

Announcement of Personal Data Protection Policy: For the Employee

This announcement establishes the guidelines for the Company's practices regarding collection, use, and disclosure of personal data in accordance with Personal Data Protection Act B.E. 2562 (2019). This announcement applies to executives, officers, and employees of Krungthai Panich Insurance Public Company Limited ("**Company**"). The employee kindly carefully reads the terms and conditions described in this announcement.

1. Definition

"Personal data" under this announcement shall mean *any information relating to a person, which enables the identification of such person, whether directly or indirectly, including but not limited to the name, ID card number, address, online information, physical, mental, social, economic and cultural identity information, or any information enabling identification.*

2. Data collected by the Company

2.1 Data of the job applicant

To consider your job application to be the Company's employee, the Company needs to collect, use, and disclose your personal data, including but not limited to:

- Name – surname
- Address, house registration, residence detail
- ID card or passport
- Telephone number
- Mobile number
- E-mail
- Educational institution, educational background
- Work experience
- All supporting data for job application
- Personal profile/work experience indicated in your CV
- Details of work permit (In case of foreign employee)
- Criminal record
- Past and current work profile including information of the past or current employer, workplace, address of workplace, working days and time, salary, work behavior, or relevant work profile, etc.

The Company may contact the reference persons indicated or mentioned by you during the job application for verification of your work profile with the outside company or person, as necessary, to protect the Company's legitimate interests.

During the job application process, you may be asked to submit the additional information to the Company, as follows;

- Health information or disability
- Nationality
- Gender
- Religion or other necessary information which verifies or confirms your qualification that you can work for the Company, etc.

2.2 Employee information

Aside from the personal data collected by the Company during the job application, the Company also collects, uses, or discloses your other personal data to support the consideration of your work performance. In addition, the Company also collects, uses, or discloses your personal data to perform its duties as an employer in accordance with the hire agreement or employment agreement, or other legal relations between the Company and employees. The said personal data include, but not limited to, the followings;

- Employee's sickness and causes of your absence from work
- Bank account
- ID card information, house registration
- Passport
- Visa or work permit (if any)
- Sick leave
- Used leave of absence (including holidays, maternity leave, or other leaves)
- Retirement
- Compensation and welfare
- Contact person in case of emergency
- Health information
- Work performance, work behavior, work evaluation
- Imposed disciplinary penalty
- Record of criminal offense or conviction
- Other information in relation to work performance as officer, employee, or contractor of the Company
- Other information necessary for protection of the Company's interests, evaluation of employment, or contractual compliance

2.3 Personal data of Special category

The Company collects your personal data of special category in accordance with Section 26 of Personal Data Protection Act B.E. 2562 (2019) such as data pertaining to racial, ethnic origin, political opinions, cult, religious or philosophical beliefs, sexual behavior, criminal records, health data, disability, trade union information, genetic data, biometric data, or any similar data. The Company shall inform you of details of collection, use, or disclosure of your personal data of special category prior to or during collection of your personal data in line with conditions and principles prescribed by law.

2.4 Personal data regarding law violation

You acknowledge that, in case of civil or criminal offense or violation of any law, the Company is entitled to collect or use your information regarding law violation. The Company carefully accesses, collects, discloses, or controls these personal data to the extent prescribed by law.

2.5 The Company collects, processes, or uses the following personal data from outsiders

You acknowledge and allow the Company to collect, process, or use your personal data, including but not limited to;

- Information regarding your educational background and work profile. The Company collects, uses, or processes your information regarding your work experience and educational background during the job application or employment which involves different working procedures such as job promotion. The

Company may verify the information provided by you with your former employers and educational institutions.

- Information regarding vocational certificate and/or educational background. The Company may need to verify the information provided by you regarding vocational certificate and/or educational background which you received from the outsider.
- Your health information: Under the scope prescribed by law, the Company may collect your health information from any hospital or clinic or your personal reference to verify your health condition in relation to duty performance in accordance with the employment agreement or approval of any welfare which you are entitled to.
- Information which the Company collected from other employees or persons: The Company may obtain your information from other employees or persons, possibly in the form of reports, notices or complaints in accordance with the Company's regulations or the law, to allow the Company to acknowledge the report, notice, or complaint (if any) regarding you, your behavior or activity or information about your circumstances, and to proceed in accordance with the law.
- Immigration information: The Company may obtain your information from a government agency or consul such as information of ID card, passport, immigration, or other information for your trip arrangement, for benefits of the owner of personal data, or compliance with the law. The information categories may be different depending on requirements in each country.

The Company would like to inform you that, to protect and maintain the safety of all employees, personnel, and general public, and to protect the Company's interests, the Company installed the surveillance cameras for the safety inside the Company. The Company or outsourcing service provider hired by the Company, may collect, use and process the data of your images or video and personal data of your use and entrance in the Company's premise.

3. Data processed by the Company

The Company processes the personal data which the Company directly collected from you or from outsiders as specified in Clause 2, including information regarding work experience with the Company, work performance, compensation and welfare, and contact person in case of emergency, to proceed with job application, comply with the hire agreement or employment agreement or other legal relation, provide the employee welfare, provide the equipment, system, facility, program, resource to the employees, and to offer the corporate services provided by the outsiders.

In some cases, the Company may ask you to provide information of some categories to provide welfares or services to the employees, such as health insurance, non-life insurance, etc. The employees acknowledge that refrainment from provision of such information to the Company may cause the Company unable to provide such welfares or services.

In some cases, the Company applies the automatic decision-making tools to process your information through the computer system, for example, the Company may process the personal data regarding the compensation and welfare to deduct the withholding tax, or the Company may consider the employee's qualification for welfare or others. You may obtain the additional information from the Company's personal data protection officers.

4. Objectives and legal basis for collection, use and disclosure of your personal data

The Company collects, uses, and discloses the personal data for the following objectives:

Clause	Objectives	Legal base
4.1	To comply with the agreement and/or proceed with the legal relation regarding employment or any legal relation between you and the Company	Contractual Basis
4.2	To use for the collection, use, and disclosure of personal and sensitive personal information, including criminal records, health information, annual health check-up results, medical history, vaccination history, and medical certificate information, etc., for welfare management purposes and for work-related benefits such as health check-ups.	Consent
4.3	To use to collect and utilize sensitive personal information, including fingerprint scans and facial scans, for verification and identification purposes when entering and exiting the company premises, and to maintain the security of both employees and the company.	
4.4	To support the personnel development, training, and application for curriculum certification to Department of Skill Development, Ministry of Labor in accordance with Skill Development Promotion Act B.E. 2545 (2002), with an amendment in B.E. 2557 (2014) which is currently in force, and as amended in the future	Legal Obligation
4.5	To use for payroll preparation	Contractual Basis
4.6	To make the career development plan with the supervisors and relevant executives	Contractual Basis
4.7	To evaluate the employees' annual work performance with the supervisor and relevant executives	
4.8	To make the employee engagement development plan	
4.9	To impose and order the disciplinary penalty, dismissal, resignation, and retirement	
4.10	For the provident fund management	
4.11	To provide group insurance, health insurance, and accident insurance	
4.12	To deliver the information to financial institutions which are the Company's partners to promote employees' rights and benefits regarding financial transactions, such as right of loan application, etc.	
4.13	To deliver information on training with agencies or training institutions	Legitimate Interests
4.14	For the benefits of corporate operation	

The Company has the lawful rights and duties to collect, use, and disclose the personal data provided by you and collected by the Company prior to, during and after the employment, hire agreement or any legal relation between the employee and the Company to fulfill the contractual objectives and/or legal relation regarding the employment, hire agreement, or any legal relation between you and the Company, and to achieve the utmost benefits of the corporate operation and administration.

To comply with the law (Labor protection law or any relevant laws) the Company may collect, use, and disclose the personal data of special category, including (1) information of racial or ethnic origin, religious or philosophical belief, or union membership (2) Biometric and genetic information and (3) Health information, sexual

orientation. The Company processes the personal data either (1) because the Company obtains your consent for such procedure or (2) because the Company needs to collect, use, and disclose your personal data to comply with the applicable laws or to protect the Company's interests.

You may ask for more information from the personal data protection officer, when the Company collects, uses, and discloses your sensitive personal data. After you gave the consent, you can withdraw the consent at any time by contacting the personal data protection officer. If you withdraw the consent, the Company may still need to process the personal data to comply with the law or to protect the Company's interests. In this case, at the time of consent withdrawal, the Company shall explain to you, which personal data the Company still needs to collect or process for the purpose of law compliance.

Moreover, the Company may collect, use, and disclose the personal data for other objectives in line with or similar to the above-mentioned objectives, including for the historical, statistical or scientific research, archive collection, or public interests. If possible, the Company will not use, for the above-mentioned purposes, the data which can identify the person, or the Company may follow a procedure to limit the scope of personal data which can be used for research or information backup. In addition, the Company may adopt the pseudonymous method to avoid the use of your personal data.

5. Recipients of your personal data

The Company understands the significance of adequate personal data protection. The Company tries to limit the access to the personal data to only persons required to access such data to perform their duties. The employees and personnel of the Company, affiliated companies, Company's business partners, and third parties who provide the services to the Company under the contract regarding collection, use, and disclosure of the personal data and other contract parties who act in the name of the Company, will receive, collect, use, and disclose your personal data. The Company discloses the personal data to these companies as necessary to process the personal data, provide you the services and protect the Company's interests. The Company agrees to protect your personal data from unauthorized use, access, or disclosure. You may contact the personal data protection officer to get the additional information regarding the types of service providers to whom the Company discloses your personal data. The Company may disclose your contact information in the officer list book provided to the Company's employees and general public. However, you are entitled to demand us to delete your personal data from the Company in accordance with the principles, conditions, and time period determined by the Company.

The Company may transfer your personal data to any companies or agencies to facilitate the Company's business operation or joint business operation, transportation, joint event organization, profession affiliations, and research. The Company also discloses your personal data to the government agencies regulating immigration, taxation, national security, and crimes or any agencies as prescribed by law.

In addition, you allow the Company to disclose or transfer your personal data to its affiliated companies or business partners for the purpose of the corporate business operation, compliance with the policy, protection of the Company's interests or legitimate rights or compliance with the announcements as determined by the Company case by case.

6. Transfer of personal data to foreign countries

The Company may transfer your personal data to foreign countries for the purpose of the corporate business operation as necessary. You agree and allow the Company to transfer your personal data outside Thailand to the person or agency located in other countries or under jurisdiction of other countries, whether the personal data protection law of that country meets the standard of personal data protection law of Thailand or not. The Company will follow the proper procedure of personal data protection to the same level of the personal data protection law of Thailand.

7. Data retention period

The Company collects and stores your personal data under the length of time specified by law. You can check the information regarding the retention period of your personal data with the personal data protection officer.

8. Your rights

You may exercise the following rights regarding your personal data at any time:

- Right to access your personal data held by the Company including the right to demand the Company to correct the incorrect or incomplete data.
- Right to ask for the copy of your personal data in the electronic form which you may transfer to the third party or demand the Company to directly transfer to such person.
- Right to object the processing result of your personal data for the marketing purpose or any purpose.
- Right to demand the Company to delete your personal data when they are no longer necessary according to the data collection objectives, including right to limit the scope of personal data processing, in case the Company cannot delete the data.
- Right to ask the personal data controller to suspend the use of personal data.
- Right to demand the Company to rectify the personal data to be correct, up-to-date, complete, and not cause any misunderstanding.
- Right to complain to a regulatory agency in case you believe that the Company violates your right.

Furthermore, you have the right to file a complaint with the expert committee of the Personal Data Protection Board if you believe that the company's practices do not comply with the Personal Data Protection Act.

You can exercise your rights in accordance with the rules, announcements, regulations determined by the Company in line with the principles of personal data protection law, the Company's Personal Data Protection Policy, and other principles determined by the Company. To exercise the above rights, you are required to submit the written complaint to the personal data protection officer of the Company according to the details in Clause 11 of this announcement. The Company shall have the sole right to consider the said complaint. The Company's decision on the exercise of your rights shall be final.

In the event that you demand the Company to delete, eliminate or restrict the collection, use, processing and disclosure of your personal data, temporarily suspend the use of your personal data, apply encryption of data whose owners cannot be identified, or you want to withdraw the consent, the Company may face some restriction regarding transaction with you or service provision to you.

9. Withdrawal of consent

If you no longer want the Company to collect, use, or process your personal data, you can withdraw your consent by submitting a complaint to the Company's personal data protection officer.

The withdrawal of your consent regarding personal data shall be under the conditions, rules, announcements, or regulations prescribed in the personal data protection law, the Company's Personal Data Protection Policy, and other regulations determined by the Company.

10. Right reservation

The Company reserves its right to amend this policy due to any reason, as deemed appropriate, including for compliance with the laws, government policies, rules, announcements, regulations, or other relevant restrictions. Upon any policy change, the Company shall announce such change in the Company's website at <https://pdpa.kpi.co.th/privacy>. The policy change takes effect immediately after the announcement on the website. You

acknowledge and agree to comply with the amended version of Personal Data Protection Policy in any case. You should regularly revise and thoroughly read the Personal Data Protection Policy which the Company announces on the website.

11. Contact the Company

In case you want to exercise the rights in Clause 8 or have any inquiry regarding the collection, use or disclosure of personal data, please contact the company or the personal data protection officer according to the below detail.

Krungthai Panich Insurance Public Company Limited

Address 1122 KPI Tower, New Petchaburi Rd., Makkasan Sub-district, Ratchathewi District,
Bangkok 10400

Tel. KPI Contact Center 0 2624 1111

Website www.kpi.co.th

The personal data protection officer

Address 1122 KPI Tower, New Petchaburi Rd., Makkasan Sub-district, Ratchathewi District,
Bangkok 10400

E-mail dpo@kpi.co.th