

## **Privacy Notice For Employees**

Isuzu Motors International Operations (Thailand) Company Limited (referred to as “the Company”) is committed to protect personal data of employees (hereinafter referred to as “you”) pursuant to Personal Data Protection Act B.E. 2562 (“PDPA”)

In this privacy notice, the Company is a data controller who collects, uses, or discloses your personal data under PDPA.

To comply with PDPA, a data controller must inform a data subject of the purpose of the collection of personal data based on the lawful basis; retention period; the categories of persons or entities to whom the collected personal data may be disclosed; and rights of data subject, the Company, therefore, publish this privacy notice for employees under section 23 of PDPA.

The Company may update this privacy notice from time to time as appropriate. In the event this privacy notice is amended, the Company will announce an updated privacy notice on this website. This privacy notice will be effective immediately on the date of announcement.

### **1. What Personal Data The Company Collect**

Personal Data means any information relating to a natural person, which enables the identification of such natural person, whether directly or indirectly, but not including the information of the deceased persons in particular. The Company may collect many types of personal data depending on the purpose of processing such data which include personal data as follows.

1.1 Identity information and personal information relating to employees, for example, first name, last name, date of birth, age, gender, marital status, interests, opinions, education, ability including other qualifications, working experience, information about past employment, picture, motion picture, audio, information about military obligations, information about habits, behaviors, attitudes, aptitude, skills, documents that can be used to identify you or issued by the government agencies, your vehicles, driving license;

1.2 Employee contact information, for example, address, telephone number, email, social media information, information about your emergency contact person, reference person

1.3 Financial data or information regarding payment to employees, for example, information about wage, salary, income, tax, provident fund, bank account, loans, tax deductions or exemptions

1.4 Information about working, for example, information about workable locations, time attendance records, duration of work, overtime, absence, and leave, working experience, position, meeting attendance, opinions, voting, signing, information in case you are appointed as a director or a shareholder of the Company, information necessary for reporting , compliance with laws or regulatory agencies.

1.5 Information about human resources management and internal audit, for example, information regarding recruiting process, benefits, welfare, social security and benefits that employees receive or are entitled to receive in accordance with the regulations and personnel management regulations of the company, information about family members or those in the care of employees who are eligible to receive benefits in accordance with the regulations and personnel administration of the company, information about using the Company's IT system including any equipment and information gathering from participation in the Company's activities

1.6 Sensitive data for example, health information, biometric information, religious, ethnic religious belief, philosophy, race, nationality, disability, trade union information, information about criminal records

1.7 Other information, for example, information necessary for investigating conflicts of interest, information regarding whistleblowing, complaints, and disciplinary investigations, information collected from your participation in the Company's activities as well as your responses in surveys and assessments, information that you choose to share and disclose through the Company's application systems, tools, questionnaires, assessments, various documents, and the Company's services

## **2. Why The Company Process Your Personal Data**

2.1 The Company will collect use and disclose your personal data under following legal basis.

(1) It is necessary for the performance of a contract to which you is a party or in order to take steps at the request of you prior to entering into a contract, for example, your employment contract including related agreement, any proceeding under employment contract, assigning of works or duties, secondment, training, or any activities, performance appraisal, consideration of positions, staff transfer, compensation, welfares, providing security measures including compliance with the rules and regulations of the Company's personnel management.

(2) It is necessary for compliance with a law to which the data controller is subjected e.g. labor law, laws relating to doing business, taxation law, and contagious disease control law.

(3) It is necessary for legitimate interests of the Data Controller or any other persons or juristic persons other than Data Controller, for example, human resource management, providing welfares, financial and budget management, providing facilities and the proper working environment, management of employees after termination or retirement, internal contact and communication with third parties including government agencies, providing security measures both in physical and IT system, internal audit, handling of complaints and fraud, or disputes.

(4) It is for preventing or suppressing a danger to a person's life, body or health. for instance, to prevent epidemic, to provide first aid, or to make contact in case of emergency.

(5) It is necessary for the establishment, compliance, exercise or defense of legal claims

(6) It is required by law to obtain your explicit consent under PDPA, for example,

(6.1) Health information and relating personal information in order to provide welfare for medical care to employees and their family, to provide work capability assessment, appropriate management compliance with relevant laws.

(6.2) Biometric data such as fingerprint and face image data in order to identify and confirm your identity to prevent crime and safeguard legitimate interests of the Company or other persons

(6.3) Your religious belief, philosophy, race, nationality, disability, trade union information, genetic data, and biometric data to provide facilities, activities and welfare that are suitable for.

(6.4) Your sensitive data as shown in identification documents, such as, ID card, passport or other documents issued by government agencies such as religious belief, race, nationality, blood group when it is necessary to use as required by law or to identify and confirm your identity

(6.5) Your relating personal information for disclosure to customer, business partner, or other persons due to perform rights and duties under employment contract.

(6.6) Your relating personal information for disclosure to contractor, sub-contractor, service provider or any other agents for providing any works or services to the Company.

(6.7) Your relating personal information for disclosure to the person who will become your new employer in case you indicate the Company as the ex-employer.

(6.8) Your relating personal information for disclosure to the affiliates as listed in the annex.

2.2 In case, it is necessary for the Company to collect, use, disclose your personal data in order to perform contract or comply with law, but you do not give such personal data to the Company. As a result, the Company may not be able to perform contract or follow your request or violate the laws or having other negative impacts.

### **3. Changes in the Purpose of Processing Your Personal Data**

The Company will process your personal data within the purpose stated in this privacy notice. If the Company is necessary to process your personal data for the purposes other sated in this privacy notice, the Company will immediately notify you.

### **4. How The Company Collect Your Personal Data**

The Company will collect your personal data directly from you through the Company's job application website or system. The Company may also collect your personal data from recruitment services, your ex-employer, or governmental officer which the Company will notify you of such collection in this privacy notice.

In addition, the Company will collect your personal data through activities regarding employment during the time you have worked with the Company.

The Company will use cookies to collect your personal data when you access to the Company's website. (Please see Cookies Policy of such website you access)

### **5. Disclosure of Your Personal Data**

In case of necessity and achieving the purpose of collecting, use, and disclose your personal data according to this privacy notice, the Company may disclose your personal data to the following natural persons and juristic person, for example,

- (1) The Company's affiliates as listed in the annex
- (2) Service providers, contractors, any relating agents, or relating contract parties.
- (3) Government agencies or entities under other laws

## **6. Transferring Personal Data Overseas**

In case of necessity, the Company may transfer your personal data to the Company's affiliates which are located in foreign countries as listed in the annex

In order to protect your personal data which is transferred to overseas, the Company has put in place a personal data protection policy regarding the sending or transferring of personal data to another data controller or data processor who is in a foreign country and is in the same affiliated business

## **7. Security Measures**

The Company has appropriate security measure to protect your personal data from loss, unauthorized access and use, and unauthorized disclose, change, or destruction.

The Company has access control only for employees, contractors, representatives, third parties who need to know and perform their duty. If there is any third party processing of your personal data, the Company will control such third party to process your personal data within the Company's instruction appropriately.

## **8. Retention Period**

The Company will retain your personal data and information about your family or related persons for the period necessary to meet the objection under this privacy notice. The retention period will depend on the necessity of performance of contracts between you and the Company, the necessity of compliance with a legal obligation, or prescriptive period for establishment, compliance, exercise or defense of legal claims.

The Company will delete or destroy your personal data when the retention period expires or when it becomes irrelevant or unnecessary for the purpose of collecting that personal data.

## **9. Your Rights as a Data Subject**

9.1 You have the rights as a Data Subject under PDPA as follows:

- (1) Withdraw the consent you have given to the Company;
- (2) Request to view and copy your personal data or disclose the source where the Company obtain your personal data;
- (3) Send or transfer personal data that is in an electronic form as required by personal data protection laws to other data controllers;

- (4) Oppose the collection, use, or disclosure of personal information about you;
- (5) Delete or destroy or make your personal data non-personally identifiable (anonymous) information;
- (6) Suspend the use of your personal data;
- (7) Correct your personal information to be current, complete, and not cause misunderstanding; and
- (8) Complain to the Personal Data Protection Committee in the event that the Company, the Company's data processors, the Company's employees, or the Company's contractors violate or do not comply with personal data protection laws.

9.2 You can exercise the rights under this section 10 by using the Data Subject Request Form, Consent Withdrawal Form which shows on the Company's website through the contact information in section 10 or you can contact the Company directly via such contact information You will be able to exercise your rights when the law is enforced.

## **10. Contact Us**

In case you have questions about processing your personal data, you may contact the Company at:

1010 Shinawatra Tower III, 24th- 25th Floor, Vibhavadi Rangsit Road, Chatuchak, Bangkok 10900

Tel: 02-966-2626 Email: [GDPR\\_DPO@imit.co.th](mailto:GDPR_DPO@imit.co.th)

Date: April 1<sup>st</sup>, 2021

Time: 8:00 A.M.

**Annex**

**Lists of Affiliates and the Data Controllers**

<b>Domestic Affiliates and the Data Controllers</b>	
<b>Company and Data controllers' name</b>	<b>Address and contact</b>
Isuzu Motors Co., (Thailand) Ltd.	38 Kor., Moo 9, Poochaosamingprai Rd., Samrongtai, Phrapradaeng, Samutprakarn, Tel. 02-394-2541-50
Isuzu Global CV Engineering Center Co., Ltd.	90 CW Tower A, 37th and 40th Floor, Ratchadapisek Rd., Huai Khwang, Bangkok, Tel. 02-168-3340
Isuzu Motors Asia (Thailand) Co., Ltd.	90 CW Tower A, 40th Floor, Unit A 4001-2 Ratchadapisek Rd., Huai Khwang, Bangkok, Tel. 02-168-3390-2
Isuzu Technical Center of Asia Co., Ltd.	38 Kor., Moo 9, Poochaosamingprai Rd., Samrongtai, Phrapradaeng, Samutprakarn, Tel. 02-394-2541
Isuzu Engine Manufacturing Co., (Thailand) Ltd.	131, 133 Soi Chalongsong 31, Chalongsong Rd., Lamplatew, Ladkrabang, Bangkok, Tel. 02-326-1190
ICL (Thailand) Co., Ltd.	555/51 Moo 10, Busayamas Tower II 4th Floor Poochaosamingprai Rd., Samrongtai, Phrapradaeng, Samutprakarn, Tel. 02-380-5086
Thai International Die Making Co., Ltd.	331 Moo 4, Bangpoo Industrial Estate, Sukhumvit Rd., Praksa, Muang, Samutprakarn, Tel. 02-709-6500
IJTT (Thailand) Co., Ltd.	700/14 Moo 6, Nongmaidaeng, Muangchonburi, Chonburi, Tel. 038-213-027-9
Linex International (Thailand) Co., Ltd.	38 Kor. Moo9, Poochaosamingprai Rd, Samrong-Tai, Phrapradaeng, Samutprakarn, Tel. 02-183-2994
Isuzu Logistics Asia (Thailand) Co., Ltd.	38 Kor., Moo 9, Poochaosamingprai Rd., Samrongtai, Phrapradaeng, Samutprakarn, Tel 02-380-6414
Isuzu Body Corporation (Thailand) Ltd.	Gateway City Industrial Estate 214/1 Moo 7, Huasamrong, Plaeng-Yao, Chachoengsao, Tel. 038-086-195-98
Isuzu Techno (Thailand) Co., Ltd.	133 Soi Chalongsong 31, Chalongsong Rd., Lamplatew, Ladkrabang, Bangkok, Tel. 02-170-7371
IT Forging (Thailand) Co., Ltd.	Siam Eastern Industrial Park 60/7 Moo 3, Mabyangporm, Pluakdaeng, Rayong, Tel. 038-891380-90
KDI Services & Technologies Co., Ltd.	300/154 Moo 1, Tasit, Pluakdaeng, Rayong, Tel 033-012-541
Tri Petch Isuzu Sales Co., Ltd.	1088 Vibhavadirangsit Rd., Chatuchak, Bangkok, Tel. 02-966-2111
Showa Denko Materials Automotive Products (Thailand) Co., Ltd.	Siam Eastern Industrial Park 60/11 Moo 3, Soi 4, T.Mabyangporm A.Pluakdaeng, Rayong, Tel 038-015-020
Shonan Unitec (Thailand) Co., Ltd.	Gateway City Industrial Estate 242 Moo 7, Huasamrong, Plaeng-Yao, Chachoengsao, Tel. 038-575-725
Kogei Intec (Thailand) Co., Ltd.	591 UBC II Building, 18th Floor, Room No. 1801, Sukhumvit Road (Soi33), North Klontong, Wattana, Bangkok, Tel 02-258-2990

<b>Overseas Affiliates and the Data Controllers</b>	
<b>Company and Data controllers' name</b>	<b>Address and contact</b>
ISUZU MOTORS INDIA PRIVATE LIMITED	9th Floor, Prestige Centre Court – Office Block, Vijaya Forum Mall, No. 183, N.S.K Salai, Vadapalani, Chennai – 600 026, Tamil Nadu, India Tel. +91 44 6611 1700
ISUZU ENGINEERING BUSINESS CENTRE INDIA PRIVATE LIMITED	8th Floor, Prestige Centre Court – Office Block, Vijaya Forum Mall, No. 183, N.S.K Salai, Vadapalani, Chennai – 600 026, Tamil Nadu, India Tel. +91 44 6611 1500
P.T. ISUZU ASTRA MOTOR INDONESIA	JL Danau Sunter Utara Blok 03 kav30 Sunter II Jakarta 14350, Indonesia Tel. +62-21-650-1000
P.T. TJFORGE INDONESIA	Kawasan Industri KIIC Jl. Maligi V Lot N-10, Karawang 41361, Jawa Barat, Indonesia Tel. +62-21-8911-4352
P. T. ASIAN ISUZU CASTING CENTER	Karawang International Industrial City (KIIC) Lot N6-9 Jl.Toll Jakarta-Cikampek Km.47 Karawang 41361, Indonesia Tel. +62 (0) 21-890-4590
P.T. JIDOSHA BUHIN INDONESIA	Kawasan Industri KIIC Jl. Maligi V Lot C -7D, Karawang 41361, Jawa Barat, Indonesia Tel. +62-21-890-4216 / 17
IJT TECHNOLOGY HOLDINGS CO., LTD.	Kawasan Industri KIIC, Jl. Maligi V Lot N - 10 Karawang 41361, Jawa Barat, Indonesia Tel. +62 21 8911 4352
PT. LNX ILC INDONESIA	Jl.Surya Utama Kaviling C-1, Gd. Manor Lt. 6-C Kawasan Suryacipta Desa Kutamekar Kec. Ciampel,Kab, Karawang, Jawa Barat - Indonesia 41363. Tel. +62- 21-3042-4017
P.T. MESIN ISUZU INDONESIA	JL. Kaliabang No.1. Pondok Ungu, Kelurahan Medan Satria, Kec. Bekasi Barat, Bekasi, West Java, Jakarta, 14350 Indonesia Tel. +62-21-887-9994
ISUZU PHILIPPINES CORPORATION	114 Technology Avenue, Phase II, Laguna Technopark, Binan, Laguna 4024, Philippines Tel. +63-2-757-6070
ISUZU AUTOPARTS MANUFACTURING CORPORATION	114 North Main Avenue, Phase III, Special Economic Zone, Laguna Technopark, Binan, Laguna 4024, Philippines Tel. +63-49-541-1458
ISUZU GLOBAL SERVICE CORPORATION	Unit D Interworld Warehouse, Brgy. Niog 3, Bacoor City, Cavite, 4102 Philippines Tel. +63 (0)2 519 4451
ISUZU VIETNAM CO., LTD.	695 Quang Trung St. Ward 8, Go Vap District, Ho Chi Minh City, Vietnam Tel. +84-28-3895 9203
ISUZU MALAYSIA SENDIRIAN BERHAD	501D, Level 5, Tower D, Uptown 5, No. 5, Jalan SS21/39, Damansara Uptown, 47400 Petaling Jaya, Selangor Darul Ehsan, Malaysia. Tel. +60-3-7723-9777
ISUZU HICOM MALAYSIA SDN. BHD	Kawasan Perindustrian, Peramu Jaya, P.O.BOX 6, 26607 Pekan, Pahang Darul Makmur, Malaysia Tel. +60-9-424-3800
ISUZU MOTORS ASIA. LTD.	3 Temasek Avenue #22-03 Centennial Tower Singapore 039190 Tel. +65-6339 9301
ISUZU MOTORS ASIA LIMITED (MYANMAR REPRESENTATIVE OFFICE)	No.28, 67/C Ward, Yadana Street, Dagon Seikkan Township, Yangon, Myanmar Tel. +95-1-359 3820 / 3821/ 3822
REPRESENTATIVE OFFICE OF ISUZU MOTORS ASIA LIMITED	House No. 713, Veng Sreng Street, Phum Tropang Thloeung, Sangkat Chom Chao, Khan Por Senchey, Phnom Penh, Cambodia Tel. +855-(0)23-964-131
ISUZU TRUCK SERVICE FACTORY LAO	Savan-Seno SEZ Zone B1, Savannakhet Province, Lao People's Democratic Republic Tel. +856-(0)41-431 061, 062
ISUZU MOTORS LTD.	6-26-1 Minami-Oi, Shinagawa-ku, Tokyo 140-8722 Japan Tel. +81-3-5471-1141
ISUZU SYSTEM SERVICE LTD.	6-26-1 Minami-Oi, Shinagawa-ku, Tokyo 140-0013 Japan Tel. +81-3-5471-1720