

Privacy Notice for Candidate

Dear Candidates,

Industrial and Commercial Bank of China (Thai) Public Company Limited (“**Bank**”, “**we**” or “**our**”) values your privacy and strives to protect your personal data (collectively referred to as “**Personal Data**”) based on the Thai law. You are applying for a job with the Bank which is the “Data Controller” for the collection, use and/or disclosure of your Personal Data during and for the purposes of a recruitment process.

This Privacy Notice explains:

- What kind of Personal Data do we collect? This includes what you tell us about yourself (collectively referred to as “**you**”, “**your**” or “**yourself**”) and what we learn through a recruitment process.
- How do we use your Personal Data?
- Who do we disclose the Personal Data to?
- What are the choices we offer? This includes how to access and update your Personal Data.
- What are your privacy rights and how does the law protect you?

1. What kind of Personal Data do we collect?

We use many different kinds of the Personal Data, depending on various circumstances that are relevant to recruitment process.

We may collect the Personal Data related to you from a variety of sources, including, but not limited to:

- From you directly as part of the recruitment process (e.g., application forms online/offline or otherwise, resumes;
- The information we have received during an interview session, e.g., telephone or video call;
- Identification documents such as ID card, passport, etc.;
- The information we have received when you use our systems, tools and websites;
- The forms completed by you at the start of or during recruitment process (such as benefit nomination forms); and/or
- The correspondences with you through interviews, meetings or other assessments e.g., CCTV, recording equipment, etc.

In some cases, we may collect the Personal Data related to you from third parties, such as the references supplied by the former employers (e.g., period of previous employments, performance during previous employment, etc.), data from accessible sources e.g., LinkedIn, JobsDB, Facebook, etc., data from employment background check providers, data from credit reference agencies and data from criminal record.

The categories of Personal Data related to you that we process, subject to the applicable law, including, but not limited to:

- **Personal details:** name, surname, gender, date of birth, marital status, personal identification number, passport number, address, contact details (e.g., email address, telephone number, social media, etc.), nationality, entitlement to work in Thailand, image of passport, driving license, signatures, photographs, and CCTV images;
- **Educational details:** The details of educational background, transcript, educational achievements;
- **Family details:** Names and contact details of family members and dependents;
- **Professional details:** The details of profession, professional memberships, employer's feedback, professional qualifications, skills, experience, trainings and employment history;
- **Transactional details:** The details of your salary and benefits (such as bonus, pension and insurance cover);
- **Other details:** The information received from the interview;
- **Sensitive personal data:**
 - Racial or ethnic origin;
 - Religious;
 - Health/medical/biological data; and
 - Criminal record

During the processing of your Personal Data, we may also collect some Sensitive Personal Data related to you to make reasonable adjustments to enable you, who apply for a job with us, to be able to attend interviews, to be ready for the job (if successful) and to ensure that we comply with regulatory obligations placed on us with regard to our hiring. We will not collect, use and/or disclose this type of data without your consent unless the law allows us to do so.

2. How do we use your Personal Data?

We will collect, use and disclose your Personal Data only if we have proper reasons and it is lawful to do so. This includes sharing it outside the Bank.

We will rely on one or more of the following lawful grounds when processing/holding your Personal Data:

- When it is to fulfill the contract we have with you or will enter into it;
- When it is our legal duty; or
- When you consent to it.

The purpose for which we may process your Personal Data, subject to the applicable law and the legal basis on which we may perform such processing, are:

Purposes of data processing	Legal basis
Recruitment Process	
<ul style="list-style-type: none"> • Process your application; • Assess your skills, qualifications, and suitability for the role; • Carry out background and reference checks, where applicable; • Communicate with you about the recruitment process; • Keep records related to our hiring process; and/or • Comply with regulatory requirements. 	<ul style="list-style-type: none"> • Fulfilment of contract • Our legal duties • Your consents

It is in our legitimate interests to decide whether or not to appoint you to the role since it would be beneficial to our business to appoint a suitable candidate to that role. We also need to process your Personal Data to decide whether to enter into a contract with you.

Our processing may potentially include your Sensitive Personal Data. The Sensitive Personal Data is not routinely collected from all applicants, it may be collected where we have legal obligations or consents from you to do so, or if you choose to disclose it to us during the period of your relationship with us.

We may collect your CV, covering letter and the results from any tests you took, we will then process such data to decide whether or not you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether or not your application is suitable to invite you for the interview. If we decide to call you for the interview, we will use the data you have provided us at the interview to decide whether to offer you the role. If we decide to offer you the role, we may then take up the references and/or any other checks before confirming your appointment.

3. Who do we disclose the Personal Data to?

We may share your Personal Data internally with the following persons:

- Officers who have the responsibility to handle your job application or persons who act on such employees' behalf (such as heads of divisions/departments who need and are responsible for considering new candidates);
- HR officers who are responsible for HR proceedings (e.g., recruitment, assessment, pre-employment screening, etc.); and/or
- IT system owners who manage the user's access to the information of the candidates.

We may also need to share your Personal Data with certain external third parties including, but not limited to:

- Your referees;
- Academic institutions (e.g., universities, colleges, etc.) in validating the data you have provided;
- Other third-party suppliers (or potential suppliers) who provide services on our behalf; and
- Suppliers who undertake a background screening on our behalf (e.g., credit checking agencies, criminal checking bureaus, etc.).

Except as described in this Privacy Notice, we will not use the Personal Data for any purposes other than the purposes as described to you in this Privacy Notice. Should we intend to collect, use or disclose additional information which is not described in this Privacy Notice, we will notify you and obtain your consent prior to the collection, use and disclosure unless we are permitted to do so without your consent under the law. You will also be given the opportunity to consent or decline to such collection, use and/or disclosure of your Personal Data.

We will continue to adhere to this Privacy Notice with respect to the information we have in our possession relating to the prospective, existing and former candidates.

4. Retention of Personal Data

We retain your Personal Data for as long as it is necessary to carry out the purpose for which it was collected, i.e., for the recruitment, employment and legal reasons or compliance with the applicable laws.

We will hold your Personal Data for the duration of your recruitment, unless otherwise in the event of regulatory or technical reasons, we may keep your Personal Data for longer than the recruitment period. If we do not need to retain the Personal Data for longer than it is legally necessary, we will destroy, delete or anonymize it.

5. Accuracy of your Personal Data

We need your help to ensure that your Personal Data is current, complete and accurate. Please inform us of any changes to your Personal Data by contacting us through channels prescribed in Clause 10 of this Privacy Notice.

We will occasionally request the updates from you to ensure the Personal Data we use to fulfill the purposes of collection, use and/or disclosure are current, accurate and complete.

6. What is your privacy rights and how the law protects you?

- **Right to Withdraw:** This enables you to withdraw your consent to our processing of your Personal Data, which you can do at any time. We may continue to process your Personal Data if we have another legitimate reason to do so;

- **Right to Access:** This enables you to receive a copy of the Personal Data we hold, that is related to you, and to check that we are lawfully processing it;
- **Right to Correct:** This enables you to have any incomplete or inaccurate information we hold related to you corrected;
- **Right to Erasure:** This enables you to ask us to delete your Personal Data where there is no good reason for us to continue processing/holding it. You also have the right to ask us to delete your Personal Data where you have exercised your right to object to processing (see below);
- **Right to Object:** This enables you to object to the processing of your Personal Data where we are relying on the 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 we are processing your Personal Data for direct marketing purposes and profiling activities;
- **Right to Restrict Processing:** This enables you to ask us to suspend the processing of Personal Data about you. For example, if you want us to establish its accuracy or the reason for processing it;
- **Right to Portability:** In some cases, you will be able to obtain a copy of your Personal Data that is generally available in electronic form. This right can only be used in the case of Personal Data you submit to us and the processing of such Personal Data is done with your consent or in the event that such Personal Data needs to be processed in order to be able to fulfil obligations under the contract;
- **Right to Lodge a Complaint:** This enables you to file the complaint with a related government authority, including but not limited to, the Thailand Personal Data Protection Committee in the event you see that the Bank, our staff or the service provider violates or fails to comply with the Personal Data Protection Act B.E. 2562 ("PDPA") or other announcements issued by virtue of PDPA.

The exercise of rights above may be restricted under relevant laws and it may be necessary for the Bank to deny or not be liable to carry out your requests, and the Bank will inform you of the reason. You could exercise your rights above on 1 June 2021 onwards.

Handling of Complaints

In the event that you wish to make a complaint on how we process your Personal Data, please contact us and we will try to consider your request as soon as possible. This does not prejudice your right to file the complaint with a government authority that has a data protection authority.

7. Security of your Personal Data

Information is our asset, therefore, we place a great importance on ensuring the security of your Personal Data. We regularly review and implement up-to-date physical, technical and organizational security measures when processing your Personal Data. We have internal policies and controls in place to ensure that your Personal Data is not lost, accidentally destroyed, misused or disclosed and

is not accessed except by our employees in the performance of their duties. Our employees are trained to handle the Personal Data securely and with utmost respect, failing which they may be subject to a disciplinary action.

8. Your Responsibilities

You are responsible for making sure that the Personal Data you have given us or that is provided on your behalf, is accurate and up to date and you must tell us as soon as possible if there are any updates.

You have some responsibilities under your employment contract to provide us with the Personal Data. In particular, you are required to report absences from work and may be required to provide the data on disciplinary or other matters honestly. You may also have to provide us with the Personal Data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the Personal Data may mean that you are unable to exercise your statutory rights.

Certain Personal Data, such as contact details, your right to work in Thailand and payment details, must be provided to enable us to enter into the contract of employment with you. If you do not provide such Personal Data, this will hinder our ability to administer the rights and obligations arising as a result of employment relationship efficiently.

9. Revision of Our Privacy Notice

We keep our Privacy Notice under a regular review and thus the Privacy Notice may be subject to change at the Bank's sole discretion.

10. Contact us

If you have any questions in regard to the protection of your Personal Data or if you wish to exercise your rights, please contact:

- Data Protection Officer: E-mail DPOICBCT@th.icbc.com.cn
- HR Representative at 02-663-9822

Acknowledgement of Privacy Notice:

By signing below, I have read and understood this Privacy Notice, and have acknowledged the presence of this Privacy Notice.

Sign _____

Name: _____

Date: _____