Employee Privacy Notice

World Flex Public Company Limited (hereinafter referred to as the "Company") acknowledges and values the protection of personal information of individuals applying for employment with the Company in the position as managing director, manager of the company, individuals entering into employment contract with the company, (hereinafter referred to as "You") and strictly abides by the respect of human rights regarding the privacy of both job applicants and employees.

As a result, this privacy statement ("Notice") has been created. It aims to make you, as managing director, manager of the company, individuals entering into employment contract with the Company to be aware of the ways in which your personal data is collected, used, or disclosed (collectively, "processing") and your rights under the Personal Data Protection Act (B.E. 2562).

Thus, for the processing of your personal data for the purposes of this announcement, the Company operates as a Data Controller, which means that the Company is the one who has the authority to make decisions about the collection, use or disclosure of Personal Data.

Definition

“Personal data” means information about an individual that enables an identifiable person to be identified directly or indirectly, but does not include deceased person's data.

“Company” means World Flex Public Company Limited.

“Director/Manager” means a person who is appointed to be the director or manager of the Company.

“Employee” means a person who is appointed to work for the Company.

“Worker” means a person who is appointed as a temporary worker for the Company.

“Data Controller” means that the Company has the authority to make decisions about the collection, use or disclosure of personal information.

“Data Processor” means a person or juristic person who is not responsible for collecting, using, or disclosing personal data on a per-word basis order or in the name of the Company (Data Controller).

The Company operates on the collection, use or disclosure of your personal data as follows:

1. Lawful basis for processing personal data

The Company collects your personal data under the following law

1.1 The requirement to carry out the contract or the requirement to enter into a contract pursuant to Section 24(3) to which you are a contracting party with the company, such as a contract wherein the use of your personal information is absolutely required to enter into

an employment contract and to carry out operations involving the Company's operators, such as assessment, welfare arrangements, holidays, days off, group insurance arrangements, benefits, and management of application and hiring processes. The Company won't be able to hire workers if you don't submit the relevant personal information.

1.2 Legal Obligation Section 24 (6), for example:
- 1.2.1 Disclosure of employee salary information to the Revenue Department to explain the details of income calculation and expenses of the business under Section 65 of the Revenue Code.
- 1.2.2 Disclosure of employee information to the Social Security Fund and Compensation Fund.
- 1.2.3 Employee tax management.
- 1.2.4 Processing of information according to court orders.

1.3 Legitimate interest of the Company Section 24 (5), in which the benefit is not less important than the fundamental right of your personal data, such as taking action to maintain security at a facility under the supervision of the agency, or collecting your personal data before entering the employment contract process, checking the bankruptcy list, checking the history of work retrospective work from other sources, appropriate analysis, comparison, selection of job applicants including management or internal activities of the company, etc.

1.4 Obtain your unqualified consent. Your consent is required for the processing of personal data, including requests for routine health checks, pre-employment health checks, criminal background checks, biographical data collection (fingerprinting) for entry and exit registration, management of the office's advertising or public relations, birthday greetings, or condolences for the death of a family member of the operator.

The Company collects sensitive personal data according to Section 26 of the Personal Data Protection Act B.E. 2562, which meets the conditions that do not require your express consent for legal purposes, Section 26 (5) stating that “it is necessary to comply with the law in order to achieve the objectives related to labor protection, social security”.

2. Purpose for collecting and using your personal information

The Company collects requests your personal data for the following purposes:

2.1 Register as an operator, prepare your identity card, computer equipment, mobile phone, email, username and password of various systems of the Company to prepare for operation.

2.2 For management and operation related to welfare and benefits for you and your family.

2.3 Salary management, extra money, overtime pay, travel costs, your provident fund, and other perks.

2.4 Take care of your tax obligations, such as income tax withholding.

2.5 Protection of the office's property and other assets.

2.6 Organizing your activities, including the New Year’s Eve party, business trips, seminars, and other events that have been planned for you.

2.7 Punctual arrival, handling of holidays, leaves, and absences.

2.8 Management of advertising campaigns in which you serve as a presenter, make an appearance in any business publicity materials, or promote third parties on the company's behalf.

2.9 Announcements of new employees, exceptional operators or those who have been chosen as outstanding operators, announcements of employment termination, announcements of promotions, and announcements of employee relocation.

2.10 Establishing work objectives, assessing performance, taking into account position changes, changing pay, and taking into account special compensation.

2.11 Admission to training and the operator knowledge exam.

2.12 Audit and investigation of illegal activity or conduct that is against the law, office rules and regulations, disciplinary action, or the assertion of legal or contractual rights.

2.13 Submission of information about the corruption of the operator to regulatory agencies and authorities as required by law, such as the police force, Office of the Anti-Money Laundering Commission and the National Anti-Corruption Department, the Revenue Department, the Legal Execution Department, the Royal Thai Police, etc.

2.14 Submission of information reports of directors and executives to legal entities such as the Office of the Securities and Exchange Commission, Stock Exchange of Thailand Securities depository, etc., including compliance with court orders or orders of government agencies with legal powers.

Sensitive Data

2.15 Health check-up information before starting work, annual health check-up information, blood group in order to arrange the job position that is suitable for health, follow up on a disease due to work and to prevent potential hazards to health and life.

2.16 Disability for the purpose of supplying resources and finding suitable employment.

2.17 The use of biodata (fingerprints) to track operational time, prevent operational corruption, and make it easy for management to determine the pay for working in the Human Resources Department.

2.18 Information on criminal past for the company's legitimate interests Section 24(5), where such benefits, such as taking action to safeguard personal security and the Company's assets, are not less significant than fundamental rights to your personal data. The Company will pursue legal action to the public's advantage if a person has a history of arrest warrants in legal cases.

2.19 Religion establishing a location for religious activity.

2.20 Conduct history, history of termination or dismissal, dismissal or request for termination of employment for an individual evaluation, and to categorize the work accordingly.

3. Personal data collected by the company

For the purposes as stated in Clause 2, your personal information is listed below:

3.1 Resources and personal data collected includes the following:

3.1.1 Personally identifiable information such as title, title, first name, last name, nickname, gender, age, birth, height, weight, place of birth, status, ID card number, social security, card number, taxpayer card number, a copy of your identification card, a copy of your passport, a copy of your house registration and a copy of your

government-issued card, blood type, photo, your signature and any other information you choose to share with the Company which may be considered personal data.

3.1.2 Contact information such as telephone numbers, addresses, postal codes, personal emails, Company emails, business phone number, business address (This includes city, postal code, and country).

3.1.3 Financial information such as salary, salary range, salary slip and salary certificate.

3.1.4 Additional information, which may be deemed personal data, includes military status, educational background, work history and specifics about work, opinions about work, training/work visits/training history, scholarships and/or previous study-related activities, language proficiency, special abilities, comments, questions, and questionnaire responses, as well as copies of the aforementioned documents.

3.1.5 **Sensitive Data** such as pre-employment health check-up information, annual health information, criminal background check, biometric data collection (fingerprints), religion displayed on ID card, blood group, disability, behavioral history, history of dismissal or request to leave job.

Note: The employer will not reject your application on the grounds that you refused to give sensitive information to the Company while applying for this position.

3.2 Personal information about other people, such as your spouse, emergency contact, and referrals, including their name, relationship status, number of children, address, phone number, and email address, as well as any other details you may have given the Company in any form about them.

4. Disclosure of your personal information

The Company may disclose your personal information to the following persons or juristic persons:

4.1 Insurance companies for the purpose of providing group insurance to operators of the Company.

4.2 A government official or an authorized authority or that has a lawful order to take action as required by law, such as legally required information work or disclosure personal data by word.

4.3 Contracting parties, partners or other organizations involved in the operation of the office, such as educational institutions, training institutions, non-governmental organizations which are parties, hotels, temples, foundations, etc.

4.4 Banks and other financial institutions to pay for the provident fund.

4.5 Hospital or healthcare institute for annual health check-up.

4.6 Sections/divisions/departments within the Company in carrying out various activities related to the performance of work.

4.7 Office of the Corporate Governance Committee Securities and Exchange Commission, The Stock Exchange of Thailand, Thailand Securities Depository Company Limited, Registrar, Department of Business Development, etc.

5. Your rights under the Personal Data Protection Act B.E. 2562 (2019)

The Personal Data Protection Act B.E.2562 has its purpose to make your personal data in your control as much as possible. You can exercise the rights under the Royal Command, the Personal Data Protection Act B.E. 2562, when the provisions in part related to owner's rights personal data are effective with the following details.

5.1 The right to access and obtain a copy of your personal data, as well as the right to request the disclosure of the source of any personal data about you that the Company has collected without your consent. The Company reserves the right to deny your request if doing so would violate the law, a court order, or someone else's rights and freedoms.

5.2 The right to ask for the rectification of any incorrect or incomplete personal information about you that could lead to misunderstandings.

5.3 The right to request the Company to use the terms and conditions of your personal data in any of the following cases:

5.3.1 During the period when the Company conducts an audit according to your request to correct your personal data to be accurate, complete and up-to-date.

5.3.2 Your personal data is unlawfully collected, used or disclosed.

5.3.3 When your personal data is no longer important to be kept for the purpose that the Company has given to you to collect but you wish the Company to retain the information for the purpose of exercising your legal rights.

5.3.4 While the Company is demonstrating to you the justification for collecting your personal information or searching into the necessity of collecting, using, or disclosing your personal information for the public good in connection with your exercise of your right to object to the collection, use, or disclosure of your personal information.

5.4 The right to object to the collection, use, or disclosure of your personal data, unless the Company has sufficient reason to refuse your request (for instance, the Company can show that collecting, using, or disclosing personal information has a legal basis, or is necessary for the establishment of legal claims, compliance with rights, or exercise of rights, legal claim, or is necessary for the public's benefit in accordance with the Company's mission).

6. Duration of retention of personal information

The Company retains your personal information throughout the employment period and keep it for a period of time according to the type of personal data, from the date of the termination of the contract (Details appear in the announcement about the Data Retention and Disposal of Employee Privacy Notice).

After the expiration period, the Company will delete and destroy your personal data when it is no longer necessary to use that personal data by means of streaked through a paper shredder or permanently deleted from the computer system. We reserve the right to retain such information until the final judgment or judgment is received.

7. Security of personal information

The Company takes adequate technological and financial steps to protect the security of your personal information in order to prevent data loss or access, as well as the misuse, alteration, and disclosure of personal information without your consent. This complies with the information security policy and standards of the company.

Additionally, the organization has published a notice about its personal data protection policy, alerting everyone to it and outlining the rules for making sure that it is safe to collect, use, and disclose personal information by upholding its confidentiality, integrity, and accessibility. A suitable time has been set aside for a review of this announcement.

8. Involvement of Personal Data Subjects

The Company may disclose your personal information upon request from your successor to act as a legitimate representative or your superintendent or legal guardian by submitting a request through:

(Factory) : Deliver to Human Resources Department or Email: sunee@worldflex.net
(Office) : Deliver to the Office Administration or Email: jessadakorn@worldflex.net

In the event that you, your successor, heir, legal representative, the custodian or legal guardian opposes the storage, accuracy, or any action such as notifying the corrective action of personal data, the Company will record such objections as evidence as well.

The Company may deny the rights under paragraph two where required by law or in the event that your personal information is made anonymous or descriptive that makes it identifiable.

9. Access to personal information

The Company has made it possible for individuals who have access to your personal data only to get involved in collecting, using and disclosing the personal data of this processing activity. This will only be carried out by the Company to the relevant parties to follow according to this announcement strictly, with related persons.

9.1 Managers, Chiefs, Employees, Officers and Persons in the Human Resources Department carry out the objectives according to Clauses 2.1 to 2.20, except Clause 2.14.

9.2 Managers, Chiefs, Officers, Accounting and Finance Departments in regards to salary and taxes.

9.3 Managers, Chiefs, Officers/Affiliated Department with the implementation of the objectives in Clause 2.5 to 2.13.

9.4 Managers, Chiefs, Officers from Information Technology Department in dealing with the management of computer equipment, mobile phone, email, username and password of various systems of the Company in order to prepare for operation.

9.5 Company Secretariat and Law for the implementation of the objectives under Clause 2.14.

10. Amendments to the Privacy Notice

The Company may consider improving, amending or changing this notice as it deems appropriate and will notify informed through the Company's website (www.worldflex.net) or the Company's publicity label, however, the Company recommends that you review it carefully for the latest version of this notice especially before you disclose your personal data with the company.

Submitting your employment is considered to be an acknowledgment upon the agreement to this notice. Please suspend your job application or contact Human Resources and Office Management if you do not agree with this agreement, otherwise, the Company will assume that you have been informed of the amendment to the terms of the notice.

11. Inquiries

You can receive more information about this announcement at

1. **Data Controller**

Name : World Flex Public Company Limited
Contact Address : **(Factory)**
No. 59/1, Village No. 5, Highway Road, Sai 3191, Mae Nam Khu Sub-district, Pluak Daeng District, Rayong Province 21140
Contact method : Phone 0 3863 7559

Contact Address : **(Office)**
No. 1/7, Bangna Thani Building, 3rd Floor, Room 3B, Soi Bangna-Trad 34, Bang Na Tai Sub-district, Bang Na District, Bangkok 10260
Contacts : Telephone 0 2398 7188-9

2. Data Protection Officer: DPO

Contact Address : No. 1/7, Bangna Thani Building, 3rd Floor, Room 3B, Soi Bangna-Trad 34, Bang Na Tai Sub-district, Bang Na District, Bangkok 10260
Contacts : 0 2398 71889-9 ext. 201
Email: ronnawatlo@worldflex.net and nititornth@worldflex.net

Announced on May 6, 2022