

## Privacy Notice for Applicant

Mitsubishi Electric Consumer Products (Thailand) Co., Ltd. (“Company”) values your privacy and strives to protect your personal data (“Personal Data”) based on the Personal Data Protection Act B.E. 2562 (2019) (“PDPA”). The Company has, therefore, prepared this Privacy Notice to inform you of details about the collection, use and/or disclosure of your Personal Data.

### 1. Purposes of collection, use and/or disclosure of Personal Data

The Company collect, use and/or disclose your Personal Data only where there are proper reasons and/or legal grounds to do so. This includes sharing it to third parties under the following main purposes:

- 1.1 For recruiting personnel and before the Company enters into an employment contract with you;
- 1.2 For processing your Personal Data in compliance with the law, obligations under the law or the employment contract;
- 1.3 For the Company’s legitimate interests in processing your Personal Data while still considering that your fundamental rights does not exceed the benefits of the Company;
- 1.4 For a specific purpose in accordance with the consent you gave to the Company in processing your Personal Data.

## 2. Collection of Personal Data

The Company collects and uses many kinds of Personal Data, depending on the circumstances that are relevant to the recruitment process and on-boarding process of the Company.

### 2.1 Sources of data for the collection of Personal Data

The Company collects your Personal Data from a variety of sources, such as:

- Information obtained directly from you as part of the job, scholarship and internship recruitment process (i.e., job application, scholarship application, internship application, brief work history (CV or resume)) and identity documents such as identity cards, passports, driving license, etc.;
- Information which the Company receives from recruiter websites, headhunters or from current employees of the Company;
- Data that the Company received during the recruitment process, whether from telephone or video call;
- Data that the Company has or may have received when you used the Company's systems, tools or websites;
- Job application or other information in the documents that you are provided to the Company at the beginning or during the recruiting process;
- Correspondence with you through interviews, meetings or other devices e.g., CCTV, visual and/or voice recording equipment, etc.

In some cases, the Company may collect your personal information from third parties, such as references from previous employers (such as years of services, performance during work for the former employer, etc.), information that can be accessed from various sources such as LinkedIn, Jobs DB, Facebook, etc., information obtained from a resume verification service provider, information from credit companies and criminal records.

## 2.2 Categories of Personal Data collected, used or disclosed

The categories of your Personal Data that the Company collects, uses or discloses (collectively “process” or “processing”), subject to applicable law, includes but is not limited to the following:

- Personal details: First name and surname, gender, date of birth, marital status, military status, personal identification number, passport number, other identification number issued by the government authorities to be used as an identity verification document, nationality, photograph as it appears on the identification card, passport or driving license, signatures, identity verification information, photograph and CCTV image/footage;
- Contact details: Address, telephone number and e-mail address;
- Educational details: Details of educational background, transcript and educational achievements;
- Family details: Names and contact details of family members, including spouse and children;
- Professional details: Details of profession, professional memberships, employer’s feedback, your qualifications, skills, experience and employment history (CV or resume);
- Financial and transactional details: Salary and benefits (i.e., bonus, provident fund, pension and insurance);
- Other details: Information received or may have been received during a job interview; and
- Sensitive Personal Data:
  - o Religion;
  - o Race;

- o Health data and medical data; and
- o Criminal record.

The Company may also collect some sensitive Personal Data about you for use in recruiting and considering who will fit the job. However, the Company will not collect, use and/or disclose this type of data without your explicit consent unless the law allows the Company to do so.

### 2.3 Refusal to give Personal Data to the Company

Under the circumstances where it is necessary for the Company to collect your Personal Data and you refuse to give your Personal Data to the Company, the Company may refuse to take other relevant actions.

### 3. Processing of Personal Data

Pursuant to the purposes, the Company may process your Personal Data in accordance with applicable law and a legal basis. The legal basis on which the Company performs such processing are as follows:

Purposes of collection, use and disclosure of Personal Data	Legal Basis
<ul style="list-style-type: none"> <li>-To perform any action in connection with your job or internship application.</li> <li>-To perform any action in connection with your scholarship.</li> <li>-To verify your identity.</li> <li>-To assess competence, qualifications and suitability for the position.</li> <li>-To conduct background checks and reference with if it is possible.</li> </ul>	Contractual basis

<p>-To communicate with you about the recruitment process.</p> <p>-To prepare a record about the Company's hiring process.</p>	
<p>-To comply with legal requirements.</p>	<p>Legal obligation</p>
<p>-To conduct background checks and reference with, if it is possible, to the extent with your consent</p> <p>- To prevent crimes and manage the security of the Company's premises, the Company may, for example, install a closed circuit television (CCTV) in and around the Company's premises and these may collect your photos, videos or voice recordings.</p>	<p>Consent</p> <p>Legitimate interest</p>

4. Disclosure of Personal Data

The Company may disclose or send your Personal Data to third parties in order for these individuals to process your Personal Data in the following ways:

4.1 Disclosure of Personal Data to third parties

- Reference person;
- Educational institutions (such as universities, colleges, etc.) to verify information that you provide to the Company;
- the data processors of the Company; and/or

- Third parties who are performing background checks on behalf of the Company (e.g., credit companies, criminal background examination agencies, etc.).

#### 4.2 Transfer of Personal Data overseas

The Company may be required to send or transfer your Personal Data overseas for storage and/or processing in the performance of a contract entered into between you and the Company. The Company will not allow unrelated persons to access the Personal Data and the Company will lay out appropriate security measures.

#### 5. Retention of Personal Data

The Company will collect your Personal Data for as long as it is necessary to carry out the purposes of processing such Personal Data. The Company will retain your Personal Data for a period of 6 months from the date on which your relationship with the Company as a candidate expires. The Company will destroy, delete or make Personal Data non-personally identifiable information unless there is a legal obligation or technical reasons whereby the Company may keep your Personal Data for a longer period of time.

In case you are selected as an employee or interns, the Company will continue to retain your personal information after the end of the recruitment process, in accordance with the Privacy Notice, for the Company's employees which is separate from this Privacy Notice for Candidates.

## 6. Data Subject Right

You have entitled to your Personal Data in accordance with the PDPA, and the Company will respect your rights and take actions promptly in accordance with any laws, rules or regulations, under certain circumstances, relating to the processing of your Personal Data

You have the following rights in regards to your Personal Data:

6.1 Right to Withdraw Consent: In case where the Company processes your Personal Data with your consent, this right enables you to withdraw your consent to the Company processing your Personal Data at any time. The Company may continue to process your Personal Data if the Company has another legal basis to do so.

6.2 Right to Access: This right enables you to receive a copy of the Personal Data the Company holds about you.

6.3 Right to Correct: This right enables you to have any incomplete or inaccurate Personal Data the Company holds about you to become correct, current and complete.

6.4 Right to Erasure: This right enables you to ask the Company to delete, destroy or anonymize your Personal Data where there is no good reason for the Company to continue processing it. You also have the right to ask the Company to delete your Personal Data where you have exercised your right to object to the processing (see below). Nonetheless, exercise of such rights shall not be request to be erased all personal data and the Company will consider a request to delete carefully, according to the law, regarding the processing of your Personal Data.

6.5 Right to Object: This right enables you to object to the processing of your Personal Data where the Company relies on legitimate interest and there is something about your particular situation which makes you want to object to the processing on this ground. You also have the right

to object where the Company processes your Personal Data for direct marketing purposes, recording and analyzing psychological traits and profiling activities.

6.6 Right to Restrict Processing: This right enables you to ask the Company to suspend the processing of your Personal Data, for example, if you want the Company to establish its accuracy or a reason/lawful basis for processing it.

6.7 Right to Portability: In some cases, you have the right to request for a copy of your Personal Data in electronic form to be sent to other data controllers. This right can only be used for the Personal Data you submitted to the Company and the processing of such Personal Data is done with your consent or where such Personal Data is necessary to be processed in order to fulfill the Company's obligations under a contract.

6.8 Right to Lodge a Complaint: This right enables you to file a complaint with a related government authority, including but not limited to, the Thailand Personal Data Protection Committee, when you see that the Company, the Company's employees or service providers violate or do not comply with the PDPA or other notifications issued under the PDPA.

You may exercise your rights at any time by contacting the Company via the contact channels mentioned in Article 8 below.

The Company may be required to obtain certain information from you in order to verify your identity and certify your right to access Personal Data (or to exercise any other right) in order to comply with security measures that will ensure that your Personal Data will not be disclosed to anyone who has no right to access it.

The Company will make every effort to respond to all legitimate requests within 30 days. In some cases, it may take more than 30 days if your request is complex or you submit more than one

request. In such event, the Company will notify you and will keep you informed of the status of the request.

#### 7. Security of your Personal Data

The Company takes the security of your Personal Data very seriously. The Company will inspect and implement organizational security as well as physical and technical measures appropriately in order for the Company to store and process your Personal Data and ensure that your Personal Data will not be lost, destroyed, disclosed and misused or accessed by anyone other than the employee or data processors performing the Company's duties.

#### 8. Dealing with complaints or inquiries

To make a complaint about how the Company collects, uses, processes and discloses your Personal Data, you can contact the Company or ask questions via the following channels:

- Contact the Company at Legal and Compliance Office,

Mitsubishi Electric Consumer Products (Thailand) Co., Ltd.

700/406 Moo 7 Tambol Don Hua Roh, Amphur Muang

Chonburi 20000;

- Email the Company at [HOTLINE@mcp.meap.com](mailto:HOTLINE@mcp.meap.com); or
- Telephone number 66 38 265 800 EXT 2222.

9. Review and change of Privacy Notice

MCP may update or revise this Privacy Notice from time to time to comply with legal requirements, changes in MCP's operations including opinions and suggestions from various agencies. MCP will announce changed for acknowledgement.

Announced on May 13, 2022

(Mr. Yasumasa Yamane)

President