

**PRIVACY NOTICES**  
**FOR**  
**THAILAND**

Pg1~7 “Privacy Notice” for Employees and Their Family Members

Pg8~14 “Privacy Notice” for Vendors and Business Partners including its corporate entity’s individuals such as its contact persons and directors, job applicants and their referrals

## Privacy Notice for employees and their family members

**Tokyo Gas Asia (Thailand Representative Office)**  
No. 399, Interchange 21 Building, Room No. 2106, 21st Floor,  
Sukhumvit Road, Klongtoey-Nua, Wattana, Bangkok 10110

### Privacy Notice

**Tokyo Gas Asia Pte. Ltd.**, its subsidiaries, and its affiliates including **Tokyo Gas Co., Ltd.**, and **Tokyo Gas Asia (Thailand Representative Office)** (collectively referred to as the “**Company**” or “**we**”) have established and disclose this privacy approach to explain how we process personal data of our employees and their family members, as data subjects, since the protection of your personal data is of great importance to us.

We are committed to protect the integrity of your personal data and privacy to assure you that we collect, store, use, disclose, and/or transfer (collectively referred to as “**process**”) your personal data with transparency and accountability in accordance with the applicable regulation relating to personal data protection, in particular the **Personal Data Protection Act, B.E. 2562 (2019)** (“**PDPA**”), and other applicable laws.

#### 1. Personal Data to be Processed

Personal Data means any information relating to a natural person, which can identify such person, whether directly or indirectly.

We collect the following personal data for processing activities to achieve the purposes as herein with the legal basis provided for in the PDPA. Additionally, we may process your personal data of a sensitive nature in accordance with special criteria provided for in the PDPA.

We collect your personal data directly from you or your personal data may be collected from your referral persons specified in your job application, your family members, employees of the Company, websites, recruitment agencies including via its website, healthcare facilities for providing your pre-employment health check-up and annual health check-up, insurance companies, government organizations, or through other public sources.

##### ○ General Personal data

Name, Surname, Signature, Address, Phone number, Email, ID card number, Passport number, Visa information, Copy of your ID card, Copy of your Passport, Copy of your household registration, Date of birth, Gender, Age, Nationality, Photo, Locations, Images and Videos, Bank account information, Marriage status, Copy of your marriage certificate, Education background, Education transcript, Work experience, Work certificate, Work permit or other working documents, Information regarding your work, such as employee ID number, position, department, warning records, leaving records, salary records, work evaluation records, training records, resignation or termination records, documents, reports, and emails created by or relating to you, Information on your use of our corporate working systems and communication systems including computers, laptops or other devices), Information regarding your online identifier such as work ID account and password, IP address, and domain name, and Information received through the Information Security Tools and Whistleblowing System

##### ○ Sensitive Personal Data

Religious belief shown in a copy of your ID card, Disability information, Health information including but not limited to blood type and medical certificates, Criminal Records, Facial recognition, and other sensitive personal data collected relevant to the performance of your work, and for the purpose of processing the Information Security Tools and Whistleblowing System

## Privacy Notice for employees and their family members

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For domestic employees, we may collect personal data of your family members such as their Name, Surname, Address, Phone number, and Relationship to the employee. For Foreign employees, we may collect personal data of your family members such as their Name, Surname, Address in Thailand and Japan, Relationship to the employee, Copy of their Passport, Passport information, Copy of their marriage certificate, Date of birth, Gender, Age, Nationality and Photo.

## 2. Purposes of Processing your Personal Data

We collect, use, or disclose your personal data for various purposes depending on the relationship between you and us as follows.

### 2.1 Employees

- a) To proceed with an employment agreement between you and us as well as other agreements in relation to the employment such as but not limited to non-disclosure agreements, policies and work rules, including the amendment of such agreements
- b) To communicate with employees, evaluate your work performance, provide trainings, and activity invitation for employees, including managing for the activity such as making the reservation for hotels or plane tickets
- c) To perform human resource management including managing and complying with an employment agreement between you and us such as administering remunerations, welfares and benefits, administering your advance expenses, registering for social security fund, provident fund, administering leaves, recording your working hours, managing your working report, administering warning issuance, administering your training session, administering your resignation, and etc.
- d) To proceed with the VISA, work permit or other working licenses when required by laws
- e) To allow you to proceed with your working obligations under your employment agreement such as setting up your work profile, working email, other access accounts, registering office insurance, and providing your information to our vendors
- f) To operate and comply with the Company's implementation and operation of our Information Security Tools and Whistleblowing System. These purposes include:
  - i. Upholding the Company's whistleblowing policy and administering the Company's whistleblowing system in relation to employees' conduct and compliance with the applicable laws and the Company's internal rules and policies and other actions for implementing and operating the Company's whistleblowing system;
  - ii. Implementing the security system of the Company with the primary objective to supplement identification/password certification, to monitor employees' use of internet, and to enhance security of the Company's issued devices, and other actions for implementing and operating the information security tools; and
  - iii. Contacting you concerning any queries in relation to employment, management, operation, administration, or dealing with/by the Company.
- g) To manage your health and safety such as recording locations, images, and videos through our vehicles, dealing with emergency incidents, providing annual health check-up, providing health insurance or other insurance, and claiming the compensation under insurance policy, etc.

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- h) To manage risks and undertake internal audit and administration, for example, to prevent fraud or undertake detection, to investigate requests for use of our internal information systems for the transparency of us
- i) To verify your identity in order to perform your working obligations such as issuing your employee card and name card, or recording facial recognition for entering our offices and premises
- j) To comply with relevant regulations such as corporate laws, tax laws, social security laws, to report information to government authorities as required by laws or upon receiving an order or a writ of attachment from the authority, to undertake detection and investigation under legal procedures and other regulations including to establish, and to comply or exercise the rights to legal claims or defend against the rights to legal claims
- k) To disclose your personal data and your sensitive personal data to our head office, group companies, subsidiaries, affiliates and any related companies for business purposes located outside Thailand with an appropriate safeguard by executing with the standard data protection pursuant to the PDPA for recording your information in the Company's database and for other business purposes
- l) To conduct research or analysis for the management, operation, or administration of the Company
- m) To record your information in our database

## 2.2 Your Family members and Referral persons

- a) To contact your family members to check your background and your information
- b) To contact your family members in case of emergency incidents
- c) To provide welfares and benefits to the employee who is your family member such as to proceed with the VISA, work permit or other working licenses when required by laws
- d) To record your information in our database

## 3. Legal Basis for Processing your Personal Data

The following are our legal basis for processing your personal data:

- A consent basis, when it is required by law to obtain a consent for processing;
- When the processing activity is necessary for the performance of contractual obligations to perform contractual obligations between you and us;
- When the processing activity is required for the pursuit of legitimate interests of us, except the case where your primary right should be greater than such benefit;
- When the processing activity is required for the compliance with our legal obligations; and
- When the processing activity is required for the protection of life, body, or health of an individual.

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Some of the above grounds for processing may overlap and there may be several grounds which justify our processing of your personal data.

Sensitive Personal Data shall only be processed on the basis of your explicit consent given or when authorized by applicable laws and regulations. For example, in case it is necessary for compliance with a law to achieve the purposes with respect to the assessment of working capacity of the employee, employment protection, social security, social protection in which the collection of Personal Data is necessary for exercising the rights or carrying out the obligations of the Data Controller or the Data Subject or in case it is necessary for compliance with a law to achieve the purposes with respect to the public interests; in case it is necessary for the establishment, compliance, exercise, or defense of legal claims.

#### **4. Sharing of Personal Data to Third Parties**

We may share and disclose your personal data to the following third parties in accordance with the PDPA for the purposes stated in this Privacy Notice. We will inform you to acknowledge and request for consent as necessary to comply with the PDPA and applicable laws.

- Head office, group companies, subsidiaries, affiliates and any related companies for business purposes
- Company's employees, or vendors for you to perform your working obligations
- Potential buyers or sellers, where required for the preparation or implementation of any acquisition, merger, company split, transfer of business, reorganization, or any other M&A activity
- Government authorities, or other authorities as stipulated by laws, including competent officials, e.g., courts, police officers, the Revenue Department, the Skill Development department, and etc.
- Agencies, service providers, landlords and/or sub-contractors for their implementation and procedures, for example, cleaning service provider, security service provider, data storage service provider, housing agent, hotels, travel agency, golf membership company, stationary and office supplies company, driving company, car rental company, delivery company, audit company, internet and IT company, payment gateway service provider, accounting company, tax consultants, and legal consultants
- Other necessary organizations, such as healthcare facilities, insurance companies, training institutes, banks, provident fund company, etc.

All our third-party service providers are required to take appropriate security measures to protect your personal data in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to Process your personal data for specified purposes and in accordance with our instructions.

#### **5. Transfer of Personal Data to Countries Outside of Thailand**

For the purpose of personal data processing, your personal data may be transferred to the companies and affiliates under the Company, third-party data processors, cloud vendors, outside contractors, professionals, etc., outside of Thailand in accordance with the PDPA, the rules for the protection of personal data prescribed by the Personal Data Protection Committee, and other applicable regulations (if any). Please note that in some cases such countries or jurisdictions may not have the same data protection laws as Thailand and that they may not afford many of the rights conferred upon you in Thailand.

## **6. Data Protection Principles**

We process personal data in accordance with the following data protection principles:

- Collecting personal data only for specified, explicit and legitimate purposes;
- Processing personal data only where it is relevant and limited to what is necessary for the purposes of processing;
- Keeping accurate personal data and taking all reasonable steps to ensure that the personal data are up-to-date, complete, and not misleading;
- Adopting appropriate measures to make sure that personal data is secured and protected against unauthorized or unlawful processing, and accidental loss, destruction or damage, including reviewing such measures when necessary or when there are technological changes in order to ensure the effectiveness of appropriate security;
- Checking with any third-party data processor that we use in processing your personal data to ensure that they can provide sufficient guarantees regarding the confidentiality and security of your personal data. We will have written contracts with them which provide assurances regarding the protections that they will give to your personal data and their compliance with our data security standard; and
- Not disclosing or transferring your personal data to a foreign country or international organizations located in the country that does not have adequate data protection standard in accordance with the rules for the protection of personal data prescribed by the Personal Data Protection Committee (see “Transfer of Personal Data to Countries Outside of Thailand” above), unless the transfer is in compliance with the applicable law and that there are appropriate security arrangements.

## **7. The Period of Retention of Personal Data**

We retain your personal data in accordance with the following details:

- We retain your personal data in the form of soft copy stored in our server, system and cloud storage, and in the form of hard copy kept at our offices.
- We will retain your personal data for as long as necessary to fulfill the aforementioned purposes for obtaining and processing your personal data. Specific criteria used to determine our retention periods are the duration we have an ongoing relationship with you, the compliance with applicable laws, the compliance with legal prescription to exercise the rights to legal claims or defend against the rights to legal claims and the necessity of retaining the personal data for other legal or business reasons.
- Please kindly be ensured that the retention of personal data after the expiry date of retention period will only occur only in the necessary circumstance. When the retention period has ended or the retention of such data is no longer necessary (whichever is applicable), we shall promptly delete your personal data and documents, as well as electronic records retaining the personal data, or shall make it become unidentifiable by completely removing such personal data from our server, system and cloud storage, shredding all documents, and in the case of disposing of hard drives, having the IT vendor to properly destroy such hard drives within thirty (30) days from the date the period of storage is over.

## **8. Data Subject Privacy Rights**

You have the following rights regarding personal data obtained and processed by us.

- **Right to withdraw a consent:** You have the right to withdraw your consent at any time by the method separately designated by us at the timing of obtaining your consent, except the consent provided is necessary to perform legal obligations or contractual obligations. However, your withdrawal of consent will not affect the legality of processing conducted based on your consent before its withdrawal.
- **Right to access to personal data:** You have the right to access and obtain a copy of the processed personal data concerning you and to ask us to disclose where we obtained such personal data from.
- **Right to obtain or transfer your personal data:** You have the right to receive personal data concerning you in a structured, commonly used, and machine-readable format that can be automatically accessed or disclosed, and the right to transfer those data to another controller.
- **Right to object the collection, the use, or the disclosure of personal data:** You have the right to object to the processing of the personal data concerning you.
- **Right to erase your personal data:** You have the right to have us delete or destroy personal data concerning you, or to make such personal data to become the information that cannot identify your identity.
- **Right to restrict on the processing of personal data:** You have the right to have us stop the processing of personal data concerning you.
- **Right to rectify on the processing of personal data:** You have the right to have us rectify inaccurate personal data concerning you to be a completed and updated data that will not cause any misunderstanding.
- **Right to lodge complaints:** You have the right to lodge a complaint with a competent data protection supervisory authority when the Company violates or not complies with the laws concerning of Personal data protection.

If you intend to exercise any of the aforementioned rights, please inquire using the contact details at the end of this Privacy Notice.

## **9. Data Protection Security Measures**

We implement appropriate and strict security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your personal data to executives, employees, officers, agents, contractors and other third parties only as necessary. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

In case where we assign any third party to process your personal data pursuant to the instructions given by or on behalf of us, we shall appropriately supervise such third party to ensure your personal information protection in accordance with the PDPA.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

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## **10. Changes to this Privacy Notice**

We regularly review and update this Privacy Notice. If the change is fundamental or may significantly affect you, we will provide you with the updated Privacy Notice prior to the change actually taking effect. We encourage you to review the content of this Privacy Notice regularly.

## **11. Questions and Queries**

If you would like further information about your data protection rights, or having any concern pertaining to this Privacy Notice, please contact us through the “**Contact Information**” provided below.

### **Contact Information**

#### **Tokyo Gas Asia (Thailand Representative Office)**

- **Contact Person:** Ms. Parisa Ruamsuwan
- **Email:** [parisa.ruamsuwan@tokyogas-asia.com](mailto:parisa.ruamsuwan@tokyogas-asia.com)
- **Address:** No. 399, Interchange 21 Building, Room No. 2106,  
21st Floor, Sukhumvit Road, Klongtoey-Nua,  
Wattana, Bangkok 10110
- **Phone number:** +66 (0) 2258 0376



**Privacy Notice for vendors and business partners including its corporate entity's individuals such as its contact persons and directors, job applicants and their referrals**

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We are committed to protect the integrity of your personal data and privacy to assure you that we collect, store, use, disclose, and/or transfer (collectively referred to as “**process**”) your personal data with transparency and accountability in accordance with the applicable regulation relating to personal data protection, in particular the **Personal Data Protection Act, B.E. 2562 (2019)** (“**PDPA**”), and other applicable laws.

**1. Personal Data to be Processed**

Personal Data means any information relating to a natural person, which can identify such person, whether directly or indirectly.

We collect the following personal data for processing activities to achieve the purposes as herein with the legal basis provided for in the PDPA. Additionally, we may process your personal data of a sensitive nature in accordance with special criteria provided for in the PDPA.

We collect your personal data directly from you or your personal data may be collected from other sources as follows.

For our vendors and other business partners, we may collect your personal data from the company which you are a director, a representative, an assignee, or an employee, or through other vendors, business partners, government organizations, or by other public sources.

For our job applicants including their referral persons, we may collect your personal data from your referral persons specified in your job application, employees of the Company, websites, recruitment agencies including via its website, healthcare facilities for providing your pre-employment health check-up and annual health check-up, insurance companies, government organizations, or through other public sources.

**1.1 Vendors and Business Partners**

○ **General Personal Data**

Name, Surname, Signature, Address, Phone number, Email, ID card number, Passport number, Copy of your ID card, Copy of your Passport, Visa information, Date of birth, Gender, Age, Nationality, Photo, Bank account information, and Your company information, such as Financial report, and Tax ID number

○ **Sensitive Personal Data**

Religious belief shown in a copy of your ID card

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**1.2 Job Applicants**

○ **General Personal Data**

Name, Surname, Signature, Address, Phone number, Email, ID card number, Passport number, Visa information, Copy of your ID card, Copy of your Passport, Date of birth, Gender, Age, Nationality, Photo, Marriage status, Education background, Education transcript, Work experience, Work certificate, Work permit or other working documents, and Information regarding your work, such as warning records, leaving records, salary records, work evaluation records, training records, and resignation or termination records

○ **Sensitive Personal Data**

Religious belief shown in a copy of your ID card, Disability information, Health information, and Criminal Records

We may also collect information of your referral persons specified in your job application such as their Name, Surname, Address, Phone number, Email, Company name, Job Title, and Position.

**2. Purposes of Processing your Personal Data**

We collect, use, or disclose your personal data for various purposes depending on the relationship between you and us as follows.

**2.1 Vendors and Business Partners**

- a) To consider your services or products and your quotation, to enter into an agreement with you or your company or to take steps to enter into an agreement with you or your company
- b) To perform contractual obligations, to monitor your services in accordance with the agreement between you or your company and the Company, to comply with our internal procedures, including but not limited to proceeding with purchase orders, making payments, issuing tax invoices, registering new vendors, monitoring and evaluating your service, and to receive or deliver the information or documents between you and the Company
- c) To conduct business planning, reporting and forecasting
- d) To manage our relationship with you, for example to communicate with you on any information about our or your products and services, to introduce you to other vendors or other business partners, and etc.
- e) To manage risks and undertake internal or external audit and administration, for example, to prevent fraud or undertake detection, to investigate requests for use of our internal information systems for the transparency of us
- f) To verify your identity in order to perform your working obligations
- g) To comply with relevant regulations such as but not limited to corporate and tax laws, to report information to government authorities as required by laws or upon receiving an order or a writ of attachment from the authority, to undertake detection and investigation under legal procedures and other regulations including to establish, and to comply or exercise the rights to legal claims or defend against the rights to legal claims

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- h) To disclose your personal data and your sensitive personal data to our head office, group companies, subsidiaries, affiliates and any related companies for business purposes located outside Thailand with an appropriate safeguard by executing with the standard data protection pursuant to the PDPA for recording your information in the Company's database and for other business-related purposes
- i) To record your information in our database

**2.2 Job applicants**

- a) To proceed as necessary with considering and selecting job applicants and other relevant procedures, such as recruiting, either from our recruitment channel or the channel of the recruitment company, interviewing, selecting, or offering available positions to you
- b) To check your background and qualifications before an employment under applicable laws including checking your background of your referral persons
- c) To perform human resource management including disclosing your information with the person relating with recruiting processes, preparation of the employment agreement, and other internal procedures to conduct the employment
- d) To record your information in our database

**2.3 Your Referral persons**

- a) To contact your referral persons to check your background and your information

**3. Legal Basis for Processing your Personal Data**

The following are our legal basis for processing your personal data:

- A consent basis, when it is required by law to obtain a consent for processing;
- When the processing activity is necessary for the performance of contractual obligations to perform contractual obligations between you and us;
- When the processing activity is required for the pursuit of legitimate interests of us, except the case where your primary right should be greater than such benefit;
- When the processing activity is required for the compliance with our legal obligations; and
- When the processing activity is required for the protection of life, body, or health of an individual.

Some of the above grounds for processing may overlap and there may be several grounds which justify our processing of your personal data.

Sensitive Personal Data shall only be processed on the basis of your explicit consent given or when authorized by applicable laws and regulations. For example, in case it is necessary for compliance with a law to achieve the purposes with respect to the assessment of working capacity of the employee, employment protection, social security, social protection in which the collection of Personal Data is

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necessary for exercising the rights or carrying out the obligations of the Data Controller or the Data Subject or in case it is necessary for compliance with a law to achieve the purposes with respect to the public interests; in case it is necessary for the establishment, compliance, exercise, or defense of legal claims.

**4. Sharing of Personal Data to Third Parties**

We may share and disclose your personal data to the following third parties in accordance with the PDPA for the purposes stated in this Privacy Notice. We will inform you to acknowledge and request for consent as necessary to comply with the PDPA and applicable laws.

- Head office, group companies, subsidiaries, affiliates and any related companies for business purposes
- Company's employees, or vendors for you to perform your working obligations
- Government authorities, or other authorities as stipulated by laws, including competent officials, e.g., courts, police officers, the Revenue Department, the Skill Development department, and etc.
- Agencies, service providers, landlords and/or sub-contractors for their implementation and procedures, for example, cleaning service provider, security service provider, data storage service provider, housing agent, hotels, travel agency, golf membership company, stationery and office supplies company, driving company, car rental company, delivery company, audit company, internet and IT company, payment gateway service provider, accounting company, tax consultants, and legal consultants

All our third-party service providers are required to take appropriate security measures to protect your personal data in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to Process your personal data for specified purposes and in accordance with our instructions.

**5. Transfer of Personal Data to Countries Outside of Thailand**

For the purpose of personal data processing, your personal data may be transferred to the companies and affiliates under the Company, third-party data processors, cloud vendors, outside contractors, professionals, etc., outside of Thailand in accordance with the PDPA, the rules for the protection of personal data prescribed by the Personal Data Protection Committee, and other applicable regulations (if any). Please note that in some cases such countries or jurisdictions may not have the same data protection laws as Thailand and that they may not afford many of the rights conferred upon you in Thailand.

**6. Data Protection Principles**

We process personal data in accordance with the following data protection principles:

- Collecting personal data only for specified, explicit and legitimate purposes;
- Processing personal data only where it is relevant and limited to what is necessary for the purposes of processing;
- Keeping accurate personal data and taking all reasonable steps to ensure that the personal data are up-to-date, complete, and not misleading;

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- Adopting appropriate measures to make sure that personal data is secured and protected against unauthorized or unlawful processing, and accidental loss, destruction or damage, including reviewing such measures when necessary or when there are technological changes in order to ensure the effectiveness of appropriate security;
- Checking with any third-party data processor that we use in processing your personal data to ensure that they can provide sufficient guarantees regarding the confidentiality and security of your personal data. We will have written contracts with them which provide assurances regarding the protections that they will give to your personal data and their compliance with our data security standard; and
- Not disclosing or transferring your personal data to a foreign country or international organizations located in the country that does not have adequate data protection standard in accordance with the rules for the protection of personal data prescribed by the Personal Data Protection Committee (see “**Transfer of Personal Data to Countries Outside of Thailand**” above), unless the transfer is in compliance with the applicable law and that there are appropriate security arrangements.

**7. The Period of Retention of Personal Data**

We retain your personal data in accordance with the following details:

- We retain your personal data in the form of soft copy stored in our server, system and cloud storage, and in the form of hard copy kept at our offices.
- We will retain your personal data for as long as necessary to fulfill the aforementioned purposes for obtaining and processing your personal data. Specific criteria used to determine our retention periods are the duration we have an ongoing relationship with you, the compliance with applicable laws, the compliance with legal prescription to exercise the rights to legal claims or defend against the rights to legal claims and the necessity of retaining the personal data for other legal or business reasons.
- Please kindly be ensured that the retention of personal data after the expiry date of retention period will only occur only in the necessary circumstance. When the retention period has ended or the retention of such data is no longer necessary (whichever is applicable), we shall promptly delete your personal data and documents, as well as electronic records retaining the personal data, or shall make it become unidentifiable by completely removing such personal data from our server, system and cloud storage, shredding all documents, and in the case of disposing of hard drives, having the IT vendor to properly destroy such hard drives within thirty (30) days from the date the period of storage is over.

**8. Data Subject Privacy Rights**

You have the following rights regarding personal data obtained and processed by us.

- **Right to withdraw a consent:** You have the right to withdraw your consent at any time by the method separately designated by us at the timing of obtaining your consent, except the consent provided is necessary to perform legal obligations or contractual obligations. However, your withdrawal of consent will not affect the legality of processing conducted based on your consent before its withdrawal.

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- **Right to access to personal data:** You have the right to access and obtain a copy of the processed personal data concerning you and to ask us to disclose where we obtained such personal data from.
- **Right to obtain or transfer your personal data:** You have the right to receive personal data concerning you in a structured, commonly used, and machine-readable format that can be automatically accessed or disclosed, and the right to transfer those data to another controller.
- **Right to object the collection, the use, or the disclosure of personal data:** You have the right to object to the processing of the personal data concerning you.
- **Right to erase your personal data:** You have the right to have us delete or destroy personal data concerning you, or to make such personal data to become the information that cannot identify your identity.
- **Right to restrict on the processing of personal data:** You have the right to have us stop the processing of personal data concerning you.
- **Right to rectify on the processing of personal data:** You have the right to have us rectify inaccurate personal data concerning you to be a completed and updated data that will not cause any misunderstanding.
- **Right to lodge complaints:** You have the right to lodge a complaint with a competent data protection supervisory authority when the Company violates or not complies with the laws concerning of Personal data protection.

If you intend to exercise any of the aforementioned rights, please inquire using the contact details at the end of this Privacy Notice.

## **9. Data Protection Security Measures**

We implement appropriate and strict security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your personal data to executives, employees, officers, agents, contractors and other third parties only as necessary. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

In case where we assign any third party to process your personal data pursuant to the instructions given by or on behalf of us, we shall appropriately supervise such third party to ensure your personal information protection in accordance with the PDPA.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **10. Changes to this Privacy Notice**

We regularly review and update this Privacy Notice. If the change is fundamental or may significantly affect you, we will provide you with the updated Privacy Notice prior to the change actually taking effect. We encourage you to review the content of this Privacy Notice regularly.

**Privacy Notice for vendors and business partners including its corporate entity's individuals such as its contact persons and directors, job applicants and their referrals**

Tokyo Gas Asia (Thailand Representative Office)  
No. 399, Interchange 21 Building, Room No. 2106, 21st Floor,  
Sukhumvit Road, Klongtoey-Nua, Wattana, Bangkok 10110

## 11. Questions and Queries

If you would like further information about your data protection rights, or having any concern pertaining to this Privacy Notice, please contact us through the “**Contact Information**” provided below.

### Contact Information

#### Tokyo Gas Asia (Thailand Representative Office)

- **Contact Person:** Ms. Parisa Ruamsuwan
- **Email:** [parisa.ruamsuwan@tokyogas-asia.com](mailto:parisa.ruamsuwan@tokyogas-asia.com)
- **Address:** No. 399, Interchange 21 Building, Room No. 2106,  
21st Floor, Sukhumvit Road, Klongtoey-Nua,  
Wattana, Bangkok 10110
- **Phone number:** +66 (0) 2258 0376