Latest Updated: 23/05/2022



#### **Privacy Notice**

for

#### **Applicants**

This privacy notice ("Notice") is being provided to you as an applicant (hereinafter referred to as the "Processing Activities") has acknowledged and understood the pattern of collection, use and disclosure ("processing") of personal data by Sinwattana Crowdfunding Corporation Co., Ltd. ("Sinwattana" or "we"), acting as a data controller. By reading and understanding this Notice, the contracting party involved in this Processing Activity will be aware of the pattern of collection, use, and disclosure of their personal data by Sinwattana, which is collected for the purpose of this Processing Activity.

Sinwattana Crowdfunding Corporation Company Limited is a platform that provides services in the field of being an intermediary of raising funds. Offering shares outside the market that serve between Individuals or juristic persons who are interested to invest in ordinary shares or preferred shares (Investors) and companies (Limited) registered in Thailand (Issuer). It is under the supervision of the Securities and Exchange Commission (SEC) in accordance with the legal process.

In this regard, we proceed with the collection, use or disclosure of your personal data as follows:

#### 1. Legal basis for processing personal data

We collect your personal information under the following bases:

1.1 The need to protect the legitimate interests of Sinwattana or others is equally important as safeguarding the fundamental rights of the data subject in order to admit new employees.

#### 2. Purpose of collecting your personal data

We collect your personal data for the following purposes:

2.1 To consider the qualifications, skills, knowledge, and abilities of applicants in accepting work, communication, asking for additional information, responding to inquiries, or noticing the progress of application.

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3. Personal data we collect and use3.1 Data sources and items of personal data collected are as follows:

Source/Collecting method	Personal Information
1. Collect information directly from you through your resume/CV.	<ol> <li>Full name, nickname</li> <li>Date of birth</li> <li>Gender</li> <li>Photo</li> <li>Race</li> <li>Address</li> <li>Telephone number</li> <li>Contact of secondary person</li> <li>Military status</li> <li>Education Background</li> <li>Training record</li> <li>Work experience</li> </ol>

# 3.2 Purposes

Purposes of using information	Personal Information
1. To consider the qualifications, skills, knowledge, and abilities of applicants in accepting work, communication, asking for additional information, responding to inquiries, or noticing the progress of application.	<ol> <li>Full name, nickname</li> <li>Date of birth</li> <li>Gender</li> <li>Photo</li> <li>Race</li> <li>ID number</li> <li>Address</li> <li>Telephone number</li> <li>Contact of secondary person</li> <li>Military status</li> <li>Education Background</li> <li>Training record</li> <li>Work experience</li> <li>Family information</li> </ol>

# 3.3 Disclosure

Purposes of disclosure	Personal Information
1. Your personal information will be used and	1. Full name, nickname
disclosed internally only by officers from the	2. Date of birth
Human Resource department.	3. Gender
	4. Photo
	5. Race
	6. ID number
	7. Address
	8. Telephone number

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	<ul> <li>9. Contact of secondary person</li> <li>10. Military status</li> <li>11. Education Background</li> <li>12. Training record</li> <li>13. Work experience</li> <li>14. Family information</li> </ul>
2. Your personal information will be used and disclosed internally only by interviewers as well as people who makes a decision to employ.	<ol> <li>Full name, nickname</li> <li>Date of birth</li> <li>Gender</li> <li>Photo</li> <li>Race</li> <li>ID number</li> <li>Address</li> <li>Telephone number</li> <li>Contact of secondary person</li> <li>Military status</li> <li>Education Background</li> <li>Training record</li> <li>Work experience</li> </ol>

# 4. <u>Disclosure of your personal information</u>

We disclose your personal information to the following persons or entities:

- 4.1 Your personal information will be used and disclosed internally only by officers from the Human Resource department.
- 4.2 Your personal information will be used and disclosed internally only by interviewers as well as people who makes a decision to employ.

#### 5. Your rights under the Personal Data Protection Act B.E. 2562

The Personal Data Protection Act B.E. You can exercise your rights under the Personal Data Protection Act B.E. which has the following details.

- 5.1. Right of access Obtain a copy and ask to disclose the source of your personal information that we collect. unless we have the right to deny your request by law or court order, or where your request will have an effect that may damage the rights and freedoms of others.
- 5.2. Right to request rectification of your personal data that is inaccurate or incomplete to be accurate, current, complete, and not misleading.
- 5.3. The right to request that the use of your personal data be suspended in any of the following cases:
- 5.3.1. During the period we verify your request to correct your personal data. complete and current
- 5.3.2. Your personal data is collected. unlawful use or disclosure

- 5.3.3. When your personal data is no longer required for retention in accordance with the purposes we have notified for collection. But you want us to continue to keep that information to support the exercise of your legal rights.
- 5.3.4. At the time when we are proving to you the legitimate grounds for collecting your personal data. or verify the necessity of collecting, using, or disclosing your personal data for public interest. due to the fact that you have exercised your right to object to the collection, use or disclosure of your personal data.
- 5.4. Right to object to the collection, use or disclosure of your personal data Unless we have legitimate grounds to refuse your request (for example, we can demonstrate that the collection, use or disclosure of your personal data is more legitimate. or to establish legal claims Compliance with or exercise of legal claims or for the public interest according to our mission).

## 6. Retention Period of personal data

- 1.1 In the case that you do not attend the interview, we will delete your personal data immediately.
- 1.2 In the case that you are not selected, we will retain your personal data after the end of the consideration for the period of 1 year.
- 1.3 In the case that you are selected and employed, we will collect, use, and disclose your personal data for the entire period of the employment contract and after the end of the contract for the period of 10 years according to Privacy Notice of Employees.

However, after the said period, we will delete and destroy such personal data when the use of personal data is no longer necessary.

#### 7. <u>Data Security</u>

We have measure on data security of your personal data properly. The original shall be stored in cabinets and there are two people who hold the keys. For the electronic file shall be stored in shared drive in order to prevent the loss of data or being reached, destroyed, used, altered, edited, or disclosed personal data without permission in accordance with our policy and guideline on information security.

Besides, we have established the personal data protection policy published to throughout the organization including the guideline to collect, use and disclose personal data in order to keep confidentiality, integrity and availability of personal data. We will review policies as well as this Notice within the appropriate period.

#### 8. Participation of Data Subject

At the request of the data subject, their successors, heirs, legal representatives, or guardian, we may disclose personal data. Requests can be made by emailing <a href="mailto:dpo@sinwattana.com">dpo@sinwattana.com</a>.

If the data owner, successor, heir, legal representative, or legal guardian has any objections to the storage, accuracy, or any other actions taken regarding their personal data, we will record the objection as evidence.

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However, we may deny this right if required by law or if the personal information is anonymized or unidentifiable.

# 9. Responsibilities of individuals processing personal data

Only authorized personnel involved in the collection, use, and disclosure of personal data will have access to your information. We ensure that our staff strictly complies with this announcement.

## 10. Changes to the Privacy Notice To improve or change this announcement

We may make changes to this announcement as necessary and will notify you by email at dpo@sinwattana.com. The latest version will be marked with a date. We encourage you to check regularly for any updates, especially before disclosing personal information to us.

By accessing our products or services, you acknowledge the terms of this announcement. If you do not agree with the terms, please discontinue use. Continuing to use our products or services after any changes have been made will be deemed as acceptance of those changes.

#### 11. Inquiries

If you have any questions or inquiries regarding this announcement, please contact us at:

#### - Data Controller

- Name: Sinwattana Crowdfunding Corporation Co., Ltd.
- Contact address: 140/17 ITF Tower 11th Floor, Silom road, Suriyawong, Bang Rak, Bangkok 10500
- Contact channel: (+66) 2-233-3723 or E-mail dpo@sinwattana.com

## – Data Protection Officer (DPO)

- Name: Mr. Chayatawat Atiphat
- Contact address: 140/17 ITF Tower 11th Floor, Silom road, Suriyawong, Bang Rak, Bangkok 10500
- Contact channel: (+66) 2-233-3723 or E-mail dpo@sinwattana.com