Data Retention and Disposal of Employee Privacy Notice

World Flex Public Co., Ltd. (hereinafter referred to as “the Company or “Employer”) recognizes and attaches importance to the protection of personal data of persons who have entered into the Company's labor contract (hereinafter referred to as “Employee”) and strictly adheres to the respect of the rights and dignity of the personal privacy of an employee.

When the Company collects, uses or discloses personal information of employees, the Company, as Data Controller, is obliged to comply with Clause 23 (3) of the Personal Data Protection Act B.E. 2562 in which the Company will not collect personal information when there is no need to proceed in accordance with this announcement.

This announcement set retention periods and conditions for deleting, destroying or making personal data anonymised which the Company owns, whether in electronic form or any other documents. This includes (but is not limited to) any letter, email, written message, financial information, report, legal document, or photograph with personal information within the retention period of personal data of employees according to the type of personal data as follows.

Type of personal data.	Storage period
Information on labor contracts - any statements relating to employment contracts. - documents displaying changes in employment conditions.	Keep for the duration of the labor contract and 10 years from the termination of the contract or for a period stipulated by other laws.
Information about payments to employees - wages and details about such payments. - details on overtime - bonus - any expenses - other benefits	Keep for the duration of the labor contract and 2 years from the termination of the contract.
Information displaying the payment to the employer's employees.	Keep for the duration of the employment contract and 2 years from the date of termination of the contract.
Information regarding working hours and compensation to employees.	Keep for the duration of the employment contract and 2 years from the termination of the contract.
Employee personal data - Employee qualifications - Consent to Collection, Use or Disclosure of Sensitive Personal Data - Leave history	Keep for the entire term of the labor contract and 10 years from the termination of the contract.

- Disciplinary history - Resignation, Termination and Retirement	
Employee's personal data in documents - photograph - application - copy of house registration - copy of educational degree - copy of work history/employment certificate/work certification - copy of military evidence - copy of ID card (containing religious information)	Keep for the duration of the labor contract and 2 years from the termination of the contract
Information about maternity leave - wages - leave - the period of leave without the right to receive wages	Keep for the duration of the employment contract and 2 years from the termination of the contract
(Sensitive Data) - Annual health check results - Health information - Disability information	Keep for a period of 10 years from the date of receipt of the health examination results. After the expiration of the term, personal data will be immediately destroyed by a shredder
- Information about accidents, injuries or deaths related to work.	Keep for the duration of the labor contract and 10 years from terminate the contract
- Finger print	Permanently removed from the fingerprint recording program system, including the Company's server, within 3 days after the end of duty
- Religious information in the job application - Behavioral history in the job application - History of termination or dismissal or request for termination in job application	Keep for the duration of the labor contract and 2 years from the termination of the contract

Note: the deletion, destruction or making of personal information become unidentifiable.

The Company is required to permanently delete, permanently shred, or otherwise render personally identifiable information unidentifiable any time the data is no longer required to be kept for the duration indicated in the table above.

1. Electronic documents must also be destroyed in a way that makes the data inaccessible.
2. Before disposing of a storage device or any other item, all personal data on it must be erased.
3. The device must be destroyed by a licensed individual or approved Company that is licensed to conduct the destruction business if personal data cannot be removed from the device.
4. Paper must be destroyed by a paper shredder.

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

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