



Customer Supplier and Visitor Privacy Notice

World Flex Public Company Limited (hereinafter referred to as the "Company") acknowledges and values the protection of personal information of individuals who are customer, partner, visitor of 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 an employer, 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.

“Customer” means a general person who purchases products or uses services of the Company both domestically and abroad.

“Supplier” means a company/department/store/individual that sells or provides services to the Company.

“Visitor” means a third party who comes in contact with the work, visits or checks with the Company other than buying and selling product or service.

“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).

“Faction/Department/Section” means a person who is an employee of the Data Controller who has the authority to make decisions about the collection, use or disclose personal information.

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 information under the following legal bases:

1.1 The requirement to carry out a contract or the requirement to take steps to enter into a



contract pursuant to Section 24(3) if you are a contracting party with a firm, such as clients, business partners, or visitors. Your personal information is required in order to carry out any commercial transactions or enter into any employment or sales contracts in which you are a party.

1.2 Necessity for Legal Obligation Section 24 (6) such as;

1.2.1 Disclosure of personal information to the Revenue Department to provide details of the operation Processing of withholding taxes.

1.2.2 Processing of information according to court orders.

1.3 Necessity for the legitimate interest of the Company Section 24 (5), where such interests are of no lesser importance than the basic rights in your personal data, such as take action to maintain property safety and the building under the Company's supervision or collection of your personal data before entering the process of contracting the service contract within the Company's area, etc.

2. Purpose for collecting and using your personal information

The Company collects your personal information for the purpose by dividing into departments/divisions, as follows:

Line/Department/Division	Collection Objectives
<p>Accounting & Financial Line (1) Financial Department</p> <p>(2) Accounting Department</p>	<p>(1) To pay for goods or services (in the case of third party provides or sells service or product to the Company).</p> <p>(2) To record as The Company's expenditure information.</p> <p>(1) Is used to recognize the Company's expenditure in order to calculate the amount of purchase tax (in the case of a third party provides or sells service or product to the Company).</p> <p>(2) To set up venders debt (In the case natural person provides or sells service or product to the Company).</p>
<p>Business Support Line (1) Marketing and Sales Department - Marketing & Sales Division</p>	<p>(1) To contact and coordinate the product offering to customers.</p> <p>(2) To contact and coordinate in the implementation of the customer's purchase order.</p> <p>(3) To contact for giving advice and after-sales service to customers.</p>



Line/Department/Division	Collection Objectives
<ul style="list-style-type: none"> - Import & Export Customs Clearance and Document Division 	<ul style="list-style-type: none"> (1) To contact the freight forwarder to transport goods by sea, freight for raw material imports and export of products to foreign countries. (2) To contact to coordinate the work of tractor trucks for transportation in importing raw materials and exporting products.
<p>General Management Line</p> <ul style="list-style-type: none"> (1) Human Resources Department (Only the company's internal access) (2) Office Administration Department <ul style="list-style-type: none"> - Purchasing Division 	<ul style="list-style-type: none"> (1) To control access to areas within the Company to protect unrelated persons and to maintain the safety of property and people within the company, therefore, the right to access the area has been expanded. (2) To verify the relevant personal data in case of damage during the afore mentioned date and time. (1) To coordinate the purchase of raw materials, equipment, spare parts, office equipment, miscellaneous goods and services (person only). (2) To contact, coordinate, ask for information after purchasing or receiving service from Suppliers or Venders. (3) To enter into a contract of employment, service contract and other related contracts.
<p>Factory Line</p> <ul style="list-style-type: none"> (1) Warehouse Department <ul style="list-style-type: none"> - Ready-made warehouse department - Spare parts warehouse department - Raw materials and chemical warehouse department (2) Environment Occupational Health & Safety Division 	<ul style="list-style-type: none"> (1) To enter into contracts for transportation of goods, raw materials and other related (person). (2) To enter into contracts for the transportation of goods, raw materials and other related to be packed into cargo (person). (3) To coordinate with the person in transporting, moving about goods, raw materials, and other related things (person). (1) To prepare operator badge (third party) in working in the Company's area. (2) To record the results of the safety skill test (third party) in the operation.



3. Personal information collected by the Company

For the purposes stated in Clause 2, the Company requires that each party collects your personal information as follows:

Line/Department/Division	Personal Data Collected
Accounting & Financial Line (1) Financial Department (2) Accounting Department	(1) First Name-Last Name (2) Identification Number (3) Date of birth (4) ID card address (5) Photograph (6) Bank account number
Business Support Line (1) Marketing & Sales Department - Marketing & Sales Division - Import & Export Customs Clearance and Document Division	(1) First Name-Last Name (2) Telephone number (3) Email
General Management Line (1) Human Resources Department (Only for outbound activities within the Company's area) (2) Office Administrative Department - Purchasing Division	(1) First Name-Last Name (1) First Name-Last Name (2) Identification Number (3) Date of Birth (4) ID card address (5) Photo (6) Bank account number
Factory Line (1) Warehouse Department - Readymade warehouse department - Spare parts department - Raw materials and chemicals department (2) Environment Occupational Health & Safety Division	(1) First Name-Last Name (2) Identification Number (3) Date of Birth (4) ID card address (5) Photo (1) First Name-Last Name (2) Photograph



4. Disclosure of your personal information

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

- 4.1 Only within the Company in the relevant line/division/departments in accordance with Clause 2.
- 4.2 Employees of a state or competent authority, or those who have a lawful order to take action as required by law, such as reporting legal information or disclosing personal data by order of the court, etc. (Only in the case of activities within the Company's area).

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).
 - 5.5 The right to ask for removal. You can ask the Company to delete, erase, or anonymize your
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personal data if you consider that the Company no longer needs to keep your personal information on file for the purposes outlined in this policy, if you have exercised your right to revoke consent or your right to object to data processing, or if you believe that your personal information has been obtained, used, or disclosed in violation of the law.

6. Duration of retention of personal information

The Company retains your personal data in accordance with Clause 3.

Line/Department/Division	The retention period
Accounting & Financial Line (1) Financial Department (2) Accounting Department	Keep it for the duration of the employment contract, employment of the service contract and 10 years from the termination of the contract or any other period as required by law, whereby personal data will be permanently deleted from the Dynamic 365 Business system.
Business Support Line (1) Marketing & Sales Department - Marketing & Sales Division - Import & Export Customs Clearance and Document Division	Keep it throughout the contract period between the parties according to the agreement and 10 years from the date the customer refuses to buy the product, in which the personal data will be permanently deleted from the World Base system.
General Management Line (1) Human Resources Department (Only for outbound activities within the Company's area) (2) Office Administrative Department - Purchasing Division	Keep for a period of 10 years and when the data expires, it will be immediately destroyed by a document shredder. Keep for the entire period of purchase and 10 years from the termination of the contract or other periods as required by law, whereby personal data will be permanently deleted from the Dynamic 365 Business system.
Factory Line (1) Warehouse Department - Readymade warehouse department - Spare parts department - Raw materials and chemicals department	Keep for the duration of the contract of transport and the contract of employment and 10 years from the termination of the contract, or any other period as required by law, whereby personal data will be permanently deleted by document shredder.



Line/Department/Division	The retention period
(2) Environment Occupational Health & Safety Division	Nameplates of external operators: Personal data will be destroyed immediately by machines when the project is completed The external operator test results are kept for a period of 3 years and when due, personal data will be deleted from Drive Share computer program system permanently.

When your personal information is no longer needed for its intended use after the expiration date, the Company will shred it in a paper shredder or permanently remove it from the computer system. The Company reserves the right to preserve such information until the dispute has a final ruling or judgment in the event of a dispute or lawsuit related to employment with the company.

7. Security of personal information

The Company has implemented measures to maintain the security of your personal data appropriately on a technical and managerial level to prevent data loss or from being accessed, destroyed, used, altered, changed, or disclosed to unauthorized parties, in accordance with the company's information security policy.

The Company has also made its personal data protection policy public by publishing a notice informing everyone of it and describing the guidelines for upholding the confidentiality, integrity, and accessibility of personal information in order to ensure that it is safe to collect, use, and disclose it. This announcement will be reviewed at a time that has been designated as appropriate.

The Company has provided penalties for those who violate the Code of Conduct and or violate the privacy rights of the customers, partners and visitors.

- 7.1 Any employee who discloses, uses, or violates a customer's, partner's, or visitor's personal information without authorization from the Company is regarded to have committed malpractice with the intent to harm the Company and is guilty of a serious violation. No money is exchanged.
- 7.2 Company employees who are tasked with maintaining, using, or verifying information are regarded as officials who commit their own crimes. Greater rates of punishment than for general employees.
- 7.3 If any harm results from an employee's violation or failure to comply with this Code of Conduct, the employee is responsible for making full restitution.
- 7.4 Employees or any person submitting personal data of a customer or a partner or visitors that the Company keeps and uses for personal benefit or allows others to use without approval from the Company is considered a serious offense punishable by immediate termination without compensation. In addition, the Company will sue for damages and/or



prosecute to the end in accordance with the relevant laws.

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 to have access to your personal data, such as managers and above, chiefs, officers, and authorized personnel. The Company has the authority involved in collecting, using and disclosing personal data of the processing activities in accordance with Clause 2, Clause 3 and Clause 6 only. The Company will ensure that related parties strictly comply with this notice.

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

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