



HR Privacy Policy

Effective Date: 05OCT2022

Nippon Cargo Airlines Co., Ltd. (the “**Company**”, “**we**”, “**us**”, or “**our**”) recognized the importance of complying the Personal Data Protection Act B.E. 2562 which is intended to protect the personal information relating to any identified or identifiable natural person (the “**Personal Data**”). The information you share with us is necessary, to enter into our contract of employment/work relationship with you and to continue to perform aspect of your contract of employment/work relationship, this includes, but does not limit to, paying you or providing you with benefits.

This privacy policy (the “**Privacy Policy**”) applies to our current and/or retire employee and non-employed workers’ (“**you**” or “**your**”) Personal Data. However, this Privacy Policy does not form a part of your employment contract/work relationship.

We may amend or change this Privacy Policy at any time we deem necessary with or without notice, so we suggest you read this Privacy Policy periodically. We will also provide additional notice of significant updates to this policy.

1. Personal Data to be collected

We will collect, maintain, and use the following types of information which may include your Personal Data, directly or indirectly, from you, other sources, or through our affiliates, subsidiaries, other companies, business partners, or communications between us. The specific type of data collected will depend on the communication and interaction between you and us, your field of work or benefits received from us and within our affiliates, including but not limited to:

- 1) **Personal details**, such as title, full name, gender, age, nationality, date of birth, blood type, weight and height, signature, educational background, resume, curriculum vitae (CV), language proficiency, computer skills, professional licenses, professional certificates, past employment records, information on government-issued cards (e.g. national identification card, passport, VISA, work permits, alien card, house registration and house type (e.g. own house, rental house, dormitory or stayed with cousins), driver’s license details, or other similar identifiers), military enrollment document and status, marital status, photograph, vehicle details (e.g. copy of vehicle registration book, license plate number, brand and color), social security information, personal background check information, student loan fund information and evidence of work performance guarantee contract.
- 2) **Contact details**, such as your domicile, address, email address, telephone number, Line ID and other social media contact.
- 3) **Employment related details**, such as your job/employment application form, type of employment, employment terms and condition; period of contract; position, titles, department, origin company, workplace, floor of operation, working hours, log sheet for time records (entry and exit), a request access to data center, employee ID, business card, commencement date, current employment record, employment certification, leave related information and records, reasons for termination and/or resignation of employment contract, security guard licenses.
- 4) **Salary and benefit details**, such as your salary, wages and allowances, salary certification, provident fund ID number, provident fund contribution rate, provident fund related information (e.g. last withdrawal of provident fund, existing amount within the provident fund), ability to pay loan installments, bank account information, tax payer ID number, tax reduction information, pension, welfare loan request related information (e.g. reason for requesting loan, amount of loan requested, repayment information, installments), existing / outstanding debt, emergency loan request, documents accompanied emergency loan request (e.g. the damages house’s house registration, any document showing employee’s right to live in such property, any proof of actual damages, and approximate amount of damage occurs)

- 5) **Performance and disciplinary information**, list employees name who has violated company's regulation and/or work rule, employee survey results, disciplinary records, and complaint records.
- 6) **Other personal information**, such as your references, work performance guarantor (including guarantor sources of income information), your parent's name, your spouse, marital certificate, number of your dependents, dependent birth certificate(s), emergency contact person and beneficiary. Their Personal Data collected may include, but is not limited to the following: title, full name, national identification number, telephone number, address, and personal relationship with the employee, court order appointing such person as an estate manager, book account information, workplace, and others.
- 7) **Sensitive data**, such as racial, religion, health information (e.g. pre-employment and annual health check and drug testing results), biometric information (e.g. finger prints) and criminal records.

If you have provided Personal Data of any third party to us, (e.g. their full name, telephone number, you relationship with them, etc.) please provide this Privacy Policy for their acknowledgement and/or obtaining consents where applicable.

We will only collect, use, or disclose sensitive data on the basis of your explicit consent or any method which permitted by law.

Our activities, as specified in this Privacy Policy, are not aimed at minors, and we do not knowingly collect Personal Data of minors, quasi-incompetent persons, and incompetent persons. If you are minor, quasi-incompetent or incompetent person wishing to engage employment relationship/work relationship with us, you must obtain consent from your parent or guardian prior to contacting us or give us with your Personal Data. In the event we learn that we have unintentionally collected Personal Data from anyone under the age of 20 without parental consent when it is required, or from quasi-incompetent and/or incompetent person without a consent from their legal guardians, we will delete it immediately or process only if we can rely on other legal bases apart from consent.

2. The objectives to collect, use and/or disclose your Personal Data

2.1 The objectives of which you have given your consent:

We will only use your sensitive data for the following purposes:

- 1) Racial: for authentication purposes.
- 2) Religion: for authentication purposes and welfare allocation (e.g. food preparation, provision of religion holiday).
- 3) Health information: for pre-employment/work relationship processing, drug testing, provision of health care in case of emergency illness, provision of annual health check plan and employee health care analysis.
- 4) Biometric information: for granting access to restricted area and recording time attendance and leave.
- 5) Criminal records: to accompany employment/work relationship decision making, internal management of Company's image, blacklist record maintenance, security purposes.

2.2 The objective which we may rely on and other legal grounds for processing your Personal Data

We may rely on (1) contractual basis, for our initiation of fulfilment of our employment contract/work relationship with you; (2) legal obligation, for the fulfilment of our legal obligation; (3) legitimate interest, for the purpose of our legitimate interests and the legitimate interests of third parties; (4) vital interest, for preventing or suppressing a danger to a person's life, body or health; and/or (5) public interest, for the performance of a task carried out in the public interest or for the exercising of official authorities.

If you are **a job applicant**, we rely on the legal grounds above for the following objectives of collection, use, disclosure and/or transfer across borders of your Personal Data:

- for processing of your application for an internship, part-time job, or employment;
- for individual authentication and verification, and contact purposes;
- for applicant evaluation and scoring so as to make a hiring decision;
- for suitability evaluation;
- for execution of employment agreement and orientation process
- for salary or compensation payment and the offer of reimbursements;
- for background screening if you are offered a position with us; and
- for communication with your designated contacts in case of an emergency.

If you are **our employee or non-employed worker**, we rely on the legal grounds above for the following purposes of collection, use, disclosure and/or transfer across borders of your Personal Data:

- 1) Employment/work relationship related purposes:** perform employee background check; recruitment process (e.g. hiring decision making, selection of candidates, and/or change of type of employment contract); to enter into contract and manage our employment/work relationship with you; on-boarding and employee welcoming process (e.g. employee orientation); issuing of name badge and staff identification pass; issuing of employee parking ticket/card; issuing of certificate of work; assist expat employees in visa and work permits process; provision of tools and/or equipment in order to carry on employed tasks; granting and removing employee access to certain restricted area, in relation to their role; monitor your work performance; conduct a performance evaluation (e.g. work quantity and work quality) and other evaluation (e.g. work suitability with the assigned task); site inspections; annual tools and equipment usage inspection, includes the creation of inspection report; maintenance of employee and advisor records; maintenance of work attendance records; maintenance of leave records (e.g. sick leave, business leave or maternity leave); provision of employee training and seminar for career advancement; termination of employment/work contract;
- 2) Verification and Authentication:** to verify, identify and authenticate you or your identity;
- 3) Compensation and Benefits provision:** salary and wage payment; salary review; tax reduction purposes; determination of employee's benefit entitlement; provision of provident fund; social security provision; dividend payment; pension provision; expenses reimbursement; medical and medication expenses reimbursement; provision of welfare loan, including loan for medical purposes, loan for cremation ceremonial, for house reparation, for educational purposes, in case of accident or to buy a mobile phone; provision of sim privileges; provision of insurance; severance payment; provision of welfare and other employee's benefit;
- 4) To contact and communicate with you:** business/work related communication; to issue letter to confirm your employment/work relationship status; summoning for meetings; emergency contact; reporting of company's regulation violation;
- 5) Data analytics and research:** such as employee performance analytic; trending issue research; general service operation hours research; company's income and interest analytic;
- 6) Operational purposes:** sale management; auditing and accounting purposes; leave management; workforce management, allocation and re-allocation; resources and material management; assessing company's resources performance of their duties; employee's disciplinary and complaint proceeding,

including internal investigation, interrogation, imposing fine, sanction and other punishment; ensuring equal opportunity;

- 7) **Compliance with regulatory and compliance obligation:** to comply with legal obligations, legal proceedings, or government authorities' orders; to cooperate with courts, regulators, government authorities, and law enforcement bodies when we reasonably believe we are legally required to do so, and when disclosing your Personal Data is strictly necessary to comply with the said legal obligations, proceedings, or government orders; to comply with international organization standard of compliance; to handle tax payment;
- 8) **Life:** To prevent or suppress a danger to a person's life, body, or health.

Failure to provide certain Personal Data may result in us, not being able to perform certain processing activities described in this Privacy Policy, and as a consequence, we may not be able to comply with your contract of employment/work relationship, and in some instances, we may not be able to accept your employment/work relationship or continue your employment/work relationship with us. We provide data protection which includes protecting your Personal Data from being used without your permission beforehand.

3. Third party we may disclose or transfer your Personal Data

We may disclose or transfer your Personal Data to the following third parties who collect, use and disclose Personal Data in accordance with the purposes under this Policy. These third parties may be located in Thailand and areas outside of Thailand. You can visit their privacy policy to learn more on how they collect, use, and disclose your Personal Data as you are also subject to their privacy policies/

3.1 Our service providers

We may use other companies, agents, or contractors to perform services on behalf or to assist with the provision of products and services to you. We may share your Personal Data to our service providers or third-party suppliers including, but not limited to (1) bank and financial institution; (2) logistic and courier service providers; (4) telecommunications and communication service providers; (5) outsourced administrative service providers; (6) data storage and cloud service providers; (7) insurance company; (8) risk management service provider; and/or (9) internet, software, digital media, IT system service providers, and IT support company.

While providing such services, the service providers may have access to your Personal Data. By the way, we will provide our service providers only with the information that is necessary for them to perform the services, and we will ask them not to use your information for any other purposes. We will ensure the service providers we work with will keep your Personal Data secure as required under the laws.

3.2 Our business partners

We may transfer your Personal Data to our business partners, as we may cooperate with them in providing services to our customers.

3.3 Third parties required by law

In certain circumstances, we may be required to disclose or share your Personal Data to comply with legal or regulatory obligations. This includes any law enforcement agency, court, regulator, government authority or other third party where we believe it is necessary to comply with a legal or regulatory obligation; or otherwise, to protect our rights, the rights of any third party or individuals' personal safety, or to detect, prevent, or otherwise address fraud, security, or safety issues.

3.4 Professional advisors

This includes legal consultants, auditors or other consultants who assist in running our business, and the defending or bringing of any legal claims.

3.5 Assignee of rights and/or obligations

Third parties as our assignee, in the event of any reorganization, merger, business transfer, whether in whole or in part, will comply with this Privacy Policy to respect your Personal Data.

4. International transfers of your Personal Data

We may disclose or transfer your Personal Data to third parties or servers located overseas, which the destination countries may or may not have the same data protection standards. We take steps and measures to ensure that your Personal Data is securely transferred and that the receiving parties have in place suitable data protection standards or other derogations as allowed by laws. We will request your consent where consent to cross-border transfer is required by law.

5. How long do we keep your Personal Data

We shall retain your Personal Data for as long as is reasonably necessary to fulfil the purpose for which we obtained it, and to comply with our legal and regulatory obligations. However, we may have to retain your Personal Data for a longer duration, as required by applicable law.

6. Your rights as a data subject

Subject to applicable laws and exceptions thereof, you may have the following rights to:

- 1) **Access:** You may have the right to access or request a copy of the Personal Data we are collecting, using, and disclosing about you. For your own privacy and security, we may require you to prove your identity before providing the requested information to you.
- 2) **Rectification:** You may have the right to have incomplete, inaccurate, misleading, or not up-to-date Personal Data that we collect, use, and disclose about you rectified.
- 3) **Data Portability:** You may have the right to obtain Personal Data we hold about you, in a structured, electronic format, and to send or transfer such data to another data controller, where this is (a) Personal Data which you have provided to us, and (b) if we are processing such data on the basis of your consent or to perform our contract with you.
- 4) **Objection:** You may have the right to object to certain collection, use, and disclosure of your Personal Data, such as objecting to direct marketing.
- 5) **Restriction:** You may have the right to restrict the use of your Personal Data in certain circumstances.
- 6) **Withdraw Consent:** For the purposes you have consented to our collecting, using, and disclosing of your Personal Data, you have the right to withdraw your consent at any time.
- 7) **Deletion:** You may have the right to request that we delete or de-identity Personal Data that we collect, use, and disclose about you. However, we are not obliged to do so if we need to retain such data in order to comply with legal obligations or to establish, exercise, or defend legal claims.
- 8) **Lodge a complaint:** You may have the right to lodge a complaint to the competent authority where you believe our collection, use, and disclosure of your Personal Data is unlawful or noncompliant with applicable data protection law.

7. Contact of Data Protection Representative (DPR)

If you wish to contact the Company's DPR Team in case you have any queries about the Personal Data Protection and this HR Privacy Policy, please contact DPR's Team:

DPR Team Email Address: DPRBKK@nca.aero