บริษัท โตโยต้า ทูโช (ไทยแลนด์) จำกัด
TOYOTA TSUSHO (THAILAND) CO., LTD.

Toyota Tsusho (Thailand) Co., Ltd.
607 Asoke-Dindaeng Road. Dindaeng, Bangkok 10400
(PRIVACY NOTICE FOR CANDIDATES)

Toyota Tsusho (Thailand) Co., Ltd. (the "Company") respects the privacy right and recognizes the important acknowledgement of personal data of candidates ("you") which the Company stores, collects, uses, or discloses ("process"). As a data controller and/or data processor, the Company would like to inform you about the processing of personal data (the "Personal Data") and guideline to store, collect, use and disclose the Personal Data.

The Company would like to inform you the following details for storage, collection, use and disclosing of your Personal Data:

1. The Purposes for storage, collection, use or disclosing of Personal Data

The Company has the following purposes for storage, collection, use and disclosing of your Personal Data:

(1) To recruit and to manage in terms of human resources management

(2) To assess abilities, qualifications and suitability for the position

(3) To conduct a background check and reference check

(4) To communicate with you about the recruitment process

(5) To make a memorandum about the hiring process of the Company and/or

(6) To comply with the contract and relevant laws

Please note that one of the purposes for processing your Personal Data is to allow us to carry out our duties and legal obligations in relevant to your employment and for performance of or entering into employment contract with you. If you do not provide us with the Personal Data needed, it may cause us to be unable to perform our duties and/or obligations we have with you. We may also be prevented from confirming or continuing your employment with us or we could be prevented from complying with our legal obligations if you do not provide us with necessary information. For example, if you do not provide us your medical records, we may not be able to confirm your employment where it is appropriate or necessary given the nature of your role.

2. Basis for Personal Data processing

The Company will process your Personal Data on lawful basis as follows:

(1) Performance of contract
(2) Legal Compliance

(3) Legitimate Interests where the adverse effect on you and your rights does not exceed the Company's Legitimate Interest
(4) Consent by you
(5) Other lawful basis (if necessary)

For Sensitive Personal Data, in addition to the lawful basis mentioned above, we will process your Sensitive Personal Data on the following basis:

(1) Explicit consent by you
(2) Compliance with a law to achieve the purposes with respect to the assessment of working capacity of the employee, employment protection, social security, national health security, social health welfare of the entitled person by law or social protection
(3) Other public interests as permitted under the law.

3. Type of collected Personal Data

The following types of your collected Personal Data

(1) privacy data: first name, last name, gender, date of birth, domicile, marital status, military status, identification number, passport number, address, contact detail (such as e-mail address, mobile number, social media, etc.) citizenship, work permit, photograph, driving license, signature, any photograph which enables the identification of such person such as slide, motion picture, including data that you may appear on surveillance cameras (CCTV), camera when you enter into an office or any places under the Company's control, any halls for exhibition, conference or seminar.

(2) Educational data: educational background, transcript, academic degree

(3) Family information: first name, last name, address, telephone number of father, and/or mother, first name, last name of spouse, occupation, workplace, address and telephone number of relative, contact person, beneficiary, and any related person which you confirm that you have already gotten the consent from them.

(4) working information: occupation, membership of professional organization, employer's opinion, qualification, skill, experience, training, evaluation record, and work experience

(5) Remuneration information: your salary information and benefits such as bonus, pension, and right under insurance policy

(6) Other information: Any necessary information for employment or any received information in relation to employment process such as knowledge, talent, or specialized skill such as language skills, driving skill etc. Information in relation to any usage of Company's assets such as personal computer account, record of accession to systems, browser connection, IP address, URL, record of visiting to web page and any communication.

(7) Sensitive Personal Data:

7.1 race
7.2 religious belief
7.3 health data and medical data
7.5 biometric data such as fingerprints, face and iris recognition data
7.4 criminal record

4. Sources of Personal Data

The Company obtains your Personal Data as following three sources:

(1) From the data subject directly such as job apply, employment contract, operation, document in relation to changing of Personal Data

(2) From third party such as recruitment website, recruitment agencies, previous employers (such as terms of employment, work effectiveness etc.), health check-up hospitals, insurance companies, information of contact person, relevant government and private sectors

(3) From the Company such as the usage data of Company's assets, salary information, performance appraisal information etc.

5. Personal Data disclosure

The Company will disclose your Personal Data subject to the aforesaid purposes and to the following persons:

(1) Group companies both domestic and oversea companies

(2) Third party such as law firm, auditor, advisory company, service provider, contractor, employer.

(3) Government authority, regulator, competent officer, or court as required or permitted under the applicable laws.

6. Personal Data transfer to a foreign country

The Company may transfer the Personal Data to a foreign country only if (a) the destination country to receive the Personal Data is certified to have adequate data protection standard by the Personal Data Protection Committee, or (b) transfer of the Personal Data from Thailand to a foreign country is (i) for compliance with law, (ii) with your consent, or (iii) for performance of a contract. This include transfer of the Personal Data to third-party service providers engaged in the processing of your Personal Data for the purposes set out above, as well as to group companies of the Company, including, but not limited to, Toyota Tsusho Corporation and Toyota Tsusho Asia Pacific Pte. Ltd., for the purpose of training, career path, or personal management activities.

7. **Retention to store and collect Personal Data**

The company will collect your Personal Data for the period specified by law or as needed for use and the interests of the data subject. We will keep your Personal Data for 1 year from the date of writing the application. Unless there is a legal necessity, the Company may retain your Personal Data for more than 1 year from the date of writing the application. If the company does not have a legal right to keep your Personal Data. The Company will destroy, erase or make Personal Data non-identifiable so that such Personal Data could not be linkage to you.

8. Legal rights of Data Subject

The data subject has the following rights:

(1) To receive the notice before collection of your Personal Data
(2) To request transfer or obtain of Personal Data
(3) To request access to or obtain copy of Personal Data
(4) To object collection without consent
(5) To request restriction for the use of Personal Data
(6) To request deletion, destruction or anonymization of Personal Data
(7) To request remaining up-to-date of Personal Data
(8) To withdraw consent
(9) To complain with the authority regarding incompliance with the law

9. Contact

If you have any questions, please contact the Company or Data Protection Officer at

(1) Toyota Tsusho (Thailand) Co., Ltd.
607 Asoke-Dindaeng Road. Dindaeng, Bangkok 10400
Telephone no. 02-825-5555
E-mail address: info@tttc.co.th

(2) Data Protection Officer
Telephone no. 02-825-5555
E-mail address: arisa@tttc.co.th