

HR Privacy Policy

Security Fairness Guard & Services Co.,Ltd. recognizes the importance of the protection of your personal data. This HR Privacy Policy explain our practices regarding the collection, use or disclosure of personal data including other rights of the Data Subjects in accordance with the Personal Data Protection Act B.E. 2562 (2019).

Collection of Personal Data

We collect your personal data that receive directly from you as following;

- Employment contract and relevant documents
- Company's registration/account through our website
- Telephone
- Email
- Google Login
- LINE Login
- LinkedIn Login
- Facebook Login

We may collect your personal data that we can access from the other source not directly from you such as search engines, social media, government authorities, third parties, etc.

Type of Data Collected

Personal data such as name, surname, gender, age, date of birth, nationality, identification card, passport, marital status, military status, photo, etc.

Contact information such as address, telephone number, e-mail address, etc.

Financial information such as bank account, salary, benefits, etc.

Working information such as work permit, working information, performance evaluation, leave record, sick record, the use of company's information system, etc.

Technical data such as IP address, computer's number, video recordings, CCTV, etc.

Other information such as education, training, seminar, reference person and family member, etc.

We may collect, use or disclose your sensitive data that is specially categorized by law when we have obtained explicit consent from you or where necessary for us as permissible under law. We may collect, use or disclose your sensitive personal data as following;

- racial
- religious or philosophical beliefs
- criminal records
- disability
- trade union information
- biometric data such as facial recognition, data, iris recognition data or fingerprint recognition data

Any data which may affect the data subject in the same manner, as prescribed by the Personal Data Protection Committee

Storage of Data

We store your personal data as hard copy and soft copy.

We store your personal data by using the following systems:

- Our server in Thailand

- Third-party server service providers in Thailand
- Third-party server service providers outside of Thailand

Use of Data

We use the collected data for various purposes:

- To fulfil employment contracts
- To fulfil Non-Disclosure Agreement
- To comply with company's rule
- To comply with company's policies
- To administer and manage salary, compensation, benefit, bonus, tax deduction, social security, seizure and other expenses.
- To manage personal administration such as attendance, leave record according to the law and company's policy.
- Health and medical management such as annual physical examination, vaccination, health insurance, etc.
- To comply with law and regulations including government orders such as Social Security Office, Department of Labor Protection and Welfare, Revenue Department, Courts and other government agencies
- To provide security within organization such as CCTV, employee name cards, etc.
- To plan our business strategy including risk management, internal audit and organization management, etc.
- To communicate, advertise and announce any information within the organization
- To establish, compliance, exercise, and defense of any legal claims

Disclosure of Personal Data

We may disclose your personal data to the following parties in certain circumstances.

Organization Management

We may disclose your personal data within our organization for administrations of employees under this HR Privacy Policy.

Law Enforcement

Under certain circumstances, we may be required to disclose your personal data if required to do so by law or in response to valid requests by government authorities such as court or a government body.

Business Partner

We may disclose your personal data to the business partners in order to contact and coordinate for the purposes under this HR Privacy Policy

Service Providers

We may disclose your personal data to the service providers for the purposes as follows:

- Training or seminars
- Transportation service
- Document storage and destruction service
- Security service
- Marketing service
- Information technology service
- Professional services such as business consultant, auditor, legal firm, tax firm or any other advisors.

Business Transfer

In connection with any reorganization, restructuring, merger or acquisition, or other transfer of assets, we will transfer information, including certain your personal data, provided that the receiving party agrees to respect your personal data in a manner that is consistent with this HR Privacy Policy and Personal Data Protection Laws.

Cross-Border Data Transfer

We may disclose or transfer your personal data to third parties, organization or server located in foreign countries. We will take steps and measures to ensure that your personal data is securely transferred, and the receiving parties have an appropriate level of personal data protection standard or as allowed by laws.

Data Retention

We will retain your personal data for as long as necessary during the period you are an employee or under relationship with us, or for as long as necessary in connection with the purposes set out in this HR Privacy Policy, unless law requires or permits longer retention period. We will erase, destroy, or anonymize your personal data when it is no longer necessary or when the period lapses.

Data Subject Rights

Subject to the Personal Data Protection Laws thereof, you may exercise any of these rights in the following:

Withdrawal of consent: If you have given consent to us to collect, use or disclose your personal data whether before or after the effective date of the Personal Data Protection Laws, you have the right to withdraw such consent at any time throughout the period your personal data available to us, unless it is restricted by laws or you are still under beneficial contract.

Data access: You have the right to access your personal data that is under the company's responsibility; to request us to make a copy of such data for you; and to request us to reveal as to how we obtain your personal data.

Data portability: You have the right to obtain your personal data if we organize such personal data in automatic machine-readable or usable format and can be processed or disclosed by automatic means; to request us to send or transfer the personal data in such format directly to other data controllers if doable by automatic means; and to request to obtain the personal data in such format sent or transferred by us directly to other data controller unless not technically feasible.

Objection: You have the right to object to collection, use or disclosure of your personal data at any time if such doing is conducted for legitimate interests of us, corporation or individual which is within your reasonable expectation; or for carrying out public tasks.

Data erasure or destruction: You have the right to request us to erase, destroy or anonymize your personal data if you believe that the collection, use or disclosure of your personal data is against relevant laws; or retention of the data by us is no longer necessary in connection with related purposes under this HR Privacy Policy; or when you request to withdraw your consent or to object to the processing as earlier described.

Suspension: You have the right to request us to suspend processing your personal data during the period where we examines your rectification or objection request; or when it is no longer necessary and we must erase or destroy your personal data pursuant to relevant laws but you instead request us to suspend the processing.

Rectification: You have the right to rectify your personal data to be updated, complete and not misleading.

Complaint lodging: You have right to complain to competent authorities pursuant to relevant laws if you believe that the collection, use or disclosure of your personal data is violating or not in compliance with relevant laws.

You can exercise these rights as the Data Subject by contacting our Data Protection Officer as mentioned below. We will notify the result of your request within 30 days upon receipt of such request. If we deny the request, we will inform you of the reason via SMS, email, telephone, registered mail (if applicable)

Data Security

We endeavor to protect your personal data by establishing security measures in accordance with the principles of confidentiality, integrity, and availability to prevent loss, unauthorized or unlawful access, destruction, use, alteration, or disclosure including administrative safeguard, technical safeguard, physical safeguard and access controls.

Data Breach Notification

We will notify the Office of the Personal Data Protection Committee without delay and, where feasible, within 72 hours after having become aware of it, unless such personal data breach is unlikely to result in a risk to the rights and freedoms of you. If the personal data breach is likely to result in a high risk to the rights and freedoms of you, we will also notify the personal data breach and the remedial measures to you without delay by SMS, email, telephone call or registered mail if applicable.

Changes to this

We may change this HR Privacy Policy from time to time. Any changes of this HR Privacy Policy, we encourage you to frequently check on our website or internal communication.

This HR Privacy Policy was last updated and effective on 26th April 2023

Links to Other Sites

The purpose of this HR Privacy Policy is for employees. Any websites from other domains found on our site is subject to their Privacy Policy which is not related to us.

Contact Information

If you have any questions about this HR Privacy Policy, please contact us by using the contact information through the following channels:

Data Controller

Security Fairness Guard & Services Co.,Ltd.

73/119 Praaongkao Rd, , Nai Mueang , Mueang Phitsanulok , Phitsanulok , 65000

fairnessguard@gmail.com

www.fairnessguard.com

096 668 7495

Data Protection Officer

Rattanaporn Virulphurivanich

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