

## Website Privacy and Cookie Policy

### (IT Privacy Notice)

Toyota Tsusho (Thailand) Co., Ltd. is a leader in import-export, brokerage, services, trading and retailing both in Thailand and abroad. Our services are offered through our websites and therefore it is necessary for us to collect users' personal data and cookie. We respect the rights of the data subject as the owner of personal data that we collect, use, or disclose. We always inform users of the process relating to processing, collection, use, and disclosure of personal data handled by us as the Data Controller.

1. **Purposes of Collection.** We collect personal data to use or disclose for the following purposes:

- 1) To provide a service, improve our products and services available now or in the future, including maintenance and other actions related to the services.
- 2) To manage the relationship between the company and the data subject.
- 3) To confirm and/or identify the data subject when accessing our service through channels or when contacting us.
- 4) To communicate, notify, and/or receive our news and information or any changes related to us.
- 5) To process a request made by the data subject.
- 6) To provide benefits and/or services such as advice and/or offers relating to our products and services, marketing promotions, and transactions related to our services.
- 7) To conduct our business such as data analysis, verification, product development, service improvement or change, service performance analysis, sales activities survey, and business performance and expansion.
- 8) To take any necessary and appropriate actions:
  - a. To investigate and prevent actions that violate or may violate the law.
  - b. To respond to a request from a government agency or the government or a foreign government agency or government of the country in which the data subject resides.
  - c. To enforce our terms of service and the policy on personal data.
  - d. To protect our business.
  - e. To protect our privacy right, safety, and property and privacy right, safety, and property of our personnel, the data subject, and third parties.
  - f. To remedy, prevent, or minimise potential loss.

- g. To comply with the law, assist with investigation by a competent officer or a regulatory body, or to follow the rules, regulation, or obligations imposed by the law or the government.

2. **Bases for processing of personal data.** We process personal data on the following lawful bases:

- 2.1 For the performance of a contract to which the data subject is a party;
- 2.2 To comply with any laws to which the data controller is subject;
- 2.3 For the legitimate interests of the Data Controller;
- 2.4 To process the data with the consent of the data subject.

3. **Type of data that we collect and period of retention**

3.1 Type of personal data that we collect:

3.1.1 Personal data of our employees and staff:

Personal data of our employees and staff include:

- a. Name and surname;
- b. Date of birth;
- c. Current residential address;
- d. National identification number;
- e. Telephone number; and
- f. E-Mail Address.

3.1.2 Personal data of third parties:

Personal data include:

- a. Name and surname;
- b. National identification number;
- c. Telephone number; and
- d. E-mail Address.

3.2 Period of retention of personal data – we retain personal data for the period required by law or as necessary for the data subject to use in managing the system.

#### 4. Scope and activities affecting the use and retention of personal data

- 4.1 Registration to use the network and the internet of Toyota Tsusho (Thailand) Co., Ltd.
- 4.2 Registration to use the Active directory – Windows Login of Toyota Tsusho (Thailand) Co., Ltd.
- 4.3 Registration to use the WIFI of Toyota Tsusho (Thailand) Co., Ltd.
- 4.4 Registration to use the e-mail of Toyota Tsusho (Thailand) Co., Ltd.
- 4.5 Registration to use the mobile device management system of Toyota Tsusho (Thailand) Co., Ltd.
- 4.6 Registration to use the mobile application of Toyota Tsusho (Thailand) Co., Ltd.
- 4.7 Registration to use the application and software of Toyota Tsusho (Thailand) Co., Ltd.
- 4.8 Registration to use the website of Toyota Tsusho (Thailand) Co., Ltd.
- 4.9 Cookies

When you access our online service or website, our server will automatically create a history log. Generally, a history log will record IP address, the number of entries, channel of access to the page, links and features used, content that you read or request, type of browser or application, language, and other information.

Remark: If you do not consent to our collection of data relating to your access or your personal data, you may be limited in what you can do in your transaction, using functions, accessing content on the website, or you may not use our systems listed in 4. above.

#### 5. Disclosure of your personal data

We will collect your personal data for a period as required for processing and improving the service system.

If we are required to disclose your personal data to an organisation or a third party, we will do so on a lawful basis only. Otherwise, we will disclose your personal data on the data subject's consent basis.

#### 6. Your rights in your personal data collected by us

- 6.1 Right to be informed of details of the processing activity before collection;
- 6.2 Right to have more information on how your personal data is processed;
- 6.3 Right to access and obtain a copy of your personal data collected by us;
- 6.4 Right to request deletion or destruction of your personal data that is no longer required to be retained or necessary for use;

6.5 Right to request correction to be made to your personal data that is incomplete and to have your personal data maintained accurately according to the processing purpose;

6.6 Right to withdraw consent for collection of your personal data that has been collected based on the consent basis.

**7. Contact Details of the Company and the Data Controller:**

7.1 Our contact details:

Toyota Tsusho (Thailand) Co., Ltd.

607 Asoke Dindaeng Road, Kwaeng Dindaeng, Khet Dindaeng, Bangkok, 10400

Telephone: +66 85 554 4800 E-mail: arisa@tttc.co.th

7.2 Data Controller, IT Department's contact details:

Telephone: +66 99 782 5350 E-mail: chonpat@tttc.co.th

With effect from April 1, 2022

Date of announcement: April 1, 2022

Toyota Tsusho (Thailand) Co., Ltd.