

## Thai Murata Electronics Trading Ltd.

### Privacy Notice for General Purposes

#### Privacy statement

Thai Murata Electronics Trading Ltd. ("**the Company**," "**us**," or "**our**") recognizes the importance of the security of Personal Information (as defined below) and will keep it confidential. The Company ensures that our directors and all employees will comply with this privacy notice (the "**Privacy Notice**") and the personal data protection law, and exert our best efforts to protect your Personal Information.

This Privacy Notice describes how the Company collects, uses, and discloses (collectively "**processes**") your Personal Information, and this Privacy Notice applies to all communication channels, both online and offline, whether face-to-face, over the phone, or via any other means used in communications for any activities with you as a customer; vendor; potential customer or vendor; or contact person or representative of those persons ("**you**" or "**your**"). However, the Company may provide external or third parties website links or applications during the communication; in such a case, this Privacy Notice does not cover those external or third parties' websites.

Your Personal Information is required for the purposes described in this Privacy Notice. Without your Personal Information, the Company may not be able to proceed with any intended undertakings with you.

#### Update to this Privacy Notice

The Company recommends that you periodically check this Privacy Notice to learn of any changes, because the Company may update this Privacy Notice from time to time to reflect changes in the personal data protection law, other applicable law, and our practice. We will obtain your consent beforehand if any changes require your consent.

#### Contact the Company

Should you have any inquiries in relation to this Privacy Notice, Personal Information matters, or wish to exercise the rights of a data subject under the personal data protection law, please contact

- Ms. Kansuda Uathamthaworn, Junior HR Executive, at Tel no: 02-036-0081/24629881 or Email: kansuda.uathamthaworn@murata.com
- Ms. Pornphen Paisarnduangjan, Assistant Administration General Manager, at Tel no: 081-936-2058 or Email: pornphen.p@murata.com

#### Personal Information

"**Personal Information**" means any information relating to a person which enables the identification of that person, whether directly or indirectly.

#### The collection of Personal Information

The Company collects Personal Information about you which is provided by you or any third parties, published in public, or collected in the process of providing goods or services. If you provide us with any Personal Information about other persons, you must have authority to do so and must obtain those third parties' consent where necessary under this Privacy Notice.

The Company's activities are normally not intended for any person who has not reached their legal age, e.g. minors or persons deemed incompetent or quasi-incompetent. If the Company learns that the Company has processed Personal Information of such a person, the Company will proceed to comply with applicable law as soon as possible. If you are a minor and consent for the Company to process your Personal Information, you must indicate that your holder of parental responsibility has consented to doing so.

The Company collects your Personal Information including, but not limited to the following.

**1) Identity Information**

- name, surname;
- signature;
- gender;
- job information;
- job position;
- car license plate;
- bank account information;
- photographs;
- videos of you;
- date of birth;
- age;
- national identification card information; and
- passport information and work permit.

**2) Contact Information**

- phone number;
- fax number;
- mailing address;
- email address; and
- social media profile.

**3) Business Information**

- contract information;
- services or products purchased;
- contact history;
- company's directors' and shareholders' information; and
- comments, questions, inquiries, feedbacks, survey responses.

**4) Sensitive Information**

- religion;
- blood types;
- race; and
- antigen test kit (ATK) result

**Personal Information processing**

The Company processes your Personal Information on the following bases:

- consent;
- a contractual basis, to fulfill obligations with you under a contract;

- legitimate interest, which will be balanced with your interest, the Company's interest, and any relevant third parties' interest;
- legal obligation;
- vital interest, to prevent or suppress a danger to a person's life, body or health; or
- the establishment and defense of legal claims.

When the Company processes your Personal Information on your consent, you are able to withdraw your consent as described in the section **Your rights** below.

The purposes of processing (collectively the "**Purposes**") include but are not limited to the following.

**1) Proceeding with contractual undertakings**

In order to determine whether to enter contracts with you; order products or services; provide fee quotations; contact your company regarding contracts; perform contractual obligations; provide products and services for your company; analyze and prepare information for purchase orders; manage deliveries and shipments; manage payments; provide after-sale services; facilitate transactions; administer product returns; and proceed with other contractual undertakings, the Company processes your Identity Information, Contact Information, and Business Information on a contractual basis and legitimate interest basis. Your consent is not required.

**2) Providing products and services information**

In order to provide you with information related to our products and services; provide up-selling information; advertisements; or promotions, the Company processes your Identity Information, Contact Information, and Business Information on a legitimate interest basis. Your consent is not required.

**3) Providing responses and other information**

In order to analyze and respond to your comments, questions, inquiries, or feedback and provide other relevant information about terms and conditions, this Privacy Notice, or other related documents to you, the Company processes your Identity Information, Contact Information, and Business Information on a legitimate interest basis. Your consent is not required.

**4) Operating the Company's business**

In order to manage and improve our business operations; conduct audits; manage internal business compliance; manage business management; implement terms and conditions, the Privacy Notice, and relevant documents; conduct and analyze market research; develop products and services; analyze the efficiency of promotions and advertisements; customize our strategy; analyze both online and offline communication channels; and enhance online security, the Company processes your Identity Information, Contact Information, and Business Information on a legitimate interest basis. Your consent is not required.

**5) Verifying your identity**

In order to verify your identity as a contact person of customers or vendors or as a data subject, the Company processes your Identity Information and Business Information on a legitimate interest basis.

You may provide us with your national identification card; passport; household registration; driving license; or other types of identifiable document issued by the government which contain the Sensitive Information, if so, your consent for the Company to process your Sensitive Information to verify your identity is required.

## **6) Complying with the law**

In order to act in accordance with the Company's legal obligations and rights under the applicable law, and establish, comply with, exercise, or defend against legal claims in the future, the Company processes your Identity Information, Contact Information, and Business Information on a legal obligation basis and the establishment and defense of legal claims basis. Your consent is not required.

## **7) Maintaining security**

In order to maintain the Company's security system, the Company processes your Identity Information (especially video of you as captured by CCTVs) on a legitimate interest basis. Your consent is not required.

## **8) Disease prevention**

In order to prevent contagious disease in the Company's premises, the Company processes your ATK result on a legal obligation basis. Your consent is not required.

## **Personal Information retention**

The Company will not retain Personal Information about you for longer than the Company deems necessary in accordance with the Purposes. If a judicial or disciplinary action is initiated, your Personal Information may be stored until this action ends, including during any potential period for appeal, and will then be deleted or archived, as permitted by applicable law.

During the retention period, the Company takes strict security measures to prevent your information from being accidentally lost, used or accessed without authorization, damaged, destroyed, altered, or disclosed. The physical security measures include locked lockers or access-controlled premises. The electronic security measures include limited access-control and password.

## **Disclosure of Personal Information**

The Company may disclose your Personal Information to our parent companies, affiliates, subsidiary companies, group companies, business partners, service providers, vendors, customers, sub-contractors, external advisors, or any other third parties, whether private or governmental, for the Purposes. In doing so, the Company ensures that those who receive your Personal Information will have adequate personal data security standards, according to the applicable law.

The Company also reserves the right to disclose or transfer any of your Personal Information retained if the Company sells or transfers all or a portion of our business or assets, or be in the negotiation process of such event, including but not limited to a merger, acquisition, amalgamation, or joint venture.

## **Cross-border transfer**

The Company may disclose and transfer your Personal Information outside Thailand, including, but not limited to: Japan; Singapore; the Philippines; Malaysia; China; Hong Kong; and Vietnam. In such a case, the Company will seek your explicit consent and ensure that those who have received your Personal Information will have an adequate personal data security standard under the applicable law.

## **Your rights**

You, as a data subject, have the following rights regarding the Personal Information under the personal data protection law.

- Right to withdraw your consent at any time if you consent for the Company to process your Personal Information. The withdrawal of consent will not retroactively affect the prior processing.

- Right to request access to and request a copy of your Personal Information. You can also request that the Company disclose your Personal Information and source of such Personal Information if the Company has obtained such Personal Information without your consent. The Company will only provide you with access to Personal Information contained in the documents requested, and not to the full documents themselves.
- Right to data portability, to obtain your Personal Information given to the Company in a structured electronic format. You also have the right to request the transfer of your Personal Information obtained based on consent or contractual basis to any third parties.
- Right to object to the collection, use, or disclosure of your Personal Information in certain cases, including but not limited to direct marketing.
- Right to delete, destroy, or anonymize your Personal Information in certain cases, including but not limited to when your Personal Information is no longer necessary for the Purposes, or when your Personal Information has been unlawfully collected, used, or disclosed.
- Right to restriction of use of your Personal Information in certain cases, including but not limited to when the Company is considering a request you made to object to processing of your Personal Information; when you have requested the Company to instead retain your Personal Information which would be otherwise destroyed or deleted; or when your Personal Information is no longer necessary, but the Company cannot delete it because you have requested that we retain it for establishment of, compliance with, exercise of, or defense against legal claims.
- Right to rectification of any Personal Information that is incomplete, inaccurate, misleading, or out of date.
- Right to make complaints in the event that the Company violates or fails to comply with the personal data protection law.

The Company will try to respond to all requests to exercise the above rights within [30 days]. However, it may take us longer if your request is particularly complex. The Company does not charge any fee for the above rights [unless your request is unfounded, repetitive, or excessive].