Privacy Notice for Job Applicants and Interns

1. General Information

Asia Cement Public Company Limited and its affiliated companies, namely Asia Cement Products Company Limited, Jalaprathan Cement Public Company Limited, Asia Cement Energy Conservation Company Limited, and Jalaprathan Concrete Company Limited (collectively, the "**Company**") recognize the importance of protecting the Personal Data of job applicants, internship applicants, and interns. In connection with recruitment and internship processes, the Company needs to collect, use, and/or disclose your Personal Data to assess your qualifications, conduct the recruitment process, and administer internship programs. This Privacy Notice has been prepared to inform you in detail of how the Company collects, uses, and/or discloses your Personal Data, the purposes of processing, the retention period, your rights under personal data protection laws, and how you may contact the Company should you have any questions or wish to exercise your rights.

2. Definition of Personal Data

"**Personal Data**" under this Privacy Notice refers to any information relating to an identified or identifiable natural person, whether directly or indirectly, including your name, surname, contact details, facial image, national identification number, and other information relating to your job or internship application, stored in physical documents or electronic formats within the Company's information systems.

"**Sensitive Personal Data**" refers to data concerning race, ethnicity, political opinions, religious or philosophical beliefs, sexual behavior, criminal records, health data, disability, genetic data, biometric data, or other similar data, which in the recruitment or internship context may include criminal background check results and health data used in the selection process.

3. Personal Data Collected by the Company

To ensure the completeness of the Company's recruitment and internship processes, the Company needs to collect the following Personal Data from you, including but not limited to:

a. Identification information, such as your full name, national ID or passport number, date of birth, gender, frontal photograph, weight, height, nationality, religion, marital status, military status (for males), and driving ability;
b. Contact information, such as address, telephone number, and email address;
c. Application and work history information, such as education history, work experience, transcripts, employment certificates, portfolio, reference contact details, work-location preferences, and family or emergency contact details;
d. Selection process information, such as test and interview results, interview notes, and qualification assessment results;
e. Sensitive Personal Data that the Company may need to collect on the basis of necessity or with your explicit consent, such as religious or philosophical beliefs, race, nationality, disability, biometric data, or other similar data, which may be collected to provide appropriate facilities and welfare for the applicant/intern;

f. Supporting documents, such as copies of your ID card, house registration, and bankbook (for interns receiving an allowance). The Company needs to request your photograph and/or a copy of your national ID card for identity verification purposes. As certain sensitive Personal Data (such as religious information) may appear on the card and the Company does not intend to collect such sensitive data, you are kindly requested to redact such information before providing the copy to the Company.

4. Sources of Personal Data

The Company obtains your Personal Data from various lawful sources, including information you provide directly through job applications, recruitment websites, third-party recruitment platforms, interviews, or communications with the Company, as well as information received from references you have provided, educational institutions, or background check service providers, to the extent necessary and with consent where required by law.

5. Purposes of collecting, using and/or disclosing Personal Data

The Company collects, uses, and/or discloses your Personal Data only as necessary for the following purposes: assessing your qualifications and suitability for a position or internship program; scheduling and conducting interviews; verifying references and background information; preparing an employment or internship agreement if you are selected; communicating with you regarding the status of your application; analyzing data and maintaining candidate databases to match applicants to suitable roles in the future; and retaining your data to consider you for future employment opportunities (where you have given consent). The Company will carry out the foregoing in a manner that is appropriate, reasonable, and within your reasonable expectations.

6. Lawful basis of collecting, using and/or disclosing Personal Data

In collecting, using, and/or disclosing your Personal Data, the Company shall act only to the extent necessary and in compliance with applicable personal data protection laws. In general, the Company will process your Personal Data where there is a lawful basis, including:

a. **Contract:** necessary to take steps at your request prior to entering into an employment or internship agreement with the Company;
b. **Consent:** where the Company must collect Sensitive Personal Data, such as criminal background check results or health data, or where the Company wishes to retain your data to consider you for future employment opportunities;
c. **Legitimate Interests:** necessary for the Company's legitimate interests in conducting an effective recruitment process, except where such interests are overridden by your fundamental rights in your Personal Data;
d. **Legal Obligation:** necessary for compliance with laws relating to employment or internships;
e. **Vital Interests:** necessary to prevent or suppress a danger to the life, body, or health of you or another person, where you are unable to provide consent at such time; and
f. **Public Task / Official Authority:** necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Company.

For Sensitive Personal Data, the Company will primarily rely on your explicit consent, unless a legal exemption applies.

7. Disclosure of Personal Data

The Company may disclose your Personal Data only as necessary to relevant persons or entities for the purposes set out in this Privacy Notice, such as background check service providers, health check providers, recruitment platform providers, information system service providers, affiliated companies, and government authorities with legal authority. The Company will ensure that such recipients collect, use, and/or disclose your Personal Data only within the scope and purposes specified in this Privacy Notice.

8. Storage and Transfer of Personal Data

The Company stores, uses, and/or processes your Personal Data primarily on systems located in Thailand. However, the Company may transfer your Personal Data to Affiliated Companies or other persons in other countries where necessary for the performance of a contract to which you are a party, or pursuant to a contract between the Company and another person or juristic person for your benefit, to prevent or suppress a danger to life, body, or health, to comply with applicable laws, or for significant public interest, including where the Company uses recruitment platforms or cloud-based information systems with servers located overseas. In such cases, the Company will ensure that the destination country has adequate personal data protection standards, or that appropriate safeguards are in place, and will require the data recipient to maintain adequate data protection measures in accordance with the standards prescribed by law and to execute appropriate agreements with relevant third parties.

For the purposes of this Privacy Notice, "**Affiliated Companies**" means the companies named in Section 1, as well as any other juristic person that controls, is controlled by, or is under common control with the Company, whether directly or indirectly. "**Control**" means (1) the holding of more than fifty percent (50%) of the total voting rights; (2) the ability to control the majority of votes at a shareholders' meeting; or (3) the power to appoint or remove at least half of all directors.

9. Duration of Personal Data Retention

If you are not selected, the Company will retain your Personal Data for no longer than one (1) year from the date the recruitment process concludes, unless you have consented to the Company retaining your data for consideration for future employment opportunities, in which case the Company will retain it for no longer than two (2) years. If you are selected as an employee or intern, your data will continue to be used under the Privacy Notice applicable to that status (such as the Privacy Notice for Employees). The Company will take appropriate steps to delete or destroy your Personal Data when it is no longer necessary or upon expiration of the applicable retention period.

10. Your Rights Regarding Personal Data

You are entitled to rights under personal data protection laws, including the right to withdraw consent, access and obtain a copy of your data, request data portability, object to collection, use, or disclosure, request erasure or destruction, request restriction of use, request rectification, and lodge a complaint with the Expert Committee. These rights may be exercised subject to the conditions prescribed by law.

The exercise of your rights above may be limited under applicable law, and in certain cases the Company may refuse or be unable to comply with your request, such as where compliance with legal obligations or court orders is required, or for public interest reasons. In such cases, the Company will inform you of the reasons for any refusal.

11. Measures for the Security of Personal Data

The Company has implemented security measures in accordance with Section 37 of the Personal Data Protection Act B.E. 2562 (2019) and related notifications of the Personal Data Protection Committee, to prevent the loss, unauthorized or unlawful access, use, alteration, modification, or disclosure of Personal Data. Further details are set out in the Company's PDPA Policy.

12. Contact Information of the Company

If you have any questions regarding the collection, use, and/or disclosure of your Personal Data, or if you wish to exercise your rights, you may contact the Company through the following channels:

Email: LegalandCompliance@acc.co.th

Name: Miss Pannaree Piboonpanya

Telephone: 02-641-5600 Ext.1382

Address: Sathorn City Tower, 8/1 Floor, 175 South Sathorn Road, Tungmahamek, Sathorn, Bangkok 10120

13. Updates to the Privacy Notice

This Privacy Notice is subject to regular review and revision. It may therefore be updated from time to time to reflect changes in the collection, use, or disclosure of Personal Data, and to ensure fairness and transparency for data subjects. When updates are made, the Company will notify you through its recruitment website or other appropriate channels.