



Corporate Policy of Tipco Asphalt Public Company Limited

No. 11/2021

Re: Corporate Policy on Personal Data Protection

In recognition of the importance of lawful processing of the Personal Data in strict compliance with the relevant laws and regulations of Kingdom of Thailand, the Board of Directors of Tipco Asphalt Public Company Limited has approved and endorsed this Corporate Policy on the Personal Data Protection with an aim to establish the framework for a proper Personal Data processing to be implemented and institutionalized into all of the business operation of Tipco Asphalt Public Company Limited and its subsidiaries solely the ones that have been incorporated and registered under the laws of Kingdom of Thailand (the “**Company**”) that shall not excessively violate the relevant data subject’s rights and shall comply with the Personal Data Act B.E 2562 (“**PDPA**”) of Kingdom of Thailand and all the standards defined by the relevant regulatory authorities.

Clause 1 Definition

“**Personal Data**” means any information relating to a person which enables the identification of such Person, whether directly or indirectly, but not including the information of deceased Persons in particular.

“**Sensitive Personal Data**” means any information relating to a particular person which is sensitive and presents significant risks to the person’s fundamental rights and freedoms, which includes data regarding racial or ethnic origin, political opinions, cults, religious or philosophical beliefs, sexual behavior, criminal records, health data, disabilities, trade union information, genetic data, biometric data, or any data which may affect the Data Subject in the same manner, as prescribed by the Personal Data Protection Committee.

Clause 2 Process of Personal Data

- 2.1 The Company shall collect, compile and process the Personal Data only with the legitimate objectives and legal basis as defined under the framework and procedure for the Personal Data processing prescribed in the PDPA and the Company commits to only process the Personal Data on the necessary basis for the work and business operation that the Company shall perform for and with each group of the data subject.
- 2.2 The Company will notify the relevant data subject of the Personal Data processing objectives and/or request for consent from the relevant data subject prior to the process of the Personal Data, in particular,

1 / 4



in case of the process of the Sensitive Personal Data, the Company will request prior explicit consent from the relevant data subject.

Clause 3 Key Objectives for Personal Data Processing

- 3.1 The Company will process the Personal Data of each group of data subject solely for the purpose of the company's performance of their respective legal or contractual obligations and/or the exercise of the legitimate rights of the company or of the others, including without limitation in the service performance and any transaction undertaken with the relevant customers; in the procurement and contracting process; in the recruitment and human resources management process; in the performance of the Company as the public company to the relevant shareholders and investors; in the coordination and activities arrangement undertaken by the Company; in the process of protecting the legitimate rights of the company in any legal proceedings; and for other purposes that are not illegal or violate any laws.
- 3.2 For each of those defined objectives for the Personal Data processing, the Company shall only process and retain the Personal Data for the period of time that are necessary and required to serve those purposes, in particular for the period of time prescribed under the relevant laws, and the company shall inform the relevant data subject of such retention period.
- 3.3 The Company will not process any Personal Data that are different from the defined objectives, except in the following circumstances: (1) if the Company has informed the relevant data subject of the new processing objectives and/or obtained the relevant consent (if required); and (2) if the Company is doing so in strict compliance with the PDPA or other relevant laws.

Clause 4 Personal Data Disclosure Policy

- 4.1 The Company agrees not to share, sell, transfer or disclose the Personal Data of any data subject in any form to any third party, except in the following circumstances that the Company shall be entitled to do so: (i) the disclosure in the case where the Company is permitted or required under the relevant laws to do so; (ii) the disclosure that are necessary for the performance of any obligations that the Company may have with the relevant data subjects or necessary for the protection of the legitimate rights and interest of the Company where the Company will notify the relevant data subject under the relevant privacy notice; or (iii) disclosure or exchange with the prior written consent from the data subject

- 4.2 In case it is necessary to disclose the Personal Data to any third party, the Company shall enter into the data processing agreement with the receiving party where the terms and conditions on the rights and responsibility for the contracting parties shall be defined and the information security of the Personal Data disclosed shall be secured and in particular kept confidential.

Clause 5 Information Security of the Personal Data

- 5.1 The Company defines the clear framework for information security measures of the Personal Data to assure that there shall not be any unauthorized loss, access, use, amendment, revisions, or disclosure of the Personal Data and, in particular the Personal Data shall be assured of its confidentiality, integrity and availability.
- 5.2 The Company will review all the information security measures from time to time in order to assure the compliance and compatibility of the measures with the industry standard and any change in any applicable laws.

Clause 6 Data Subject Rights

- 6.1 The Company acknowledge and respect the data subject rights that the data subject has under PDPA over the Personal Data being processed by the Company as follows:
- Right to request access to and obtain copy of the Personal Data related to him or her, which is under the responsibility of the Company under which the Company shall perform as requested, except only where it is permitted by law or pursuant to a court order not to disclose;
 - Right to request for Personal Data concerning him or her stored 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 from the Company, including right to request for data portability to other data controller;
 - Right to object to the process of Personal Data being undertaken by the Company;
 - Right to request the Company to erase or destroy the Personal Data, or anonymize the Personal Data to become the anonymous data which cannot identify the data subject when such Personal Data is no longer necessary to be processed;



- Right to request the Company to restrict the use of the Personal Data, in case the Personal Data shall be deleted or those Personal Data are not necessary to be processed; and
- Right to withdraw consent; provided however, any consent which was obtained earlier and the process of the Personal Data executed with the prior given consent shall not be affected.

6.2 The relevant data subject shall be entitled to exercise any of the defined rights by submitting the relevant data subject request form to the Company at the address defined below and the Company agrees to consider and respond back to the data subjects request within reasonable period of time as prescribed under the applicable laws, in particular; provided that it should be noted that the Company may reject certain rights requested pursuant to the rationale prescribed under the PDPA and other relevant and applicable laws.

Clause 7 Review and Revisions of this Announcement

The Company's board of directors will review and improve this Announcement by taking into consideration the report on the implementation of the plans and measures defined hereunder made by the relevant Data Protection Officer to be appointed on a regular basis or every time there is a material change in the Personal Data processing that the Company is undertaking in order to assure that the Announcement will be up-to-date and the revisions or improvement shall be submitted to the Board of Directors for consideration and endorsement.

This policy is effective as of 11 August 2021

(Mr. Chainoi Puankosoom)

Chairman

4 / 4