



Personal Data Protection Policy (PDPA)

TTC POWER RETAIL COMPANY LIMITED

1. Purposes of Personal Data Collection

The Company will be consented in collecting, processing or using personal data with following purposes:

- To prepare salary data
- To calculate in payroll program
- To comply with the procedure of Social Security Office
- To comply with the procedure of the Revenue Department
- To summarize and verify the data with the data of Human Resource Management Department
- To make accounting report
- To use the data for annual budget preparation

2. Policy on Personal Data Security

This policy shall be applied to the personal data provided to the Company by you (Business Partner).

The Company has following policies on personal data security:

Definition

"Personal Data" means the information about an individual which is possible to identify that person, either directly or indirectly.

"Information for Salary Preparation" means the information about salary provided by (Business Partner) to be used for salary preparation.



"Electronic Data" means personal data including information for salary preparation provided by (Business Partner) and verified by TTC Power Retail Company Limited in order to convert it into electronic data for uploading to the bank's system.

"Accounting Report" means list of salary payments submitted by TTC Power Retail Co., Ltd. to (Business Partner) with following topics:

1. Payroll report for individual employees
2. Social Security Contribution Report
3. Personal Income Tax Report
4. Provident Fund Report
5. Annual Income Summary Report (Bis 50)

"Business Partner" means the party entering into a service agreement with TTC Power Retail Company Limited.

Collection of Personal Data

1. The Company shall collect your personal data directly provided by (Business Partner), consisting of

Personal Data includes:

1. Name-Surname
2. Working Starting Date
3. Identification Card Number
4. Job Position/Function
5. Contact Address
6. Marital Status/Gender/Nationality/Ethnicity
7. Date of Birth



8. Bank Account Number

9. Social Security Card Number (SSO No.)

10. Taxpayer ID Number (Tax No.)

11. Information for Tax Calculation

- Spouse allowance – Spouse’s Identification Card Number
- Number of children
- Identification Card Number of father/mother of taxpayer
- Information about life insurance premium
- Interest of housing loan
- Donation amount
- Amount of Long Term Equity Fund (LTF)

12. Provident Fund

13. Other personal data in which the Company shall ask for your consent first.

2. The Company shall collect your personal data as required only, or for the benefits according to the purposes of data collection for payroll preparation only.

3. Methods of personal data collection through the channels of the Company only such as via electronical channel, by document, by verbal, based on situation.

4. Purposes of personal data collection/application/disclosure

To make transactions, improve, change, modify, add, for the correctness of information in payroll preparation.

5. Persons involving in getting your personal data

5.1 Data Manager / Project Manager

5.2 HR Director

5.3 CEO



6. Data Security

6.1 Data transmission from (Business Partner) will be sent and received through the person designated by the Company to be responsible for payroll preparation only.

6.2 Internal Control: those who are entitled to revise, modify or change data include:

6.2.1 Owner / Data Manager	Implementor
6.2.2 HR Director	Inspector

6.3 Data Access: the data access shall be controlled by password only, TTC Power Retail Company Limited will notify the password to its partner every time and also identify the significance level of data such as "data with significance in highest level".

7. Rights of Personal Data Owner

7.1 Those who own the personal data are entitled to request for data access, to obtain a copy of their own personal data provided and controlled by the Company (Business Partner), or to request for the disclosure of any of their personal data which is not consented by them, *except* for the protection of data owner, or of other persons' rights and liberties, or it is contrary to or in conflict with the provisions of law or court order, or other cases as stipulated by law.

7.2 By notifying the Company (Business Partner), your personal data can be cancelled and the Company is not allowed to use or disclose your personal data having consented by you.

8. Duration of Personal Data Retention

The Company shall keep your personal data for a period based on the term of agreement made between TTC Power Retail Company Limited and the Company (Business Partner).



When the service agreement expires, TTC Power Retail Company Limited will return the Company (Business Partner) all documents including personal data in electronic format.

..... (15 May 2020)

Mr.Jaturong Chantasadid
(Managing Director / CEO)
Effective form 27 May 2020