

## **Privacy Notice For Job Applicants, Internship Applicants and Interns**

Isuzu Motors Asia (Thailand) Company Limited and its affiliates (as listed in the annex) (collectively referred to as “we”) are committed to protect personal data of job applicants, internship applicants and interns (hereinafter referred to as “you”) pursuant to Personal Data Protection Act B.E. 2562 (“PDPA”)

In this privacy notice, we are a data controller who collects uses or discloses your personal data under PDPA. To comply with PDPA, a data controller must inform a data subject of the purpose of the collection of personal data based on the lawful basis; retention period; the categories of persons or entities to whom the collected personal data may be disclosed; and rights of data subject, we, therefore, publish this privacy notice for job applicants, internship applicants and interns under section 23 of PDPA.

This privacy notice under section 23 of PDPA is announced by Isuzu Motors Asia (Thailand) Company Limited and the companies as listed in the annex. Unless a company has its own specific privacy notice and publishes its privacy notice under this section 23 of PDPA, this privacy notice shall not apply to such company.

We may update this privacy notice from time to time as appropriate. In the event this privacy notice is amended, we will announce an updated privacy notice on this website. This privacy notice will be effective immediately on the date of announcement.

### **1. What Personal Data We Collect**

Personal Data means any information relating to a natural person, which enables the identification of such natural person, whether directly or indirectly, but not including the information of the deceased persons in particular. We collect the following types of personal data.

#### **1.1 Personal Data**

(1) Information contained in your application as follows

- Information on documents you provide to us, for example, resume, Curriculum Vitae (CV), application letter, job application form, comments for recruiting staff;
- Information about yourself, for example, your first name, last name, gender, date of birth, weight, height, ID or passport number, blood type, nationality, religion, marital status;

- Your contact details, for example, address, e-mail address, telephone number, social media information (e.g. LINE ID);
  - Working conditions, for example, ability to work in other provinces, areas that you want to apply for a job or an internship;
  - Information of your spouse, children, and parents such as name, surname, ID card number, date of birth, nationality, blood type, education, address, telephone number;
  - Information about family members or persons in your care;
  - Your pictures and motion pictures;
  - Information about education, capability, competency development, and other qualifications, for example, your educational level, educational background, institution/ university, training history, academic performance, test results, right to work legally, professional qualifications, language abilities, information from references you have given us, and other capabilities;
  - Information about work experience and information about past employment, for example, job titles, employer details, salary, compensation, benefits you received, and period of employment, the reason for leaving the former job, the information about laying off;
  - Information about military obligations;
  - Ability to drive vehicles;
  - Details of your reference person and emergency contact person.
- (2) Data about your characteristics such as habits, behaviors, attitudes, aptitude, skills, leadership, teamwork, and emotional intelligence. This data can be collected from your assessment or derived from our observation and analysis while you participate in our activities.
  - (3) Information necessary for reporting regulatory agencies such as the Ministry of Labor, Ministry of Industry, Ministry of Commerce.
  - (4) Information collected from you, such as information you provide to us in your application, during a job interview, in a test, and when you participate in our activities.
  - (5) The information you choose to share and disclose through our online application systems, tools, queries, and other services.

- (6) Documents that can be used to identify you, such as a copy of an identification card issued by a government or public agency such as a citizen card, driver's license, passport, house registration, diploma and degree, transcript, and other documents of a similar nature.
- (7) Other information necessary for recruiting and selecting staff or interns, compliance with an internship contract, provision of welfare and benefits, analysis, management, and legal compliance.
- (8) If you are an intern, we also collect additional data such as
  - Information about your parents or guardians such as first name, last name, address, telephone number, and mobile phone number;
  - Bank account for payment of internship allowances;
  - Your characteristics and information from the internship program such as behaviors, attitudes, aptitude, skills, leadership, teamwork, emotional intelligence, discipline, and other characteristics including records of your working time to evaluate the internship;
  - Other information such as details of your referee.
- (9) If you are selected to be an employee, we will collect additional personal data as set forth in the privacy notice for employees.

## 1.2 Sensitive Data

- (1) We may need to collect and process your sensitive data for the purposes stated in this privacy notice.
- (2) We may need to process your sensitive data in the following situations:
  - Health information such as weight, height, medical conditions, color blindness, physical examination results, pregnancy, food allergies information, drug allergy data, blood group, doctor's certificate, medical history, dispensing history, medical bills for the purposes of labor protection, provision of medical care, work capability assessment, compliance with relevant laws, and study and analysis of health information for appropriate management;
  - Biometric data such as fingerprint in order to identify and confirm your identity to prevent crime and safeguard legitimate interests of us or other persons;
  - Information about criminal records to consider your suitability with our operations and protect legitimate interests of us or other persons;

- Your religious belief, philosophy, race, nationality, disability, trade union information, genetic data, and biometric data to provide facilities, activities and welfare that are suitable for you and to make sure that we treat you equally, fairly, and in accordance with human rights principles;
- Your sensitive data specified in your ID card, passport or other documents issued by government agencies such as religious belief, race, nationality, blood group when it is necessary to use as required by law or to identify and confirm your identity.
- Other sensitive data for lawful purposes, for instance, when the information is disclosed to the public with your express consent or the processing of the information is necessary to prevent or stop the danger to one's life, body, or health in the event that you are unable to give consent, to exercise legal claims, and to achieve the objectives of labor protection, social security, and employee benefits.

(3) If necessary, we will process your sensitive data with your explicit consent or for other purposes as required by law. We will use our best efforts to provide security measures that are appropriate to protect your sensitive data.

(4) We will collect and process your criminal records, which will be collected from the evidence provided by you or you consent us to acquire from a relevant authority. We will impose measures to protect your sensitive data as required by law.

## **2. Why We Process Your Personal Data**

2.1 We process your personal data to because it is necessary for the performance of the contracts between us and you or in order to take steps at your request prior to entering into a contract e.g. for our recruitment process, qualification verification, selection before becoming our employee, compliance with an internship agreement, paying internship remuneration, and receiving benefits we provide to our interns.

2.2 We process your personal data to because it is necessary for the purposes of the legitimate interests pursued by us or by a third party e.g. analysis and creation of databases, management and improvement of the recruitment and employee selection process, internship evaluation, sending news about available positions, preparing an internship or employment contract (if you have been selected), and establish legal claims.

2.3 We process your personal data because it is necessary in order to protect vital interests of you or of another person. We process your personal data to, for instance, make contact in case of emergency and control and prevent disease.

2.4 We process your personal data to because it is necessary for compliance with a legal obligation to which we are subject e.g. labor protection law; labor relations law; social security law; safety, occupational, health, and working environment law; laws regulating occupations and diseases from the environment, contagious disease control law.

2.5 We process your personal data because it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

2.6 We process your personal data for the purposes you have given us your consent in such case, for example, consent to disclose your application and information to our affiliates, and consent to keep your application for the next job opportunity (reserve list).

### **3. Changes in the Purpose of Processing Your Personal Data**

We will process your personal data within the purpose stated in this privacy notice. If we are necessary to process your personal data for the purposes other sated in this privacy notice, we will immediately notify you.

### **4. Consent, Withdrawal and Consequences**

4.1 You are entitled to withdraw your consent at any time but such withdrawal will not affect the validity of the processing made prior to the withdrawal of consent.

4.2 Your withdrawal of consent or refusal to provide certain information may result in us being unable to fulfill some or all of the objectives stated in this privacy notice.

4.3 If you are a minor under the age of 20 years, you represent that have the power to act on their behalf to acknowledge this privacy notice and consent to us on their behalf to process their personal data in accordance with this privacy notice.

## **5. How We Collect Your Personal Data**

We will collect your personal data directly from you through our job application website or system. We may also collect your personal data from recruitment services, your ex-employer, or governmental officer which we will notify you of such collection in this privacy notice.

In addition, we will collect your personal data through activities regarding employment or internship during the time you have worked with us.

We will use cookies to collect your personal data when you access to our website. (Please see Cookies Policy of such website you access)

## **6. Disclosure of Your Personal Data**

6.1 We may disclose and share your personal data with:

(1) Companies in our group (“affiliates”) and

(2) Individuals and entities which are not our affiliates (“third parties”) for the purpose of collecting and processing personal information as described in this privacy notice such as providers of recruitment services, selection processes, employment services, security services, background checks, qualification and competency assessments, and information systems; financial institutions; business partners; information systems developers; government agencies; and other persons necessary for us to be able to conduct business, provide services, and meet the purposes for the collection and processing of personal data as described in this privacy notice.

6.2 We will require persons receiving your personal data to take appropriate measures to protect your personal data, process the data properly and only as necessary, and prevent unauthorized use or disclosure of your personal data.

## **7. Transferring Personal Data Overseas**

7.1 We may send or transfer your personal data to our affiliates or other persons in a foreign country if it is necessary in order for us to perform our obligations in the contract to which you are the counterparty or contract between us and third party for your benefit, to respond to your pre-contractual request; to protect your and third party’s life, body and health, to comply with laws or to the extent necessary for the public interest activities.

7.2 We may store your information on a computer, server, or cloud provided by a third party. Also, we may use third-party programs, applications and platforms in processing your personal data. However, we will not allow unrelated parties to access to your personal data and will require such parties to have appropriate security protection measures.

7.3 In the event that your personal data is transferred to foreign country, we have put in place a personal data protection policy regarding the sending or transferring of personal data to another data controller or data processor who is in a foreign country and is in the same affiliated business.

## **8. Security Measures**

8.1 We have implemented appropriate technical and administrative standards to protect your personal data from loss, misuse, and unauthorized access use, disclose, or destruction. We use technology and security procedures such as encryption and access restriction to ensure that only authorized people shall have access to your personal data, and that they are trained about the importance of protecting personal data.

8.2 We will provide appropriate security measures to protect your personal data. We will have access control only for employees, contractors, representatives, third parties who need to know and perform their duty. In carrying out the activities in accordance with the data processor's obligations as assigned by the data controller, the data controller shall prepare an agreement between the parties to control the activities carried out by the data processor to be in accordance with the data processor's obligations for compliance with PDPA.

## **9. Retention Period**

9.1 We will retain your personal data for the period necessary to meet the objectives unless the law requires longer retention periods. In the event that such period is unclear, we will retain the data for a customary expected period in accordance with retention standards (e.g. the prescriptive period of 10 years for general legal claims).

9.2 The period we retain your personal data may varies according to each processing activity, which you can see further details in the related topic.

9.3 We may retain your personal data after completion of the selection process of the position you apply to contact you in the event that there are other positions that we deem suitable for you. We will retain your personal data for a period of time necessary to achieve the purpose of enrollment or internship. If you don't

want us to keep your personal data to be considered for other positions, you can contact us using the methods specified in this privacy notice.

9.4 If you are selected as our employee or intern, we will continue to collect your personal data for the duration that is necessary to meet the employment or internship objectives.

9.5 If your personal data is processed based on consent, we will stop the processing when you have withdrawn the consent. However, we may keep your personal data to record your withdrawn so we can respond to your request in the future.

9.6 We have established an auditing system to delete or destroy your personal data when the retention period expires or when it becomes irrelevant or unnecessary for the purpose of collecting that personal data.

## **10. Your Rights as a Data Subject**

10.1 You have the rights as a Data Subject under PDPA as follows:

- (1) Withdraw the consent you have given to us;
- (2) Request to view and copy your personal data or disclose the source where we obtain your personal data;
- (3) Send or transfer personal data that is in an electronic form as required by personal data protection laws to other data controllers;
- (4) Oppose the collection, use, or disclosure of personal information about you;
- (5) Delete or destroy or make your personal data non-personally identifiable (anonymous) information;
- (6) Suspend the use of your personal data;
- (7) Correct your personal information to be current, complete, and not cause misunderstanding; and
- (8) Complain to the Personal Data Protection Committee in the event that we, our data processors, our employees, or our contractors violate or do not comply with personal data protection laws.

In this regard, we will consider your request, notify the result of the consideration, and execute it (if appropriate) within 30 days from the date we receive the request. Your rights mentioned above will be in accordance with Personal Data Protection Act and related laws and regulations.



10.2 You can exercise the rights under this section 10 through the Data Subject Request Form, Consent Withdrawal Form which shows on our website. You will be able to exercise your rights when the law is enforced.

## **11. Information about Data Controller or Data Protection Officer**

In case you have questions about processing your personal data, you may contact the Data Controller or Data Protection Officer at:

11.1 If you give personal data to Isuzu Motors Asia (Thailand) Company Limited, the data controller is:

90 CW Tower A, 40<sup>th</sup> Floor, Unit A 4001-2 Ratchadapisek Road, Huai Khwang, Bangkok 10310  
Tel: 02-1683390-2 Email: [GDPR\\_DPO@imat.isuzu.co.th](mailto:GDPR_DPO@imat.isuzu.co.th)

11.2 If you give personal data to a company other than the Isuzu Motors Asia (Thailand) Company Limited, the company that determines the purposes and means of the processing of your personal data is the data controller. Details of these data controllers are available **in the annex** to this privacy notice.

## **12. Discrepancy**

The English version of this Privacy Notice is a translation of the original in Thai for information purpose only. In case of discrepancy, the Thai version will prevail.

Date: April 1<sup>st</sup>, 2021

Time: 8:00 A.M.

**Annex**

**Lists of Affiliates and the Data Controllers**

<b>Domestic Affiliates and the Data Controllers</b>	
<b>Company and Data controllers' name</b>	<b>Address and contact</b>
Isuzu Motors Co., (Thailand) Ltd.	38 Kor., Moo 9, Poochaosamingprai Rd., Samrongtai, Phrapradaeng, Samutprakarn, Tel. 02-394-2541 -50
Isuzu Global CV Engineering Center Co., Ltd.	90 CW Tower A, 37th and 40th Floor, Ratchadapisek Rd., Huai Khwang, Bangkok, Tel. 02-168-3340
Isuzu Motors International Operations (Thailand) Co.,Ltd.	1010 Shinawatra Tower III, 24th - 25th floor, Vibhavadi Rangsit road, Chatuchak, Bangkok, Tel. 02-966-2626
Isuzu Technical Center of Asia Co., Ltd.	38 Kor., Moo 9, Poochaosamingprai Rd., Samrongtai, Phrapradaeng, Samutprakarn, Tel. 02-394-2541
Isuzu Engine Manufacturing Co., (Thailand) Ltd.	131, 133 Soi Chalongkrung 31, Chalongkrung Rd., Lamplatew, Ladkrabang, Bangkok, Tel. 02-326-1190
ICL (Thailand) Co., Ltd.	555/51 Moo 10, Busayamas Tower II 4th Floor Poochaosamingprai Rd., Samrongtai, Phrapradaeng, Samutprakarn, Tel. 02-380-5086
Thai International Die Making Co., Ltd.	331 Moo 4, Bangpoo Industrial Estate, Sukhumvit Rd., Praksa, Muang, Samutprakarn, Tel. 02-709-6500
IJTT (Thailand) Co., Ltd.	Amata Nakorn Industrial Estate 700/14 Moo 6, KM. 57th, Bangna-Trad Rd., Nongmaidaeng, Muang, Chonburi, Tel. 038-213-027-9
Linex International (Thailand) Co., Ltd.	38 Kor. Moo9, Poochaosamingprai Rd, Samrong-Tai, Phrapradaeng, Samutprakarn, Tel. 02-183-2994
Isuzu Logistics Asia (Thailand) Co.,Ltd.	38 Kor.,Moo 9, Poochaosamingprai Rd., Samrongtai, Phrapradaeng, Samutprakarn, Tel 02-380-6414
Isuzu Body Corporation (Thailand) Ltd.	Gateway City Industrial Estate 214/1 Moo 7, Huasamrong, Plaeng-Yao, Chachoengsao, Tel. 038-086-195-98
Isuzu Techno (Thailand) Co., Ltd.	133 Soi Chalongkrung 31, Chalongkrung Rd., Lamplatew, Ladkrabang, Bangkok, Tel. 02-170-7371
IT Forging (Thailand) Co., Ltd.	Siam Eastern Industrial Park 60/7 Moo 3, Mabyangporn, Pluakdaeng, Rayong, Tel. 038-891380-90
KDI Services & Technologies Co., Ltd.	300/154 Moo 1, Tasit, Pluakdaeng, Rayong, Tel 033-012-541
Tri Petch Isuzu Sales Co.,Ltd.	1088 Vibhavadirangsit Rd., Chatuchak, Bangkok, Tel. 02-966-2111
Showa Denko Materials Automotive Products (Thailand) Co., Ltd.	Siam Eastern Industrial Park 60/11 Moo 3, Soi 4, T.Mabyangporn A.Pluakdaeng, Rayong, Tel 038-015-020
Shonan Unitec (Thailand) Co., Ltd.	Gateway City Industrial Estate 242 Moo 7, Huasamrong, Plaeng-Yao, Chachoengsao, Tel. 038-575-725
Kogei Intec (Thailand) Co., Ltd.	591 UBC II Building, 18th Floor, Room No. 1801, Sukhumvit Road (Soi33), North Klontong, Wattana, Bangkok, Tel 02-258-2990

<b>Overseas Affiliates and the Data Controllers</b>	
<b>Company and Data controllers' name</b>	<b>Address and contact</b>
ISUZU MOTORS INDIA PRIVATE LIMITED	9th Floor, Prestige Centre Court – Office Block, Vijaya Forum Mall, No. 183, N.S.K Salai, Vadapalani, Chennai – 600 026, Tamil Nadu, India Tel. +91 44 6611 1700
ISUZU ENGINEERING BUSINESS CENTRE INDIA PRIVATE LIMITED	8th Floor, Prestige Centre Court – Office Block, Vijaya Forum Mall, No. 183, N.S.K Salai, Vadapalani, Chennai – 600 026, Tamil Nadu, India Tel. +91 44 6611 1500
P.T. ISUZU ASTRA MOTOR INDONESIA	JL Danau Sunter Utara Block 03 kav30 Sunter II Jakarta 14350, Indonesia Tel. +62-21-650-1000
P.T. TJFORGE INDONESIA	Kawasan Industri KIIC Jl. Maligi V Lot N-10, Karawang 41361, Jawa Barat, Indonesia Tel. +62-21-8911-4352
P. T. ASIAN ISUZU CASTING CENTER	Karawang International Industrial City (KIIC) Lot N6-9 Jl.Toll Jakarta-Cikampek Km.47 Karawang 41361, Indonesia Tel. +62 (0) 21-890-4590
P.T. JIDOSHA BUHIN INDONESIA	Kawasan Industri KIIC Jl. Maligi V Lot C -7D, Karawang 41361, Jawa Barat, Indonesia Tel. +62-21-890-4216 / 17
IUT TECHNOLOGY HOLDINGS CO., LTD.	Kawasan Industri KIIC, Jl. Maligi V Lot N - 10 Karawang 41361, Jawa Barat, Indonesia Tel. +62 21 8911 4352
PT. LNX ILC INDONESIA	Jl.Surya Utama Kaviling C-1, Gd. Manor Lt. 6-C Kawasan Suryacipta Desa Kutamekar Kec. Ciampel,Kab, Karawang, Jawa Barat - Indonesia 41363. Tel. +62- 21-3042-4017
P.T. MESIN ISUZU INDONESIA	JL. Kaliabang No.1. Pondok Ungu, Kelurahan Medan Satria, Kec. Bekasi Barat, Bekasi, West Java, Jakarta, 14350 Indonesia Tel. +62-21-887-9994
ISUZU PHILIPPINES CORPORATION	114 Technology Avenue, Phase II, Laguna Technopark, Binan, Laguna 4024, Philippines Tel. +63-2-757-6070
ISUZU AUTOPARTS MANUFACTURING CORPORATION	114 North Main Avenue, Phase III, Special Economic Zone, Laguna Technopark, Binan, Laguna 4024, Philippines Tel. +63-49-541-1458
ISUZU GLOBAL SERVICE CORPORATION	Unit D Interworld Warehouse, Brgy. Niog 3, Bacoor City, Cavite, 4102 Philippines Tel. +63 (0)2 519 4451
ISUZU VIETNAM CO., LTD.	695 Quang Trung St. Ward 8, Go Vap District, Ho Chi Minh City, Vietnam Tel. +84-28-3895 9203
ISUZU MALAYSIA SENDIRIAN BERHAD	501D, Level 5, Tower D, Uptown 5, No. 5, Jalan SS21/39, Damansara Uptown, 47400 Petaling Jaya, Selangor Darul Ehsan, Malaysia. Tel. +60-3-7723-9777
ISUZU HICOM MALAYSIA SDN. BHD	Kawasan Perindustrian, Peramu Jaya, P.O.BOX 6, 26607 Pekan, Pahang Darul Makmur, Malaysia Tel. +60-9-424-3800
ISUZU MOTORS ASIA. LTD.	3 Temasek Avenue #22-03 Centennial Tower Singapore 039190 Tel. +65-6339 9301
ISUZU MOTORS ASIA LIMITED (MYANMAR REPRESENTATIVE OFFICE)	No.28, 67/C Ward, Yadana Street, Dagon Seikkan Township, Yangon, Myanmar Tel. +95-1-359 3820 / 3821/ 3822
REPRESENTATIVE OFFICE OF ISUZU MOTORS ASIA LIMITED	House No. 713, Veng Sreng Street, Phum Tropang Thloeung, Sangkat Chom Chao, Khan Por Senchey, Phnom Penh, Cambodia Tel. +855-(0)23-964-131
ISUZU TRUCK SERVICE FACTORY LAO	Savan-Seno SEZ Zone B1, Savannakhet Province, Lao People's Democratic Republic Tel. +856-(0)41-431 061, 062
ISUZU MOTORS LTD.	6-26-1 Minami-Oi, Shinagawa-ku, Tokyo 140-8722 Japan Tel. +81-3-5471-1141
ISUZU SYSTEM SERVICE LTD.	6-26-1 Minami-Oi, Shinagawa-ku, Tokyo 140-0013 Japan Tel. +81-3-5471-1720