

PRIVACY POLICY STATEMENT

Siam Global Engineering Co. Ltd is committed to maintaining the accuracy, confidentiality and security of personal information. This Privacy Policy describes the personal information that **Siam Global Engineering Co. Ltd** collects and how it use and to whom it discloses that information.

It is **Siam Global Engineering Co. Ltd** policy to comply with the privacy legislation within each jurisdiction in which it operates. The privacy legislation and/ or an individual's right to privacy may differ from one jurisdiction to another. This policy is developed to guide the activities of **Siam Global Engineering Co. Ltd**

Siam Global Engineering Co. Ltd collects and maintains different types of personal information in respect of those individuals who seek to be, are, or were employed by the Company, including the personal information contained in:

- Resumes and/or applications
- References and interview notes
- Letters of offers and Acceptance of Employment
- Payroll, Wage and benefit information
- Emergency Contact Information

In general, **Siam Global Engineering Co. Ltd** collects personal information directly from the individuals as described above. It may use the personal information without the knowledge or consent of the individual(s) where it is permitted or required by applicable legislation or regulatory requirements to do so.

Siam Global Engineering Co. Ltd may share personal information with its employees, contractors, clients and other parties who require such information to assist with establishing, managing or terminating its employment relationship with the individual, including parties that provide products or services to us or on our behalf and parties that collaborate with us in the provision of products and/or services.

Further to the above, personal information may be disclosed:

- to comply with valid legal processes such as court orders
- to protect the rights and property of **Siam Global Engineering Co. Ltd**
- during emergency situations or when necessary to protect the safety of a person or group of persons

Siam Global Engineering Co. Ltd seeks to maintain physical, technical and procedural safe guards that are appropriate to the sensitivity of personal information. The safeguards are meant to prevent personal information from loss and unauthorized access, copying, use, modification or disclosure.

Questions and concerns about this policy should be directed to the office by telephone, in writing or by electronic mail. **Siam Global Engineering Co. Ltd** will endeavour to answer and advise of any steps/follow ups taken to address the issue(s).

Siam Global Engineering Co.,Ltd.

Apilas Suriyavanagul

29/04/2021

DD/MM/YY