

# Privacy Notice for Processes Related to Job Applicants, Persons Involved with Job Applicants or Other Persons Provided Information.

## 1. General Chapters

Moshi Moshi Retail Corporation Public Company Limited (“the Company”) gives great importance to the protection of personal information of job applicants, as well as any person related to them or other persons whom the job applicants provide us with information, and to ensure 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 job applicants, persons related to job applicants, or other persons that the employees provided the information. (“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** a job applicant or persons associated with a job applicant.

“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. Job applicants mean persons who may be selected as personnel of the Company. The applicants' personal data may be directly collected by the Company or receive it from a third party.
- 3.2. Persons related to job applicants mean persons associated with job applicants and include persons whose personal information appears in documents related to related processes, such as family members (for example, parents, spouses, and children), persons who can be contacted in an emergency, and reference persons.

### 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 provide personal information directly to the Company, such as when you submit a job application and supporting documents to the Company, whether by walking-in application at a branch office, applying for a job through the Company's website, and including if you attend a job interview 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, employment agencies, or job application forms, or documents of persons who are associated with you as a family member, emergency contact persons, beneficiaries, or guarantors of such persons' work, etc.

- 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 residence, telephone number, e-mail, emergency contact person, and referral information.
- 5.3. Information about education and training, such as education and training history, certificate of qualification, transcript of education, language proficiency, competency or specialization, and training information.
- 5.4. Information about job applications, for example, personal history, work experience, information appearing in resume/CV, applied position, expected salary, job interview information, evidence or reference letters, and information appearing in interview evaluation form.
- 5.5. Information used as evidence for applying for a job, for example, personal data appearing on a copy of ID card, copy of passport, copy of name and surname change certificate, copy of house registration, copy of conscription for army service certificate, copy of educational certificate, vaccination certificate, copy of driver's license, and photo.

5.6. Technical information, such as Log data, IP address, and information collected by the Company through cookies or other similar technologies.

5.7. 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.	For the purpose of considering and selecting job applicants, this includes the application process through the application channels directly through us or through the recruitment service provider, interview process, selection assessment process, the process of offering employment contracts to you, and other human management processes in relation to the consideration and selection.	<ul style="list-style-type: none"> <li>● Legitimate Interest</li> <li>● Consent</li> </ul>
1.2.	For the purposes of pre-employment qualification verification as required by law, it includes verifying the necessary information and your information from your identified reference person or checking your previous work history to make a decision for admission and employment contracts.	<ul style="list-style-type: none"> <li>● Legal Obligation</li> <li>● Legitimate Interest</li> </ul>
1.3	For the purpose of monitoring and maintaining the security of the Company’s persons and assets.	<ul style="list-style-type: none"> <li>● Legitimate Interest</li> <li>● Vital Interest</li> </ul>
1.4	For the purpose of communicating in case of need or emergency, such as checking the applicant’s information from specified referrals or checking the job applicant’s previous work and reporting the dangerous incident to the applicant.	<ul style="list-style-type: none"> <li>● Legitimate Interest</li> </ul>
1.5	For any action necessary and beneficial to you or directly related to the abovementioned purposes.	<ul style="list-style-type: none"> <li>● Legitimate Interest</li> </ul>

6.2. Your personal data that the Company processes for the purposes set out in clause 6.1 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) Government agencies with regulatory duties under the law or who request the disclosure of personal data by virtue of law, or in connection with legal processes, or permitted by relevant laws, such as the Office of the Personal Data Protection Committee, or the Royal Thai Police.
  - (c) 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. However, if the Company has not yet considered accepting you to the position you have applied for, the Company will retain your information for a period of one year from the date of your application or the date of the last update of the job application so that it may be used to contact you when there is a position that may be suitable for you in the future.

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](mailto:dpo@moshimoshi.co.th)

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