

Privacy Notice for Job Applicants 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 job applicants and 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. Collection of Personal Data

The Company directly collects your personal data from you directly, for example, you fill out a job application provided by the Company, or the Company inquires from you or request you to submit a job application and its supporting documents displaying your personal information to the Company. In some cases, the Company may collect your personal data from other sources in order to achieve the purposes stated herein, such as reference persons provided in your job application, your university or school, service provider for recruitment, government agencies, e.g., the Royal Thai Police for criminal record (requiring for collection in some position), as well as the agency or organization in which you used to worked. The personal collected by us will be as following:

1.1 General Personal Data

- (1) Identity Data, such as first name, surname, personal identification number, date of birth, gender, age, nationality, marital status, signatures, photographs;
- (2) Contact Data, such as address, telephone number, e-mail address, etc.;
- (3) Financial Data, such as salaries, bank account number;

(4) Other personal information, such as work history and education background, including any related to evidence, military service status, reference person, marital status, training history, internship history, driver license, etc.;

(5) Identifiable information of family members (father, mother, spouses), namely, first name, surname, date of birth, gender, age, occupation and so on.

1.2 Sensitive Personal Data

The Company shall not collect and use the religious and blood-type information shown on a copy of ID card or documents displaying the personal history of employees or trainees in particular. In case that the participant gave us a copy of the ID card, you may request to conceal such information. If you do not do so, it is deemed that you have granted us to conceal such information. In this regard, such documents shall be deemed as effective and enforceable in all respects by law. In the event that, however, such information cannot be concealed by the Company due to some technical limitation, the Company will collect and use such information as part of your identity document only.

In some cases, the Company may collect and use the criminal record of job applicants to conduct a pre-employment qualification check. If the Company cannot rely on a legal basis for processing your personal data, the Company may request an explicit consent instead. In case that the Company can rely on a legal basis, the Company will provide appropriate measures to protect your fundamental rights and interests. In addition, we will perform strictly to the extent permitted by law. In the event that it is necessary to collect other sensitive personal data for any specific purpose, the Company will seek your express consent. The sensitive personal data includes race, health data, or disability data, etc.

2. Purposes for Collection, Use, or Disclosure of Personal Data and Legal Basis

2.1 Pursuant to the purposes, the Company may process your personal data in case that you are a job applicant, the Company will collect, use, and disclose your personal data on the ground of legal basis as follows:

Purposes	Legal Basis
<p>To perform any action in connection with the consideration and selection of a job applicant. This includes the process of applying for a job through our online channels or the Company's website or directly applying for a job at the Company, or through our recruitment service providers, interview, selection assessment, offering a job to you regarding consideration and selection of candidates to work.</p>	<p>Contractual Basis</p>
<p>To conduct pre-employment qualification checks as required by law, including checking any other necessary information and checking your information with reference persons specified by you or checking work experiences to support our selection prior to entering into an employment contract with us.</p>	<p>Legal Obligation and Legitimate Interest.</p>
<p>For the internal audit by an organization practicing as an internal auditing for the Company.</p>	<p>Legal Obligation</p>
<p>To manage the security of the Company's premises and the management of safety risk, including for issuing employee's card to enter the company's premises, exchanging of card before entering the Company's premises, time-in and out recording in the Company's premises, and install a closed-circuit television (CCTV) in and around the Company's premises and its branches and these may collect your photos, videos or voice recordings.</p>	<p>Legitimate Interest</p>

2.2 The Company may collect, use and disclose personal data of family members or another related person that the job applicants have provided information. Pursuant to the purposes, the Company collects, uses, and discloses the personal data information of those persons on the ground of legal basis as following:

Purposes	Legal Basis
To communicate with you in case of necessity or emergency, for example conducting background checks and reference person or notifying of harm to a job applicant, etc.,	Legitimate Interest
To manage the security of the Company's premises and the management of safety risk, including for issuing employee's card to enter the company's premises, exchanging of card before entering the Company's premises, time-in and out recording in the Company's premises, and install a closed-circuit television (CCTV) in and around the Company's premises and these may collect your photos, videos or voice recordings.	Legitimate Interest

2.3 To process the personal data of job applicants, their family members, including other persons that job applicants have provided information to us, we base on the legal basis stated herein without obtaining the consent of the data subject. However, some personal data may be processed, for example: Sensitive personal data for which we are required to obtain an express consent from the data subject for the processing of that personal data. In the event that you are a job applicant and have provided information of your family members or others, such as reference person, it is your obligation for notifying them of this Privacy Notice and/or requesting for a consent (if necessary) from them for us to process that personal data as well.

2.4 In the event that the personal data is necessary to the Company for collecting in order to perform a contract or to comply with various applicable laws and you refuse providing such personal data, the Company may not be able to enter into an employment contract with you or be unable to manage any other affairs for the purpose of employment or it may affect your obtaining benefits, welfare, or arrangements to facilitate you.

3. Retention of Personal Data

The Company will collect your Personal Data as necessary for carrying out the purposes to collect, use, or disclose the Personal Data stated in this Privacy Notice. However, if you are not considered by the Company for our job interview, the Company will keep your personal data for 90 days from the date of your applying for a job or the date of your latest update of job application, in order to contact you when there is a suitable position for you in the future. We will retain your personal data for a year from the date of your latest interview with us. The Company will destroy, delete, or anonymize your personal data after the expiration date in case that you are not selected to join our company, unless it is necessary by a law or for technical reasons, the Company may retain your personal data for a longer period.

In case you are selected as an employee, the Company will continue to retain your personal information after the end of the recruitment process for not exceeding 10 years from the expiration date of employment contract with the Company.

4. Disclosure of Personal Data

In carrying out the purposes stated in this Privacy Notice, the Company may disclose your data to third parties, namely Royal Thai Police or an agency performing in inspection of the quality standard system, etc.

5. 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:

5.1 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.

5.2 Right of access

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

5.3 Right to rectification;

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

5.4 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.

5.5 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).

5.6 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.

5.7 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.

5.8 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 7. 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.

6. 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.

7. 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 Chaloeam 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