

Personal Data Protection Policy

Sakakibara Asia Company Limited (the "Company") is the "Data Controller" under the Personal Data Protection Act B.E. 2562, that collects, uses and discloses your personal data who is the Data Subject.

The Company has issued this Personal Data Protection Policy for complying with law about notification to the Data Subject about the objectives, legal basis and terms and conditions of collection, use or disclosure the personal data. This policy shall apply for vendors, contractors, contact persons, customers etc.

The Company shall collect, use and disclose the personal data as follows:

1. Types of Personal Data, Obtainment and Purpose of collection, use, disclosure

The Company obtains the following personal data receiving from you directly.

1.1. General personal data collected

Verification data

- ☐ Name- Last name
- ☐ Data on identification card or passport
- ☐ Signature
- ☐ Tax identification number
- ☐ Bank account number

Contact data

- ☐ Name- Last name
- ☐ Work phone number
- ☐ Mobile phone number
- ☐ Email address
- ☐ Line ID

2. Objective and legal basis for collection, use and disclosure the personal data

The Company shall collect, use and disclose your personal data according to the objectives and legal basis of the Personal Data Protection Act are as follows:

- For contractual compliance and legitimate interests basis that consists of :
 - ☐ Collection, use, and disclosure of the personal data for contact you
 - ☐ Collection, use and disclosure of personal data for identity verification of recipient payment and making payment.

*In case you do not provide your personal data, you may not exercise your right under relating contract or get the benefit.

- For contractual compliance, legal obligation and legitimate interests basis that consists of :

- Collection, use and disclosure of personal data for identity verification of recipient payment and making payment.

*In case you do not provide your personal data, you may not exercise your right under relating contract or get the benefit. In case of the legal obligation, it may deem that you do not comply with law(s) whether imposed punishment or not and you may not get the benefit specified by law.

In case it is necessary for the Company to collect, use, disclose, process and transfer any personal data besides the aforementioned objectives, the Company will notify you the new objectives for such collection, use, disclosure, process and transfer such personal data.

3. Retention period of personal data

The Company shall keep the personal data specified on this policy as following period:

3.1 Contact data : 10 years after contract termination for business purpose.

3.2 Verification data : 5 years after contract termination for accounting purpose.

The Company shall erase or destroy your unnecessary personal data within 30 days from the expiry date of retention period.

4. Disclosure of personal data

The Company shall disclose your personal data complying with the objectives and legal basis notified on this policy only including the government units required by laws.

In this regard, the Company may disclose your personal data to SAKAKIBARA Co., Ltd., head office, Japan, for benefit of business operation.

5. International transfer of Personal data

The Company may transmit or transfer the personal data to the affiliates, SAKAKIBARA Co., Ltd., head office located in Japan if it is necessary or requested by the affiliates.

6. Personal data security measures

The Company shall keep strictly the security of personal data in accordance with law for protection of the loss of personal data or illegal access, use, disclosure, or alteration or without authority.

The Company shall only allow the relating person(s) who has/have the duty(ies) to access the personal data. Moreover, the Company shall keep the personal data confidentially and any person who wants to access the personal data shall inform the person in charge.

In the case the personal data is processed by the third parties, such process shall be done by the instructions of the Company only and in accordance with the provisions of a Data Processor Agreement between Data Controller and Data Processor.

7. Data subject Rights

The Data Subject shall have the following rights.

- 7.1. The right to request access to and obtain a copy of the personal data, which is under the responsibility of the Company, or to request the disclosure of the acquisition of the personal data obtained without the data subject's consent.
- 7.2. The right to receive the personal data concerning the data subject from the Company in case the law specifies.
- 7.3. The Right to revise the personal data to remain accurate, up-to-date, complete, and not misleading.
- 7.4. The right to object to the collection, use, or disclosure of the personal data concerning the data subject, at any time, in case the law specifies.
- 7.5. The right to request the Company to erase or destroy or anonymize the personal data to become the anonymous data which cannot identify the data subject in case the law specifies.
- 7.6. The right to request the Company to restrict the use of the personal data in case the law specifies.
- 7.7. The right to receive the personal data concerning the data subject from the Company in case the Company arranges such personal data to be in the format which is readable or commonly used by ways of automatic tools or equipment, and can be used or disclosed by automated means.
- 7.8. The right to request the Company to send or transfer the personal data to other Data Controllers in the format specified on clause 7.7 by automated means.
- 7.9. The right to withdraw the consent for the Company's collection, use, or disclosure of the aforementioned personal data by notification to the Company.
The withdrawal of consent shall not affect the collection, use, or disclosure of personal data that the data subject has already given the consent legally.
- 7.10. The right to complaint in case the Company or Data Processor including its employee or contractor who breaches or does not comply with the Personal Data Protection Act B.E. 2562 or any notification issued under such Act.

8. Contact person

You can contact the Company as follows:

- Person in charge : Ms. Kannarat Tangsujaritvijitr
- Telephone Number : 062-610-8373
- Mobile phone number : 081-354-7256
- E-mail: kannarat@sakakibara.co.th