

Privacy notice for those who have a business relationship  
with Hitachi Elevator (Thailand) Co., Ltd.

Hitachi Elevator (Thailand) Co., Ltd. (“the Company”) values the importance of the protection of personal data for those who have a business relationship with the Company, such as vendors, entrepreneurs, contractors, service providers, and sellers. This Privacy Notice describes practices regarding the collection, usage, and/or disclosure of personal data including the rights of a personal data subject under the Personal Data Protection Act B.E. 2562.

## 1. Scope of the Entry into Force

### 1.1. Person who makes the announcement comes into force

This announcement applies to business relationships or other persons involved in the Company's procurement process (“you”) such as partners, entrepreneurs, distributors, retailers, vendors, contractors, service providers, contact person for a quotation, employees of those who have a business relationship with the Company, references, guarantors, etc.

## 2. Collected Personal Data

### 2.1 Source of Personal Data

#### 2.1.1 Receive Personal Data Directly from You

The Company receives personal data from you directly through the process of procurement through various channels provided by the Company such as website, email, telephone, fax, text message (SMS), questionnaire, registration, service application, delivery note form or any other channels.

#### 2.1.2 Obtain Personal Data from Other Sources

The Company may obtain your personal data from other sources such as your business partnership, your buyer, your customer, etc., or by checking your background and qualifications, for example from the juristic person you represent, the agency or organization where you work or have worked, government agencies, etc.

#### 2.1.3 Personal data of third parties

The Company may obtain information from third parties associated with you where you provide such information to the Company, such as family members, references, certifiers, shareholders, guarantors, retailers, subcontractors, user services, product recipients, etc., by which the Company collects personal information related to you for the benefit of you.

In this regard, you must notify any third party related to you of this Privacy Notice, and you must also notify rights as a Personal Data Subject under the Protection Act. Personal Information B.E. 2562

### 3. Types of Personal Data the Company Collects

The Company will collect, use and/or disclose your personal data only as necessary to achieve the objectives of the Company in Article 6.

However, the personal data that the Company collects will be based on the relationship between you and the Company on a case-by-case basis. The personal data collected by the Company is divided into two types as follows:

#### 3.1 General Personal Data includes the following data:

3.1.1 Personal data of a natural person : a natural person who is related to the Company or a guest

Article No.	Personal Data Type	Example of Data
3.1.1.1	Personal Data	<ul style="list-style-type: none"><li>- Name, surname</li><li>- Signature</li><li>- Gender, age, date of birth</li><li>- Photograph</li><li>- Document data issued by government agencies are used for identification and verification, such as a copy of an ID card, etc.</li></ul>
3.1.1.2.	Contact detail	<ul style="list-style-type: none"><li>- Address according to important documents, address according to the current document, place of work</li><li>- Phone number, email</li></ul>
3.1.1.3.	Education and Work detail	<ul style="list-style-type: none"><li>- Education level</li><li>- Career and career field</li><li>- Position</li><li>- Job description, type of business</li><li>- Certificate</li></ul>

Article No.	Personal Data Type	Example of Data
3.1.1.4.	Financial Data and Assets Detail Data	<ul style="list-style-type: none"> <li>- Bank account number</li> <li>- Taxpayer identification number</li> <li>- Project code</li> </ul>
3.1.1.5.	Technical Data	<ul style="list-style-type: none"> <li>- Video and audio recordings</li> <li>- CCTV footage</li> <li>- Other technical information from the use of the Company's applications</li> </ul>

**3.1.2 Personal information of a juristic person;** a natural person who is related to a juristic person, which juristic persons are related to the Company, such as directors, shareholders, chief executive officer, authorized agent, etc.

Article No.	Personal Data Type	Example of Data
3.1.2.1	Personal Data	<ul style="list-style-type: none"> <li>- Name, surname</li> <li>- Signature</li> <li>- Gender, age, date of birth</li> <li>- Photograph</li> <li>- Document information issued by government agencies are used for identification and verification, such as a copy of an ID card, etc.</li> </ul>
3.1.2.2	Contact detail	<ul style="list-style-type: none"> <li>- Address according to important documents, address according to the current document, place of work</li> <li>- Phone number, email</li> <li>- Shop or office photos</li> </ul>
3.1.2.3	Work detail	<ul style="list-style-type: none"> <li>- Career and career field</li> <li>- Position</li> <li>- Job description, type of business</li> </ul>

Article No.	Personal Data Type	Example of Data
3.1.2.4	Information that appears in the transaction documentation	<ul style="list-style-type: none"><li>- Company certificate</li><li>- List of shareholders</li><li>- Power of Attorney</li><li>- Commercial registration certificate</li></ul>

### 3.2 Sensitive Personal Data

Sensitive Personal Data means personal data that is defined under Section 26 of the Personal Data Protection Act B.E. 2562. The Company has no purpose for collecting your sensitive personal data except only to achieve the objectives in Article 6, such as health data from coronavirus (Covid-19) test results, body temperature data, vaccination result data, etc.

If the event that the Company asks to collect a copy of your ID card except in the case where the Company keeps a copy of your ID card with the need for religious and/or blood group data. The Company asks you to make the following personal data invisible by asking you to cross out the religious and/or blood group personal data that appears on the page of the ID card copy due to the Company does not have the purpose for collecting such personal data which is sensitive personal data from you. If you do not cross out, the Company will assume that you consent to the Company to cross out that data.

### 4. Collection of Personal Data of Minors, Incompetent Persons, or Quasi-incompetent Persons

If the event that you are a minor, an incompetent person or a quasi-incompetent person, the Company has no purpose for collecting personal data of minors, incompetent persons, or quasi-incompetent persons except with the consent of a user of parental power or a guardian depending on case. If the event that the Company collects personal data of minors, incompetent persons, or quasi-incompetent persons without the consent of a such person, the Company will immediately delete or destroy such personal data. Unless there is a legal basis to empower the Company to collect, use and/or disclose personal data without obtaining consent. The Company will only collect, use and/or disclose necessary personal data to achieve the objectives related to you and the Company.

### 5. Methods of Retention of Personal Data

The Company maintains personal data in the document and electronic formats, and keeps your personal data as follows:

- 5.1. Servers of the Company in Thailand
- 5.2. Servers of the Company in foreign countries

## 6. Purposes for Collecting, Using, and/or Disclosing Personal Data

The Company has the purpose of collecting, using, and/or disclosing your personal data and the following legal basis:

However, the purposes and legal basis will be under the relationship between you and the Company. Therefore, the purposes and legal basis are chosen on a case-by-case basis.

Article No.	Purpose	Legal Basis
6.1	For verification of the accuracy of your information and other relevant actions to ensure the completion of the bidding and negotiation process, such as <ul style="list-style-type: none"><li>● Sending an appointment letter/price negotiation by e-mail.</li><li>● Making business cards for contact., etc.</li></ul>	Contractual Basis Legitimate Interests
6.2	For verification of the accuracy of your information and other relevant actions to the selection process and provide a record of the Company's business partners, such as <ul style="list-style-type: none"><li>● Price Comparison</li><li>● Verification of the power of attorney and supporting documents such as a power of attorney, a copy of an ID card, a company certificate, a list of directors authorized to sign, etc.</li><li>● Verification of the company's certificate/list of shareholders.</li><li>● Quotation check with payment term., etc.</li></ul>	Contractual Basis Legitimate Interests

Article No.	Purpose	Legal Basis
6.3	For verification and other relevant actions to ensure the success of the procurement process, such as <ul style="list-style-type: none"><li>● Acceptance of quotation confirmation.</li><li>● Announcement of the winner price.</li><li>● Making internal memo and submitting them to procurement approval authority, etc.</li></ul>	Contractual Basis Legitimate Interests
6.4	For the preparation of contracts and/or purchase orders and/or upon your request, and other related actions to complete the process in this step, such as <ul style="list-style-type: none"><li>● Check a document supporting contract preparation to ensure compliance with the law, such as construction contracts, letters of guarantee, Company certificate, company director's ID card, etc.</li><li>● Making a suretyship contract, etc.</li></ul>	Contractual Basis Legitimate Interests
6.5	For various actions in the operation of fulfilling the contract and upon your request, such as <ul style="list-style-type: none"><li>● Verification of identity for permission to work</li><li>● Applying for work permits for contractors</li><li>● Recording a delivery note/ goods receipt</li><li>● Shipping status tracking</li><li>● Providing your information to customers for using their services.</li></ul>	Contractual Basis Legitimate Interests

Article No.	Purpose	Legal Basis
	<ul style="list-style-type: none"> <li>● Safety management under standards such as safety training, etc.</li> </ul>	
6.6	For various actions in the operation of transactions and payments, such as issuing an invoice billing/bill of payment, money transfer, fee payment, debt payment, making a receipt, receipt preparation of tax invoices, withholding tax, writing off accounts receivable as bad debts making a record of account payable in the country/abroad, sales/purchase making tax/input tax reporting, making a credit note/debit note, making delivery order, etc.	Legal Obligation Contractual Basis Legitimate Interests
6.7	For various actions after the termination of the contract when issues or disputes arise in connection with contract, such as penalty for breach of contract, etc.	Contractual Basis Legitimate Interests
6.8	For Marketing activities that do not require your consent by law, such as <ul style="list-style-type: none"> <li>● Collecting your points for receiving the benefits specified by the company</li> <li>● sending a greeting, giving gifts etc.</li> </ul>	Legitimate Interests
6.9	For relevant internal operations such as <ul style="list-style-type: none"> <li>● Cooperation between internal and external departments</li> <li>● The preparation of the history of the business relationship.</li> <li>● To ask the authorized person in the company to approve the request.</li> <li>● Making reports within the company, etc.</li> </ul>	Legitimate Interests

Article No.	Purpose	Legal Basis
6.10	For governance internal audit, company and/or affiliated companies risk assessment, for achieve company's objectives to assess and improve the effectiveness of risk management process, control, and governance processes in a systematic and orderly manner.	Legitimate Interests
6.11	To manage the Company's information technology, such as processing your request when you request to exercise your rights as a personal data subject, keeping your personal data accurate and up to date, etc.	Legal Obligation Legitimate Interests
6.12	For security purposes within the company, including but not limited to surrounding areas, the company may record your video via CCTV systems.	Legitimate Interests
6.13	For the various actions in considering, examining, and investigating, including but not limited to collecting evidence. When there are complaints or disputes related to the Company that needs to rely on your personal data	Legitimate Interests
6.14	Compliance with laws related to transactions between you and the Company such as government procurement law, labor law, tax law, the securities and exchange law, the law on government information, etc.	Legal Obligation
6.15	Establish legal claims, compliance with the law, and exercise or defense against the Company's legal claims.	Legal Obligation Legitimate Interests
6.16	To comply with laws relating to public interest in public health such as health protection from dangerous communicable diseases or epidemics that may be transmitted or spread into the Kingdom, etc.	Legal Obligation



The Company collects, uses, and/or discloses your personal data by the legal basis that the Personal Data Protection Act B.E. 2562 grants the power without asking for consent. However, there are cases where the Company may require your explicit consent because the law requires, The Company will ask for your consent for the collection, usage, and/or disclosure of your personal data via the “Consent Form for the Processing of Personal Data” and if third party related to you and there is a case in which explicit consent is required, you must be the one who requests consent for the processing of such person's personal data to the Company.

The Company will seek your consent for activities that, in consideration of your relationship with the Company, require consent, which has the following purpose.

Article No.	Purpose	Legal Basis
6.17	For any actions between you and the Company which requires your consent	Consent

The Company would like to inform you if you must provide personal data to the Company for the performance of a law or contract, or if it is necessary to provide personal data to enter that contract. If you do not wish to provide personal data to the Company, it may result in the Company’s failure to perform certain legal, contractual, or service provision with you due to your personal data being necessary for that process.

Any personal data that the Company has collected before June 1, 2022, which is the date the Personal Protection Act B.E. 2562 came into force, the Company can continue to collect and use such personal data under its original purpose. However, if you do not wish to let the Company collect and use personal data obtained from you before June 1, 2022, unless otherwise required by law, you can withdraw your consent by contacting the Company's personal data protection officer according to the channels that the Company provided in Article 12 of the Announcement.

## 7. Disclosure of Personal Data

The Company may disclose your personal data to others under your consent or as permitted by law to disclose as follows:

### 7.1. Management within the Organization

The Company may disclose your personal data within the Organization to the extent that it is necessary for your administration under this notice to benefit you and others.

## 7.2. Law Enforcement

If the law or government agency requests it, the Company must disclose your personal data as necessary to government agencies such as courts or other government agencies.

## 7.3. Business Partners

The Company may disclose certain personal data to its business partners for contact and coordination purposes stated in this notice.

## 7.4. Affiliated Companies

The Company may disclose certain personal data to companies within its affiliates for working on projects related to you.

## 7.5. Service Provider

The Company may disclose certain personal data to service providers for operations such as

7.5.1. Training, seminar

7.5.2. Transport service

7.5.3. Document preservation and destruction service

7.5.4. Marketing service

7.5.5. Technology service

7.5.6. Business consulting company, auditor, legal or tax advisors, etc.

## 7.6. Business Transfer

The Company may disclose personal data including your personal data for reorganization, merger, divestiture, or other transfers of property, whereby the receiving party will consistently treat your personal data with this notice including Personal Data Protection Act.

## 8. Personal Data Storage Period

The Company will keep your personal data for the period necessary to achieve the purposes related to this notice. However, it may be necessary for the Company to keep it afterward if otherwise required by law or to complete the performance of the contract.

The Company will delete, destroy, or make your personal data non-identifiable when it is out of necessity or at the end of such period.

## 9. Rights of Data Subject

You being the subject of personal data have the right to perform the following actions:

### 9.1 Right to Withdraw Consent

If you have given your consent, the Company will collect, use and/or disclose your personal data. Either the consent you have given before the date on which the Personal Data Protection

Act comes into force or afterward. You have the right to withdraw your consent at any time.

### **9.2 Right to Access**

You have the right to request access to your personal data, which is the responsibility of the Company, ask the Company to make copies of such personal data for you including requesting the Company to disclose how the Company obtains your personal data.

### **9.3 Right to Portability**

You have the right to obtain your personal data if the Company has provided that personal data is in a form that is readable or usable using an automated tool or device and that personal data can be used or disclosed by automated means; including the right to request the Company send or transfer personal data in such form to another data controller if it can be done by the automatic means, and you have the right to obtain personal data that the Company send or transfer to other Data Controllers unless it is impossible to do so because of the technical circumstances.

### **9.4 Right to Object**

You have the right to object to the collection, usage, and/or disclosure of your personal data at any time.

If the collection, usage, and/or disclosure of personal data is made to carry out necessary operations under the Company's legitimate interests or of another person or juristic person without exceeding the extent that you can reasonably expect or to carry out missions in the public interest, the Company will continue to collect, use and/or disclose your personal data only to which the Company can reasonably demonstrate by law that it is more important than your fundamental rights or it is for confirmation and compliance with the law or litigation on a case-by-case basis.

### **9.5 Right to Erasure/Destruction**

You have the right to request removal or destroy your personal data or make the personal data non-identifiable if you believe that your personal data has been unlawfully collected, used, and/or disclosed under applicable law or that the Company has no need to keep personal data for the purposes related to this announcement or when you have exercised the right to withdraw your consent or exercised the right to object as stated above.

### **9.6 Right to Restriction of Processing**

You have the right to request a temporary suspension of the usage of personal data if the Company is in the process of reviewing your request to exercise your right to correct your personal data or object or in any other cases that the Company is out of necessity and needs to delete or destroy your personal data according to the relevant laws, but you ask the Company to suspend the usage instead.

### **9.7 Right to Rectification**

You have the right to request that your personal data be corrected, up-to-date, complete, and without causing misunderstandings.

### **9.8 Right to Lodge a Complaint**

You have the right to complain with the relevant legal authority if you believe the collection, usage, and/or disclosure of your personal data is an act that violates or fails to comply with the relevant laws.

You can exercise your rights as the data subject by contacting the Company's personal data protection officer according to the details at the end of this announcement, the Company will notify the result of the operation within 30 days from the date the Company receives an exercise request from you according to the form or method specified by the Company. If the Company refuses the request, the Company will inform you of the reason for the refusal via various channels such as text message (SMS), e-mail, telephone, mail, etc.

## **10. Sending or Transferring Personal Data Abroad**

The Company may transmit or transfer personal data to individuals, organizations, or servers located in foreign countries only for the fulfillment of the objectives and legal basis specified in Article 6. However, the Company will use caution and consider your safety as important by sending or transferring personal data only as necessary. The Company will take various measures to ensure that the transfer of your personal data to the destination country has adequate personal data protection standards or other cases as required by laws.

## **11. Amendment to the Privacy Notice**

To comply with the Personal Data Protection Act B.E. 2562 to effectively protect your personal data, the Company may review, amend, change, or cancel this personal data protection notice at any time and the Company will notify you after such change every time.

This announcement is the latest amendment and is effective from June 1, 2022.

## **12. Details of Personal Data Protection Officer**

If you have any questions or want to ask more about the Company's privacy notice or want to exercise your rights as the subject of personal data, please contact the

Personal Data Protection Officer or Personal Data Protection Group of Hitachi Elevator (Thailand) Co., Ltd having address at No. 30 Soi Onnuch 55/1 Prawet Sub-district, Prawet District, Bangkok 10250, e-mail : [het.pdpa.wq@hitachi.com](mailto:het.pdpa.wq@hitachi.com) and telephone number 02 320 5777.