

Privacy Notice

for Employee and Related Persons

Grundfos (Thailand) Company Limited (hereinafter referred to as the “Company” “we” or “us”) values your privacy and strives to protect the personal data of our employees, family’s members of our employees and other related persons, whose information has been provided to us by the employees. In order to ensure that the Company will protect and retain your personal data in accordance with the laws on Personal Data Protection, and also inform and notify you about the collection, use and/or disclosure of your personal data (hereinafter referred to as “Data Processing” or “Personal Data Processing”), your rights as a data subject and our contact details, this Privacy Notice is therefore made as follows:

1. Definition

“Employee” means employees according to the Company's work regulations.

“Related Person” means a person in the employee's family or other persons whose personal data has been provided to the Company by employees, such as reference, guarantor (if any).

“Sensitive Personal Data” means personal information that is specifically required by law, which the Company will collect, use and/or disclose Sensitive Personal Data only when the Company has obtained the explicit consent from the employee or where is required by law. The Company may be required to collect, use and/or disclose Sensitive Personal Data, such as information about religion, health data, disability, criminal record, biometric data, etc.

“Processing” means any actions carried out by the Company against the Personal Data of Employees and Related Persons for collecting, recording, copying, organizing, keeping, updating, modifying, altering, using, recovering, disclosing, sending, transferring, publishing, merging, deleting, destroying, either all these actions or in part of this action.

2. Collection of Personal Data

The Company will collect personal data of employees as detailed below. Provided that the employees could not provide such personal data, the company may fail to comply with the terms and conditions of employment contract for applying for a job, labor law and/or any other relevant laws. The personal data of employees may be stored in various forms, such as documents or electronics. If the employee refuses to provide personal data required by the law or to enter into a contract with us, we may not be able to perform our performance under a contract and it may affect your right to access our benefits or services provided to you, as follows:

2.1 General Personal Data

We collect your general personal as following:

(1) Information and documents related to the recruitment process, such as a personal resume (Resume / Curriculum Vitae or CV), information appearing on a cover letter, job application, or recruitment comment;

(2) Contact information with employees such as first name, surname, address, telephone number, email address, LINE ID, social media information;

(3) Personal information of employees such as date of birth, age, gender, marital status, interests, opinions;

(4) Information about family members or persons under their custody, who are entitled to obtain welfare and benefits in accordance with the Company's rules and personnel management regulations, such as information about their spouses, information about their child, information about their parent, or beneficiary. In providing information of such persons to us, however, the employees have already notified this Privacy Policy to them.

(5) photographs and videos;

(6) Information about education, competency, potential development and other qualifications of employees such as educational level, educational background, institution/university, educational record, training history, educational results, test results, right to work in Thailand legally, professional

qualifications, language proficiency and other capabilities, information about reference persons provided to us;

(7) Information about work experiences and past employment, such as job titles, employer details, salaries and compensations or welfares obtained;

(8) Information about the place where work can be performed your duties;

(9) Information about military services;

(10) Information about employee characteristics such as habits, behaviors, attitudes, aptitudes, skills, leadership, ability to work with others, emotional intelligence or corporate commitment. This may be obtained by our observation and analysis during the performance of work or participation in activities with us by employees or from the assessment by the Company or any person that the Company hired to operate on the behalf of the Company;

(11) Information required for reporting to regulatory agencies such as the Ministry of Labor, Office of the Personal Data Protection Commission, etc.;

(12) Financial information such as wages, salaries, income, taxes, provident funds, bank accounts, loan, tax exemptions or deductions, holding of securities, name of securities company;

(13) Information relating to social security, labor protection, privileges, welfares and benefits that employees are obtained or are entitled to obtain in accordance with the Company's regulations and personnel management regulations.

(14) Record of attendance and working hours, overtime record, absent and leave attendance, and other types of leave according to the Company's regulations

(15) Information about work history, job position, meeting attendance, opinions for being a director of the company: There will be additional information, director's profile, director registration;

(16) Information on usage and access to information systems, computers, work systems, websites, applications, network systems, electronic devices, e-mail systems, in order to comply with our information technology policy and relevant laws;

(17) Information collected in connection with our participation, such as participation in events, survey response, assessment response;

(18) Information that employees choose to share and disclose via our systems, applications, tools, questionnaires, assessments and documents;

(19) Copies of documents that can be used to identify employees such as ID card, passport, other documents issued by government agencies, civil registration;

(20) Details of the person provided by the employee to the Company for contact in the event of an emergency;

(21) Information about vehicle, license, driving ability and in the event that the driver drives the vehicle that provided by us, we will also collect information about our employees' driving behavior;

(22) Other information where is necessary to investigate conflicts of interest, such as information about shareholdings and relationships with business partners;

(23) Information about accidents in case that the employee has an accident while performing his/her performance or due to his/her operation and other accidents;

(24) Other information where is necessary for the performance under the employment contract, for welfare and benefits as an employee, for analysis and administration, for taking case of employees after retirement and for compliance with various laws;

(25) Information about complaint, petition, discipline, and punishment.

2.2 Sensitive Personal Data

The Company may be necessary for collection and processing the sensitive personal data of employees for the purposes as stated in this Privacy Notice as following:

(1) Health data, such as weight, height appearing on the medical report, medical certificate or other documents, e.g., physical check-up results, personal disease information, color blindness information, food allergies information, allergies information, medical history, medical expense or receipt of medical treatment for the protection of workers and the provision of welfare related to medical treatment for employees, including for employee competency assessment, for compliance with relevant laws to study and analyze employee health data, and for other appropriate management purposes;

(2) Genetics information, such as blood type;

(3) Biometric Data, such as fingerprint, face recognition, for verifying the identity of the employee, for crime prevention and for maintaining our legitimate interests of us or other person;

(4) Information about criminal record for considering the suitability of the operation and to maintain the legitimate interests of the Company or other person in accordance with the Company's regulations. The information will be collected from the evidence presented by the employee or the employee consents to be inspected from the legal authority. We will provide measures to protect such information as required by law;

(5) Information about religion, philosophy, race, and disability information in order to provide suitable facilities, activities and welfares for employees, including for equally use in employees management and fairly according to human rights principles;

In case of necessity, we process your sensitive personal data and related person pursuant to an explicit consent given by the employee or/and related to person following the purposes where is stipulated by the law. The Company will use its best efforts to provide appropriate security measures and to protect your sensitive personal data of employee and related to person.

4. Purposes and Legal Basis for Processing of Personal Data

The Company will use your personal data for all operations in accordance with the company's purposes related to human resource management activities, whereby the Company processes such data for a reason (data processing basis), or any reasons as provided below:

4.1 Contract Basis: For the fulfillment of performance according to the employment contract between the company and the employees or for the employee' request pursuing to the rules and conditions prescribed by the company, with the purpose of providing services under the contract thereon, for instance, preparing employee salaries, the management of employee welfare, providing an insurance for employees and their family, etc., which the Company may process on its own/or co-process with third parties.

4.2 Legitimate Interests Basis: For the human resources management of the company, for auditing, for preparing a report, for maintaining a safety system and risk management, with the purpose

of the legitimate interests of the Company, such as, CCTV recording, handling a complaint, survey of employee engagement with the organization, risk management, etc.

4.3 Legal Obligation Basis: The company may process the personal data of employees in order to carry out any activities related to employees with legal entities, such as, the Revenue Department, Office of Social Securities, Department of Skill Development, etc.

4.4 Consent Basis: The Company will request a consent from employees to process their personal data for the purpose of human resource management within the company, for example, recruitment, selection, assignment of employee, etc.

The Company will only process your personal data in accordance with the stated purpose. In some cases, the company may consider processing your personal data for other relevant purposes and non-contradictory or in addition to the original purpose. Although it is necessary to process your personal data for other purposes that are not related to the original purpose, the new consent will be requested from the data subject for the use of such data under a new purpose.

5. Sending or Transferring of Personal Data

The company may transfer your personal data to other parties, where is necessary for data processing according to contractual or legal responsibilities or the consent given by the employees. The company may send or transfer personal data of employees to third parties as follows:

5.1 External agencies to carry out any processing related to employees, such as, salary or tax payment, social security, life-health insurance, by submitting or transferring such data to the Revenue Department, Office of Social Securities, Department of Skill Development, or any financial institutions, which collectively has a cooperation agreement, etc.

5.2 Regulatory agencies or governmental agencies.

5.3 For the establishment of contractual or legal claims of the company or raising the defense of legal claims.

5.4 The Company may transfer the personal data of employees to a foreign country (Cloud), whereby that is considered by the Personal Data Protection Committee whether there is adequate personal data protection or data protection measures.

6. Retention of Personal Data

6.1 We will retain the Personal Data for the period where is necessary to fulfill the purposes of each type of Personal Data unless the law is otherwise permitted for a longer retention period. In case that the retention period of Personal Data cannot be clearly stated, we will retain your Personal Data for a period that may be expected following the standard of collection (for example, 10 years for prescription under general principle of law).

6.2 The Company will keep the personal data of employees throughout the period that you are our employees to perform our obligations under a contract and for the necessary period after the termination of your employment;

6.3 The Company will retain the personal data of family members or other persons whose information has been provided by employees for processing for the necessary period to achieve the purposes of this Privacy Notice. Especially, in response to the employee's right obtaining welfare according to the regulations and regulations related to the Company's personnel management.

6.4 In the event that we use personal data of employees on the ground of consent basis, we will process such personal data until the employee requests to withdraw it and we have completed the employee's request. However, we will continue to collect personal data of employees to the extent necessary for a record of employees withdrawing their consent, so that we can respond to their requests in the future. In addition, in case that you wish to withdraw your consent, you can contact us and inform your request according to this Privacy Notice. And please be noticed that such withdrawal of consent may affect your benefits in the human resource management, recruitment, selection, appointment and/or any various services of the Company. Therefore, it is advisable to read and inquiry about the effect of your withdrawal of consent before carrying out.

6.5 We provide an audit system for the deletion or destruction of Personal Data when the retention period has expired or is unrelated to or is unnecessary for the purpose in which such Personal Data was collected.

7. The Right of Personal Data Subject

You are entitled to exercise the rights of data subject in accordance with the laws on Personal Data Protection, whereby the Company will respect your rights and proceed complying with the law, statute or regulation relating to the processing of your personal data under certain circumstances promptly. You have the rights to process your personal data as follows:

7.1 Right to withdraw consent

In the event that the company processes your personal data pursuing to your consent, you have the right to withdraw your consent for processing your personal data to the company at any time. The company may however continue to process your personal data on the ground of another lawful basis.

7.2 Right of access

You have right to request for a copy of your personal data from the company.

7.3 Right to rectification;

You have right to rectify your personal data to be accurate, up-to-date and complete.

7.4 Right to erasure

You have the right to request the company to delete, destroy, or anonymize your personal data in the circumstances that there is no reasonable reason for the company to continue processing your personal data. In addition, you can require the company to delete as well as exercise the right to object where is stipulated in the next Article. Nonetheless, the exercise of right hereof shall not be for the purpose of erasure all personal data, and the company shall carefully consider each request by the laws on processing your personal data.

7.5 Right to object

You have the right to raise an objection to the processing of your personal data in certain circumstances prescribed under the laws on personal data protection. Besides, you have the right to object to the processing of your personal data in the case that the company processes your personal

data for marketing purposes, recording and analyzing the psychological and behavioral characteristics of individuals (Profiling).

7.6 Right to restriction

You have the right to request the company to restrict of processing of your personal data temporarily, for instance, when you wish the company to correct your personal data or when you request the company to justifying the lawful basis for processing under the laws on personal data processing.

7.7 Right to data portability

In some cases, you may request the company to transfer or transmit your general personal data to other data processor via electronics. However, this right is particularly in the case of your personal data submitted to the company by consent basis, or where such personal data is required to be processed in order to fulfil the obligation under the contract.

7.8 Right to lodge a complaint

You have the right to lodge a complaint to the governmental agencies as well as the Personal Data Protection Committee in the case that you believe that the Company, its employees, or service provider violates or fails to comply with the law on personal data protection or other announcements issued by the virtue of such a law.

At any time, you may exercise your rights by contact the company following information provided in Article 9. of this privacy notice.

The Company may request some certain information from you to verify your identity and ensure your right to access personal data (or to exercise any other rights) to observe the security measures ensuring that your personal data will not be disclosed to any person, who is not entitled to access such information

The Company will endeavor responding to all legitimate requests within 30 days. In some cases, the Company may take more than 30 days if your request is complicated, or you are submitting more than a request.

Unless requesting to exercise your rights to complain about the performance of our personal data protection laws and directly to us. We reserve the right to charge a fee as a fee for processing other requests for rights from personal data subjects. as appropriate but we will notify you clearly which requests to exercise your rights as the subject of your personal data may be subject to such charges.

8. Modification of the Privacy Notice

In order to comply with the Personal Data Protection Act B.E. 2562 this Privacy Notice It may be amended from time to time and the Company will display the current version on the Company's website.

9. Contact Us

If there is reasonable reason to doubt or believe that there is any violation of personal data, complaint, or the exercise of Data Subject rights under this policy or the Personal Data Protection Act B.E. 2562, you can contact the company by:

Head of working group on Personal Data Protection Act

92 Chaloe Phrakiat Rama 9 Road, Dokmai Subdistrict

Prawet District, Bangkok 10250, Thailand

Telephone Number : (+66) 2 725 8999

Fax Number : (+66) 2 725 8998

e-Mail Address : vphraepriungam@grundfos.com