, or in cases where the minor can provide consent independently under the law (depending on the case), and/or the Company operates under other legal grounds. If the Company becomes aware that it has collected, used, and/or disclosed personal data of minors, persons of unsound mind, or quasi-incompetent



persons without the consent of the legal guardian, custodian, or curator, and there are no other legal grounds, the Company will delete or destroy that personal data.

#### **1.1.4 Personal data of Third Parties**

If you provide personal data of any third party who is a personnel of a legal entity and/or related to you to the Company e.g., referees and family members, you are responsible for informing those individuals about the details in this Policy and obtaining their consent if necessary, or establishing other legal grounds to ensure that the Company can collect, use, and/or disclose their personal data.

### **1.2 Sources of Personal Data**

We may collect your personal data from various sources as follows:

#### **1.2.1 Collect information directly from you, for example:**

- Procedures for job or trainee applications, form filling and contract signing, attached documents for selection, questionnaires, or any relevant registrations
- Procedures for taking steps as per request before entering into contract, contract signing, contract form filling, documents attached to contract, questionnaires, registrations or submission of claims or requests for exercising your rights
- Your communication with us via our contact channels, for example, telephone and e-mail, etc.
- Information on participating in activities held by us, for example, static images or videos
- Automatic data storage system, for example, when you use our website or our information technology system or our application, etc.

#### **1.2.2 Collect information from other sources, for example:**

- Reference persons specified in our job applications
- Job recruitment websites
- Hospitals providing your pre-employment health check-up and annual health check-up
- Government authorities or other publicly available sources such as company website, information made available on the internet or social media platforms, for example, Facebook, etc.

## **2. Purposes of Collection, Use or Disclosure of Personal Data**

We collect, use or disclose your personal data for various purposes depending on relationship between you and the Company as follows:



## **2.1 For Job Applicants, Trainee Applicants, their Family Members and Reference Persons**

- 2.1.1 To proceed as necessary with considering and selecting job or trainee applicants and other relevant procedures, e.g. your application via our website, other job recruitment websites or directly with the Company, interview procedures, assessment and selection procedures, and/or job offering procedures
- 2.1.2 To check your backgrounds and qualifications before an employment under applicable laws, including checking your criminal records, health records and information from your specified reference persons
- 2.1.3 To be benefit for internal human resource management for recruitment process, e.g. disclosing your information or reporting your interview information to relevant divisions and authorized persons for decision making including employment contract preparation and other human resource management procedures
- 2.1.4 To offer other positions in the Company that may be suitable for your qualifications.
- 2.1.5 To maintain security within the Company's premises and buildings, such as requiring an ID exchange before entering the area and recording images of individuals visiting the Company's buildings and premises through CCTV (Closed-Circuit Television).

## **2.2 For Employees, Trainees, ex-Employee, and their Family Members and Reference Persons**

- 2.2.1 To proceed with an employment or trainee agreement between you and the Company as well as other agreements in relation to the employment such as a non-disclosure agreement, policy and work rules, etc., including amendments or additions to such agreements.
- 2.2.2 To communicate with employees and trainees, evaluate your work performance, provide trainings, certifications, and activity invitation for employees including any proceeding and communicating about such activity which will record your images and voices while participating such activities, and to survey the employees' satisfaction towards the Company in order to analyze and develop the Company's working policies and internal procedures.
- 2.2.3 To perform human resource management including managing and complying with an employment contract between you and the Company such as administering remunerations, welfares and benefits, expense managing, issuing employee card, examining work attendance, and administering leaves, etc., and to perform your obligations under the employment contract between you and the Company, and to undertake any procedures relating to resignation, employment termination, severance pay, post-employment benefits, and reporting to relevant authorities.
- 2.2.4 To manage your health and safety such as providing annual health check-up, providing health insurance or other insurance, and claiming the compensation under insurance policy, etc.
- 2.2.5 To conduct business planning, reporting, and forecasting.
- 2.2.6 To manage risks and undertake internal prevention, audit and administration such as investigation of fraud, employees' disciplinary offences or any other illegal actions, examination of qualifications and professional licenses for certain positions, conflict of interest assessment for certain managing positions, examination proceeding by supervisory authorities or any other legal proceeding



- 2.2.7 To undertake detection and investigation under legal procedures and other regulations, to comply with laws, and to report information to government authorities as required by laws or upon receiving an order or a writ of attachment from police officers, government authorities, courts, or other competent authorities, including to establish, comply or exercise the rights to legal claims or defend against the rights to legal claims.
- 2.2.8 To maintain security within the Company's premises and buildings, such as requiring an ID exchange before entering the area and recording images of individuals visiting the Company's buildings and premises through CCTV (Closed-Circuit Television).
- 2.2.9 To assign rights, obligations and any benefits under the contract between you and the Company which have been done legally, for example, merger or employment transfer.

### **3. Personal Data Retention Period**

We retain your personal data for as long as is considered necessary for the purpose for which it was collected, used or disclosed as set out in this Policy. The criteria used to determine our retention periods include: we retain the personal data for the duration we have an ongoing relationship with you; and we may retain the personal data for a longer period as necessary to comply with applicable laws, or to be in accordance with legal prescription, or to establish, comply with or exercise the rights to legal claims or defend against the rights to legal claims, or to comply with, for any other cause, our internal policies and regulations.

In the case of job applicants who are not selected, the Company will retain your information for a period of 4 years to consider you for suitable positions in the future.

The Company will take appropriate steps to delete or destroy personal data, or to anonymize the data so that it can no longer identify you, once it is no longer necessary or after the specified retention period has ended.

### **4. Personal Data Disclosure**

We may disclose your personal data in certain circumstances, for the purposes set out in this Policy, to:

- 4.1 Subsidiaries and affiliated companies, and business partners for the purposes of conducting business, internal management, and carrying out any other activities as specified in the Policy.
- 4.2 The savings cooperative for employee members of the Company for the purpose of verifying the status of collateral (provident fund) that employees use as security for loans with the cooperative.
- 4.3 Government authorities, supervisory authorities or other authorities as stipulated by laws, including competent officials.
- 4.4 Agents, contractors, subcontractors, or service providers for any operations, such as transportation providers, document storage and destruction services, research contractors, IT system development and maintenance contractors, accommodation and travel service providers, financial service providers, auditors, and other services to support the Company's operations for the purposes previously communicated to you.
- 4.5 Insurance company.



- 4.6 Hospitals or medical facilities licensed under the laws, for providing pre-employment health check-up and annual health check-up.
- 4.7 External parties based on your consent, contractual requirements, or legal obligations, as applicable.
- 4.8 Assignees or purchasers of the business and/or their advisors, in the event of a restructuring, sale, or transfer of the Company's business or assets.

## **5. International Transfer of Personal Data**

We may transmit or transfer your personal data to the Company databases which are operated and managed on Cloud Servers in foreign countries. In such case, the Company shall provide appropriate protection and security measures and comply with the PDPA.

## **6. Lawful Basis for Processing of Personal Data**

The Company only processes your personal data as it is necessary for the scope set out in this Policy, as follows:

- When we obtain your consent (as required by laws)
- To take steps at your request prior to entering into a contract and to perform contractual obligations between you and the Company;
- When it is necessary for legitimate interests of the Company or any other persons or juristic persons, except when such interests are overridden by fundamental rights of your personal data;
- To comply with laws to which the Company is subjected;
- When it is necessary for preventing or suppressing a danger to a person's life, body or health;
- To perform the Company's duties for a task carried out in public interest or to perform duties for exercising of official authority vested in the Company (if any).
- For research and statistical purposes.

In the case when the Company processes your sensitive personal data, the Company shall duly obtain your explicit consent, unless the explicit consent is not required by laws.

In the case when the personal data collected by the Company as stated above is necessary for the Company's compliance with applicable laws or performance of contract. If you do not provide us with such necessary personal data, the Company may be subject to legal liabilities; and/or and/or may not be able to manage or administer the contract or give any convenience for you.

## **7. Your Rights as a Data Subject**

According to the PDPA, you have certain rights relating to your personal data as follows:



### **7.1 Right to Withdraw Consent**

You have the right to withdraw consent given to us for collecting, using or disclosing your personal data at any time, unless there is a restriction of the withdrawal of consent by laws or the contract which gives benefits to you.

However, the withdrawal of consent shall not affect the processing of personal data you have already given consent to the Company legally.

### **7.2 Right to Access**

You have the right to request access to and obtain copy of your personal data, which is under our responsibility, including to request the disclosure of the acquisition of the personal data obtained without your consent.

### **7.3 Right to Data Portability**

When the Company arranges your 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, you have the right to receive your personal data and are also entitled to send or transfer your personal data in such formats to other data controllers stipulated by laws.

### **7.4 Right to Object**

You have the right to object to the collection, use or disclosure of your personal data on grounds stipulated by laws.

### **7.5 Right to Erasure**

You have the right to request the Company to erase, destroy or make your personal data become unidentifiable data on grounds stipulated by laws.

### **7.6 Right to Restriction of Processing**

You have the right to request the Company to restrict the use of your personal data on grounds stipulated by laws.

### **7.7 Right to Rectification**

You have the right to request the Company to modify your personal data to be accurate, up-to-date, complete, and not misleading.

### **7.8 Right to File a Complaint**

You have the right to file a complaint to a competent official under the PDPA anytime the Company violates or does not comply with the PDPA.



Data Subject may request these rights by sending an official notice to the Company's Contact Information or through <https://www.betagro.com/en/privacy-statement>

The Company shall consider the right request received and inform the Data Subject not exceeding 30 days from the date of receiving such request. However, the Company may deny such right subject to exception to applicable laws.

## **8. Personal Data Protection Security Measures**

The Company recognize the importance of ensuring the security of your personal data. Therefore, the Company has established appropriate and strict security measures for preventing unauthorized or unlawful loss, access to, use, alteration, correction or disclosure of personal data.

In case when the Company assigns any third party to process your personal data pursuant to the instructions given by or on behalf of the Company, the Company shall appropriately supervise such third party to ensure your personal data protection in accordance with the PDPA.

## **9. Contact Information**

If you have any questions or inquiries about the protection of your personal data, collection, use or disclosure of your personal data, or exercise of your rights, or have any claims, please contact us at:

### **Betagro Public Company Limited**

Address: Betagro Tower (North Park), 323, Moo 6, Vibhavadi Rangsit Road, Thung Song Hong, Lak Si District, Bangkok 10210

Tel: 1482

E-mail: [DPOoffice@betagro.com](mailto:DPOoffice@betagro.com)

## **10. Link to Third Party Websites via our Website**

This Policy applies to the use of our Website only. When you link to third party websites via our Website, the personal data protection shall be in accordance with the privacy notices of such third party websites which are not related to the Company.

We regularly review and, if appropriate, update this Policy from time to time to ensure that your personal data is properly protected. In case of any significant update to this Policy, we will inform you through the appropriate channel(s).

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