



บริษัท เอไอ เอนเนอจี้ จำกัด (มหาชน)

AI Energy Public Company Limited

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## **Applicant Privacy Policy**

*- English Translate Version -*



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### **Applicant Privacy Policy**

AI Energy Public Company Limited (“the Company”) and its subsidiaries prioritize and are committed to protecting your personal data (“Personal Data”) in accordance with the Personal Data Protection Act B.E. 2562 (“PDPA”), as amended, supplemented, or replaced by any additional amendments and other laws and regulations to be announced under the PDPA. The Company has therefore prepared this Applicant Privacy Notice to inform you about the details of the collection, processing, use, and/or disclosure of your personal data.

#### **1. Objectives of Collection, Utilization, and Disclosure of Personal Data**

The Company collects, uses, and discloses applicant personal data only when there are appropriate reasons to do so and/or when the law requires it, including disclosing personal data to third parties. The main objectives are as follows:

- 1.1. To recruit personnel and before the Company enters employment contracts with applicant.
- 1.2. To process applicant personal data in compliance with legal obligations under the law or employment contracts.
- 1.3. For the legitimate interests of the Company, processing applicant personal data while still considering applicant fundamental rights, without exceeding the Company's interests.
- 1.4. For any specific purpose with applicant consent to process applicant personal data.

#### **2. Collection of Personal Data**

The Company collects and uses various types of personal data, depending on the different situations and events in the recruitment process and hiring of employees by the Company.

##### **2.1 Sources of Personal Data Collection**

The Company collects applicant personal data from various sources, including:

- Directly from applicant, as part of the recruitment process, scholarship applications, internship applications (such as job applications, internship applications, scholarship applications, abbreviated work history (CV or resume), as well as identity verification documents like ID cards, passports, driver's licenses, etc.



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- From the recruitment companies' website, headhunters, or current employees of the Company.
- Data obtained during the recruitment process, whether received through phone calls or video calls.
- Information received or potentially received when applicant access the Company's network systems, equipment, or Websites.
- Job applications or information provided by applicant in documents when start or during the recruitment process, scholarship applications, or internship applications.
- Interviews, discussions, or interactions with applicant through interviews, meetings, or other methods such as image and/or sound recording, etc.
- In some cases, the Company may collect applicant personal data from other individuals, such as reference documents from previous employers (such as employment periods, job performance during employment), information accessible from various sources such as JobsDB, JobThai, Facebook, information obtained from employment verification service providers, credit reporting agencies, and criminal record.

## **2.2 Types of Personal Data Collected, Used, or Disclosed**

The types of "Personal Data" collected, used, or disclosed by the Company (collectively referred to as "Processing") under relevant laws, include but are not limited to the following:

- Personal Information: Name, surname, gender, date of birth, marital status, military status, ID number, passport number, other government-issued numbers, personal information on official documents for identity verification, nationality, images on ID cards, passports, driver's licenses, signature, identity verification information, photographs, or recordings from closed-circuit television (CCTV).
- Contact Information: Address, phone number, email.
- Education Information: Details of educational history, transcripts, evidence of completion of education.
- Family Information: Names and contact information of family members, including spouses and children.
- Employment Information: Details about occupation, membership in professional organizations, previous employer opinions, qualifications, skills, training experiences, and work history (CV or resume).



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- Financial Transaction Information: Salary and benefits information from previous employment (e.g., bonuses, provident fund, retirement benefits, and insurance).
- Other Information: Information received or potentially received during job interviews.
- Sensitive Personal Data:
  - Religious
  - Ethnicity
  - Health and medical record
  - Criminal record

The Company may collect some types of sensitive personal data for recruitment and personnel evaluation purposes. However, the Company will not collect, use, and/or disclose this type of information without applicant consent, unless permitted by law.

### **2.3 Refusal to Provide Personal Data to the Company**

In the event that the Company needs to collect applicant personal data, and applicant do not provide such personal data to the Company, the Company may refuse to proceed further process on recruitment.

## **3. Processing of Personal Data**

In order to achieve the objectives, the Company may process applicant personal data under relevant laws and legal standards. The Company processes personal data using the following legal standards:

### **3.1 Objectives for the Collection, Use, and Disclosure of Personal Data for Contractual Basis:**

- To carry out any activities related to job application or internship application.
- To process scholarship applications.
- To confirm your identity.
- To assess your abilities, qualifications, and suitability for the position.
- To conduct background checks and reference checks, if applicable.
- To communicate with applicant regarding the recruitment process.
- To keep records of the Company's hiring process.

### **3.2 Objectives for the collection, use, and disclosure of personal data for legal obligation basis: To comply with legal obligations.**



3.3 Objectives for the Collection, Use, and Disclosure of Personal Data for Consent Basis: To conduct background checks and reference checks, if applicable, with applicant consent.

3.4 Objectives for the Collection, Use, and Disclosure of Personal Data for Legitimate Interest Basis: To prevent crimes and manage the security of the Company, such as installing CCTV cameras within and around the Company, which may capture applicant images, motion, and sound.

#### **4. Disclosure of Personal Data**

The Company may disclose or transfer applicant personal data to external parties for the processing of applicant personal data, as follows:

##### **4.1 Disclosure of Personal Data to Other Individuals**

- References.
- Educational institutions (such as universities, colleges, etc.) to verify the information you provided to the Company.
- Personal data processors of the Company and/or
- External parties conducting background checks on behalf of the Company (such as credit reporting agencies, criminal record, etc.).

##### **4.2 Sending or Transferring Personal Data to Overseas**

The Company may need to send or transfer applicant personal data to overseas for storage and/or processing in compliance with the agreement made between applicant and the Company. The Company will not allow unrelated individuals to access such personal data and will establish appropriate security measures to safeguard the information.

#### **5. Data Retention**

The Company will collect and retain applicant personal data only as necessary to achieve the purposes of collection and processing. The Company will retain personal data for a period of 3 years from the end of the recruitment process unless otherwise required by law or for technical reasons. After this period, the Company will destroy, delete, or render the personal data unidentifiable, except in cases where it is necessary by law or supported by technical reasons.



If applicant is selected to be an employee or intern, the Company will continue to retain personal data beyond the recruitment process, in accordance with the privacy notice for employees, which is separate from this disclosure.

## 6. Data Owner Rights

Applicants have rights over their personal data in accordance with PDPA. The Company will respect and comply with applicant rights under the law, standards, or regulations related to the processing of data in certain situations.

Applicants have the following rights regarding their personal data:

- 6.1 Right to Withdraw Consent: Applicants have the right to withdraw their consent for the Company to process personal data at any time if the processing relies on their consent. The Company may continue processing personal data if it can rely on another legal basis.
- 6.2 Right to Access Personal Data: Applicants have the right to request a copy of their personal data from the Company.
- 6.3 Right to Correct Personal Data: Applicants have the right to request the correction of their personal data to be accurate, up-to-date, and complete.
- 6.4 Right to Erase Personal Data: Applicants have the right to request the Company to delete or render their personal data unidentifiable in cases where continued processing is not justified. However, this right should not be used to request the deletion of all personal data, and the Company will consider each request cautiously in compliance with relevant privacy laws.
- 6.5 Right to Object: Applicants have the right to object to the processing of their personal data by the Company for legitimate interests, including profiling for marketing purposes.
- 6.6 Right to Suspend Processing: Applicants have the right to request the temporary suspension of the processing of their personal data, such as when applicants want the Company to correct their personal data or when request the Company to demonstrate legal grounds for processing personal data.
- 6.7 Right to Data Transferal: In some cases, applicants can request the Company to send or transfer their personal data, provided that the processing is based on their consent or is necessary for the obligation of a contract.



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6.8 Right to File a Complaint: Applicants have the right to file a complaint with the relevant state authority, including the Personal Data Protection Committee, if you believe that the Company or its employees have violated or failed to comply with the PDPA or other relevant regulations.

Applicant may exercise their rights at any time by contacting the Company through the contact channels specified in section 8 below. The Company may need to request certain information from applicant to verify identity and certify your rights to access personal data (or exercise any other rights) to ensure compliance with security measures that assure personal data will not be disclosed to unauthorized individuals.

The Company will make reasonable efforts to respond to valid requests within 30 days, except in cases where the requests are complex or multiple. In such cases, the Company will notify applicant and provide regular updates on the status of applicant request.

## 7. Applicant Personal Data Security

The Company places utmost importance on the security of applicant personal data. The Company regularly reviews and implements organizational, physical, and technical security measures to ensure the confidentiality, integrity, and availability of applicant personal data. These measures are designed to prevent data loss, intentional destruction, unauthorized disclosure, and improper use by individuals other than the Company's employees or authorized data processors.

## 8. Complaints or Concerns Management

Applicants may contact the Company to file complaints or raise concerns regarding how the Company collects, uses, processes, and discloses their personal data. Please use the following contact information:

Contact Information: Human Resources Department

AI Energy Public Company Limited

Address: 55/2 Moo 8, Setakit 1 Road, Klong Maduea Subdistrict, Krathum  
Baen District, Samut Sakhon Province, 74110

Email: [hr@aienergy.co.th](mailto:hr@aienergy.co.th)



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AI Energy Public Company Limited

Phone Number: 034-877-485-8

## 8. Amendment of Privacy Notice

This privacy notice for job applicants, interns, and scholarship applicants is part of the Company's personal data protection policy. The Company regularly reviews and may amend the personal data protection policy, including any changes that affect this applicant privacy notice. Any modifications will be communicated through the Company's website.

The Applicant Privacy Policy was approved by the board of directors meeting No. 1/2023 on February 17, 2023.

Effective date February 17, 2023

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Miss Pimwan Thareratanavibool

Managing Director

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