

Privacy Notice for Processes Related to Employees, Persons Related to Employees, or Other Persons Whose Information Has Been Provided by Employees

1. General Chapters

Moshi Moshi Retail Corporation Public Company Limited (“the Company”) gives great importance to the protection of personal information of job applicants, persons related to employees, or other persons whose information has been provided by employees, and to ensuring that we will protect and treat your personal information in accordance with the personal data protection law and comply with the Personal Data Protection Act, B.E. 2562 (2019). Therefore, the Company has established the privacy notice for the processes related to employees, persons related to employees, or other persons whose information has been provided by employees (“the Notice”). It is prepared to clarify the details and methods of the management and processing of the personal information that the Company has received from you, including clarifying the purposes of collecting, using, disclosing, and forwarding, as well as the duration of the retention of such personal information, such as recording, systematization, storage, alteration or modification, retrieve, transmission, transfer, dissemination or accessibility or availability by any means, arrangement, compilation, restriction or prohibition of access, deletion or destruction (“Processing”) and your rights as the data subject. In this regard, the Company recommends that you read and understand the terms and conditions under the Notice with the following details:

2. Definitions

“Company” **refers to** Moshi Moshi Retail Corporation Public Company Limited

“You” **refers to** employees, former employees, directors, executives, job applicants, and any other person related to the Company’s personnel.

“Personal information” **refers to** information about an individual which makes it possible to identify that person, whether directly or indirectly, but does not include the information of the deceased in particular.

“Sensitive personal information” **refers to** personal information about race, ethnicity, political opinions, beliefs in cult, religion or philosophy, sexual behavior, criminal record, health information, disability, labor union information, genetic data, biological data, or any other information that similarly affects the data subject as announced by the Personal Data Protection Committee.

“Personal Data Controller” **refers to** a person or juristic person who has the authority to make decisions about the collection, use, or disclosure of personal data.

“Personal Data Processor” **refers to** a person or juristic person who acts on the collection, use, or disclosure of personal data in accordance with the instructions or on behalf of the personal data controller.

“Personal Data Protection Law” **refers to** the Personal Data Protection Act B.E. 2562 (2019) and related subordinate laws and shall include any future amendments.

3. Groups or categories of persons to whom the Company collects personal information.

Under this Notice, the groups or categories of persons from whom the Company collects and processes personal data include:

- 3.1. Personnel means person who work or perform any duty for the Company and receive wages, welfare, or other returns, regardless of how it is called from the Company, to reward the performance, such as directors, executives, managers, employees, personnel, trainees, or any other person with similar characteristics, but it does not include contractors or service providers who are business partners of the Company; and
- 3.2. Persons related to employees mean persons associated with the Company's employees, and include persons whose personal information appears in documents related to relevant processes, such as family members (for example, parents, spouses, and children), emergency contact persons, reference persons, and employment guarantors.

4. How we collect and receive your personal information

4.1. The Company collects and receives your personal data through the following channels:

(a) Personal data that you provide directly to the Company

You may directly provide personal information to the Company, such as when you submit a job application form and supporting documents to the Company, whether by walking-in application at a branch office or applying for a job through the Company's website, including if you attend a job interview and enter into a contract with the Company and submit documents containing your personal information to the Company.

(b) Personal Data that the Company automatically collects from you

The Company may automatically receive your personal data, such as data collection via closed-circuit television (CCTV), collection of technical data, activities and attending patterns, your browsing history using cookies, and other similar technologies. For more information, please refer to the **Cookies Notice** of the Company.

(c) **Personal Data received by the Company from third parties**

The Company may obtain your personal data from third parties, for example, third-party recruitment websites, your referrals, recruitment agencies, or job application forms, or documents of persons who are associated with you as a family member, emergency contact persons, reference persons, beneficiaries, or employment guarantors of such persons.

- 4.2. To collect your personal data, you will be informed of the details set forth in this Notice, including but not limited to the purposes and legal bases of the collection, use, disclosure, or processing of personal data. If the personal data protection law requires the processing of any personal data to obtain your consent, the Company will seek your explicit consent.
- 4.3. In the event that the Company collects your personal data before the date of the law on personal data protection in relation to the collection, use, or disclosure of personal data in force, the Company will continue to collect and use your personal data for the original purposes as the Company has informed you of the personal data collection, which you have the right to withdraw your consent by contacting the Company at the contact details provided in Article 11 of this Notice. The Company reserves the right to consider the request to withdraw your consent and take actions as required by the law on personal data protection.

5. Personal Data Collected

Your personal data that is collected and processed under this Notice, whether it is personal data that you directly provide to the company or personal data that the Company automatically collect from you, or personal information that the Company receive from outsiders, including

- 5.1. Personal information, such as first name, last name, date of birth, age, gender, weight, height, Id card number, photo, signature, nationality, races, religion, marital status, military status, family information (for example, parents, spouses, and children), health information, and biological information (for example, fingerprints, retinal imaging and face imaging).
- 5.2. Contact information, such as residential address, telephone number, email, Line user ID, emergency contact person, and referral information.
- 5.3. Information about education and training, such as education and training history, certificate of qualifications, transcript of education, language proficiency, computer competency, training and testing information, and activities attended during the study.
- 5.4. Information about job applications, for example, personal history, work history, information appearing in resume/CV, criminal record, applied position, expected salary, job interview information, evidence or reference letters, and information appearing in interview evaluation form.

- 5.5. Information used as evidence when applying for a job or doing various legal transactions, such as personal information shown in a copy of an ID card, copy of passport, copy of the name and surname change certificate, copy of house registration, copy of conscription for army service certificate, copy of bank book, copy of marriage certificate, copy of birth certificate, copy of vaccination certificate, the insured registration form, letter of consent for personal history examination, personal history examination report, employment contract, employment guarantee letter and related documents (such as certificate of employment, copy of civil service officer card, salary certification letter, copy of business registration, or document of the establishment of a company with the employment guarantor's name as an owner or partner) and power of attorney.
- 5.6. Information about work and evaluation, for example, employee ID number, position, department, affiliation, chain of command, performance appraisal, work behavior, achievements or awards obtained, training information, disciplinary action information, resignation letter, and reasons for resignation.
- 5.7. Information about benefits and compensation, such as salary, wages, remuneration, bonus, details about pension, welfare, bank account number, employment guarantor information, beneficiary information, information about social security, information about provident funds, tax information, tax deduction information, health benefits information (including for family members) and/or other interests, personal information shown on the medical certificate, annual health check report, the maternity leave notification form, the welfare loan withdrawal form, letter of consent to salary deduction, receipts, invoices, claim form (for accident insurance and life insurance), and request form for approval of benefits upon termination of personnel for retirement.
- 5.8. Information about registration statistics, for instance, the date of commencement of work, the end date of probation, days and time of work, the number of working hours, the number of overtime hours, annual leave, the number of leave, the leave notification form, leave details and reasons for leave, record of entering and exiting the Company, and records of the Log data.
- 5.9. Technical information, such as Log data, IP address, and information collected by the Company through cookies or other similar technologies.
- 5.10. Other information, such as records of voice, still images, and movies via CCTV.

6. Purposes and legal basis for processing personal data

6.1. The Company processes your personal data for various purposes under the following legal bases (collectively, "Personal Information Processing Purposes")

No.	Purposes	Legal bases
1.1.	To approve salaries and benefits for the Company's personnel.	<ul style="list-style-type: none"> ● Contract ● Legitimate Interest
1.2.	To perform any other operations related to employment and appointment of personnel, such as identification of beneficiaries, registration of insured persons, criminal record check, entry into an employment contract, and entry into a contract for employment guarantors.	<ul style="list-style-type: none"> ● Contract ● Legitimate Interest ● Legal Obligation ● Consent
1.3.	To manage personnel welfare and benefits, including but not limited to welfare loans, reimbursement of medical expenses, benefits for personnel, annual health check, insurance and insurance-related claims.	<ul style="list-style-type: none"> ● Contract ● Legitimate Interest ● Legal Obligation ● Consent
1.4.	To perform the duties of personnel under the employment contract, employment agreement, appointment contract or any other contract entered into with the Company.	<ul style="list-style-type: none"> ● Contract ● Legitimate Interest
1.5.	To record working hours, paying salaries, wages, bonuses, compensation or any benefits.	<ul style="list-style-type: none"> ● Contract ● Legal Obligation
1.6.	To comply with the laws related to human resources management and the legitimate order of the government agencies and the relevant officers.	<ul style="list-style-type: none"> ● Legal Obligation
1.7.	To evaluate the performance or duties of personnel.	<ul style="list-style-type: none"> ● Legitimate Interest
1.8.	To manage personnel training, including, but not limited to, compiling a list of persons wishing to attend training and carry out the registration and facilities management.	<ul style="list-style-type: none"> ● Legitimate Interest
1.9.	To transfer personnel.	<ul style="list-style-type: none"> ● Contract ● Legitimate Interest
1.10.	To serve other human resources management purposes, such as disciplinary punishment, dismissal, resignation, and retirement.	<ul style="list-style-type: none"> ● Contract ● Legal Obligation ● Legitimate Interest

No.	Purposes	Legal bases
1.11	To constitute legal claims, compliance or exercise of legal claims or raising up against the Company's claims at various legal procedures.	<ul style="list-style-type: none"> ● Legitimate Interest
1.12	For the purpose of monitoring and maintaining the security of the Company's persons and assets.	<ul style="list-style-type: none"> ● Legitimate Interest ● Vital Interest
1.13	For any action necessary and beneficial to you or directly related to the abovementioned purposes.	<ul style="list-style-type: none"> ● Legitimate Interest

6.2. Your personal data that the Company processes for the purposes set out in clause 5.1 above is necessary for the purpose of performing a legal or contractual obligation or necessary to enter into a contract with you. If you do not wish to provide such personal data to the Company, it may have legal consequences or may prevent the Company from performing its duties under the contract entered into with you, or from being able to enter into a contract with you (in certain cases). In such cases, the Company may need to refuse entry into a contract with you or provide you with all or part of the welfare or benefits associated with you.

6.3. In the event that the Company will process your personal data in a manner or for purposes that are inconsistent with the purposes set forth above, the Company will provide additional personal data protection policies or notices or send a notice to you explaining the processing of such information. You should read the additional policies or notice associated with this Notice or such notification (in some cases).

7. Disclosure of Personal Information

7.1. The Company may disclose your personal information for the purposes set out and in accordance with the rules defined by law to the following persons and authorities:

- (a) Internal agencies, which shall include executives, directors, officials, employees, or internal personnel of the Company as far as is concerned and necessary for the processing of your personal data.
- (b) Business partners, service providers and personal data processors that the Company assigns or hires to manage/process personal data for the Company in providing services, for example, providing information technology services, payment service, postal service, parcel delivery service, health services, insurance services, training services, or any other services that may be beneficial to you or related to the Company's business operations, such as commercial banks, hospitals, life insurance companies, and training institutes.

- (c) The Company's consultants, such as legal advisors, lawyers, auditors, insurance, or any other experts, both inside and outside the Company.
 - (d) Government agencies with statutory regulatory duties or requesting the disclosure of personal information by virtue of law or in connection with a legal process or permitted by relevant laws, for instance, the Department of Labor Protection and Welfare, Department of Skill Development, Revenue Department, Social Security Office, Department of Provincial Administration, Department of Business Development, Office of the Personal Data Protection Commission, Royal Thai Police, the Office of the Attorney General, the Court, and the Legal Execution Department, etc.
 - (e) Customers, business partners, contract parties of the Company with whom you have communicated or being related to your duties or position, or any other person with the similar nature.
 - (f) Any other person or agency to whom you have consented to disclose your personal data to that person or entity.
- 7.2. Disclosure of your personal data to other persons will only be carried out for specified purposes or other purposes required by law. In the event that your consent is required by law, the Company will ask for your consent first.
- 7.3. In order to disclose your personal data to other persons, the Company will take appropriate measures to protect the personal data disclosed and to comply with the standards and duties of personal data protection as prescribed by the Law on Personal Data Protection. In the event that the Company sends or transfers your personal data abroad, the Company will take steps to ensure that the destination countries, international organizations, or overseas data recipients have adequate personal data protection standards or to ensure that the transmission or transfer of your personal data abroad complies with the rules prescribed by the Law on Personal Data Protection. In some cases, the Company may ask for your consent for the transmission or transfer of your personal data to the foreign countries.

8. Retention Period of Personal Data

The Company will retain your personal data for the period necessary to achieve the purposes specified for the processing of such personal data. A change in the period of retention will depend on the purpose set for processing of personal information. In addition, the Company will retain personal data for the period required by relevant laws (if any) taking into account the legal statute of limitations for legal proceedings that may arise

from or related to documents or personal information that the Company collected in each item and the practices of the Company and of the relevant business sectors for each type of personal data.

In this regard, the company will retain your personal data for a period not exceeding 10 years from the date on which the legal relationship between you and the Company ends. However, the Company may retain your personal data for a period longer than that period if permitted by law or the retention of such personal data is necessary to constitute legal claims of the Company.

After the maturity of the period mentioned above, the Company will delete or destroy such personal data from the storage or system of the Company and of other persons providing the service to the Company (if any), or make your personal data non-personally identifiable to you, unless it is the case where the Company is able to retain such personal data further as required by the Law on Personal Data Protection or other relevant laws. For more information about the retention period of your personal information, you can contact the Company at the contact details provided in Article 11 of this Notice.

9. Your rights as the data subject

As you are the owner of personal data, you have the rights as stipulated by the Personal Data Protection Act B.E. 2562 (2019). You can apply to exercise your rights by filling in the information via “*Data Subject Right Request Form*” or make contact through the channel specified by the Company in Article 11. You can start exercising your rights when the Personal Data Protection Act applies to the Company. The rights are as follows:

(a) Right to Withdraw Consent

In case the Company asks for your consent, you have the right to withdraw your consent to the processing of personal data which you have provided to the Company, unless the withdrawal of consent is limited by law or contract benefiting you.

(The withdrawal of consent will not affect the processing of personal data for which you have already lawfully consented.)

(b) Right to Access

You have the right to request access to and obtain a copy of your information which is under the Company's responsibility, including asking the Company to disclose the acquisition of such information that you have not consented to.

(c) Data Portability Right

You have the right to request the Company to transfer your personal data that you have provided to the Company as required by law.

(d) Right to Object

You have the right to object to the processing of information relating to you for collecting, using, or disclosing your personal information as required by law.

(e) Erasure Right

You have the right to request the Company to delete your personal data as required by law. However, the Company may store your personal data electronically, which may not be deleted in some systems. In such circumstances, the Company shall arrange to destroy or cause such information to become unidentifiable.

(f) Right to Restrict Processing

You have the right to request the Company to suspend the use of your information as required by law.

(g) Right to Rectification

In the event that you determine that the information in the possession of the Company is inaccurate or you have changed your personal data, you have the right to ask the Company to correct your personal data in order to make such personal data correct, up to date, complete, and not misleading.

(h) Right to Lodge a Complaint

You have the right to file a complaint to the authorized competent officer under the Personal Data Protection Act, B.E. 2562 (2019) if the Company violates or does not comply with the act.

The Company reserves the right to consider your exercise request and proceed in accordance with the law on personal data protection.

10. Amendments to this Notice

The Company may revise this Privacy Notice from time to time. When such changes arise, the Company will notify you of the revision via the Company's website or email. If your consent is required, the Company will also proceed with attaining your consent.

11. Contact Method

In case of any questions or inquiries regarding the protection of your personal data, collection, use, or disclosure of your information, exercise of rights, or any complaints, you can contact the Company through the following channels:

Moshi Moshi Retail Corporation Public Company Limited

Contact Location: 26/18 Village No. 10, Bang Khun Thian Subdistrict, Chom Thong District, Bangkok 10150

Telephone number: 02-891-3088

Email: dpo@moshimoshi.co.th

Announced on July 1, 2022.