

Privacy Policy for Job Applicants and Internship Applicant

C.U. Dent Innovation Co., Ltd. (the "Company") values and respects your privacy rights and is committed to ensuring the security of your personal data. The Company acknowledges its responsibilities under the Personal Data Protection Act B.E. 2562 (2019). Therefore, this Privacy Policy for Human Resources has been established to apply to the personal data of job applicants and interns, providing details on:

- How the Company collects personal data
- What types of data are collected
- The purpose of data processing
- How personal data is disclosed
- Measures to safeguard personal data
- Your legal rights as a data subject

1. Scope of the Policy

This policy applies to the personal data of job applicants and individuals related to Company personnel, such as family members of applicants or emergency contacts.

2. Definition of Personal Data

2.1 **Personal Data** refers to any information related to an individual that can directly or indirectly identify that person, excluding information about deceased individuals.

2.2 **Sensitive Personal Data** includes information about race, ethnicity, political opinions, religious or philosophical beliefs, sexual behavior, criminal records, health data, disabilities,

trade union membership, genetic data, biometric data, or other information that significantly impacts the data subject, as defined by the Personal Data Protection Committee.

3. Personal Data Collected

During the recruitment process, the Company collects personal data through application forms, online applications, and recruitment platforms (such as the Company's website, job agencies, and job listing websites). Data may also be gathered from other sources depending on the nature of the employment or service with the Company.

The types of personal data collected include:

1. **Basic Personal Information** – title, name, surname, gender, photograph, weight, height, distinguishing marks, date of birth, age, nationality, marital status, number of children, military status, education history, work experience.
2. **Contact Information** – national ID number, current address, registered address, email, phone number.
3. **Sensitive Personal Data** – health records, criminal records, religion (collected with explicit consent or as permitted by law).
4. **Other Data** – resume/CV, academic records, language proficiency, known contacts within the Company, professional licenses, assessment/interview records, CCTV footage.

If you provide personal data about your family members, close relatives, references, or other related persons, you are responsible for informing them about their rights under this Privacy Policy and obtaining their consent before sharing their information with the Company.

4. Purpose of Collecting, Using, and Disclosing Personal Data

The Company processes personal data for the following purposes:

1. **Recruitment Process** – evaluating applicants for job positions through various stages, including application, testing, interviews, and assessments. (Legal basis: Contractual necessity, Legitimate interest)
2. **Background and Qualification Checks** – verifying employment history, skills, health records, and criminal records where legally permitted. (Legal basis: Contractual necessity, Legitimate interest, Consent)
3. **Employment Processing** – facilitating onboarding and job assignment for successful candidates. (Legal basis: Contractual necessity, Legitimate interest)
4. **Future Job Consideration** – retaining applicant data for **one year** to assess suitability for future job openings. (Legal basis: Legitimate interest)
5. **Workplace Security** – using CCTV monitoring for workplace safety and security. (Legal basis: Legitimate interest)

5. Disclosure of Personal Data to Third Parties

The Company may disclose personal data under legal requirements, including compliance with court orders, regulatory requirements, or legal obligations. Data may also be shared to protect the rights and safety of the Company, employees, or other individuals, as well as to prevent fraud or security threats.

6. Transfer of Personal Data Abroad

Personal data may be transferred to third parties or servers located in foreign countries that may not provide the same level of data protection. The Company will implement necessary safeguards to ensure secure data transfer and appropriate protection in the receiving country.

7. Retention Period of Personal Data

The Company retains personal data as long as necessary to fulfill its intended purposes:

- If a candidate is not hired, their data is retained for **one year** for future job consideration.
- If a candidate is employed or contracted, their data is retained for the duration of employment and afterward, as required by law or for legal claims.

8. Security Measures

The Company takes personal data security seriously and implements **technical and organizational measures** to prevent unauthorized access, loss, destruction, modification, or misuse of personal data. All data handling is conducted in compliance with security policies and legal requirements.

9. Rights of Data Subjects

You have the right to:

1. **Access and request a copy** of your personal data.
2. **Withdraw consent** for data collection, use, or disclosure (unless legally restricted).
3. **Request correction** of inaccurate or outdated personal data.
4. **Request data portability** in an accessible electronic format.
5. **Object to data processing** under specific circumstances.
6. **Request restriction** of personal data processing.
7. **Request deletion** of personal data unless legally required for retention.
8. **File a complaint** if your data rights have been violated.

10. Contact Information

For inquiries or to exercise your data rights, please contact:

C.U. Dent Innovation Co., Ltd.

Address: 34 Henri Dunant Road, Wang Mai, Pathumwan, Bangkok 10330

Phone: 02-218-8863, 083-979-7644