

## **Privacy Notice for Business Partner of Mitutoyo (Thailand) Co., Ltd.**

Mitutoyo (Thailand) Co., Ltd. (“Company”) respects the privacy rights of our business partners (“You or Your”) under the Personal Data Protection Act B.E. 2562 (2019) and any relevant laws, including any amendments which may be made thereto in the future (“Laws on Personal Data Protection”), to ensure that your personal data will be protected by laws. Therefore, the Company has issued this privacy notice to notify you for the acknowledgement and understanding on the details relating to any collection, use and disclosure, or processing of any (“Process or Processing”) of your personal data by the Company, including the rights to your personal data, to achieve the purposes and comply with the laws. The details are as follows.

### **1. Purposes of Processing Personal Data**

The Company will process your personal data including, but not limited to, the following purposes:

- 1.1. To be used for the performance according to the sale and purchase agreements, including payment process, for the fulfilment in accordance with contracts or by laws, such as opening a bank account, preparation of purchase-sales history, billing for making payments according to the contracts, etc.
- 1.2. For carry out the preparation of legal documents, such as contract documents, etc.
- 1.3. For legal proceedings, such as preparation of reports to be submitted to the Revenue Department, etc.
- 1.4. For contacting and presenting products.
- 1.5. For procurement, including purchase orders, sale of goods, and services.
- 1.6. For implementing strategic developments, such as business planning, building a customer base, etc.

The Company will not carry out any processes of your personal data other than for the aforementioned purposes, unless the Company has obtained your prior consent, or the Company may process personal data under a new purpose to the extent permitted by laws.

For the personal data that the Company has previously collected prior to the effective date of the Personal Data Protection Act B.E. 2562 (2019), the Company will continue to collect and use such personal data for its original purposes, unless you notify to withdraw the consent given to the Company for the collection and use of your personal data according to the Laws on Personal Data Protection.

### **2. Personal Data to be Collected**

The Company will collect your personal data provided by you to the Company only to the extent necessary, whether you have provided it directly or automatically, and to the extent permitted by laws for the collection. The personal data to be collected by the Company are as follows.

- 2.1. Your information (information related to business), i.e., personal data appearing in any documents related to the operations of the Company, such as taxpayer identification number, VAT registration certificate (Por.Por. 20), commercial registration certificate, documents showing information on the registration of juristic persons, such as a company certificate, list of shareholders, or other certificates, power of attorney, etc., including, but not limited to, an authorized person, director, shareholder, employee, or attorney-in-fact to conduct a business relationship or any person in the same manner, etc.
- 2.2. Information of business partners who are natural persons or any persons related to you who are natural persons, or an authorized person of the Company, such as name-surname, ID card number, passport number, operator's signature, etc.
- 2.3. Financial information, such as bank account numbers, etc.
- 2.4. Contact information, such as telephone numbers, online contact channels (e.g., e-mail), etc.

You acknowledge and agree that in case that you refuse to provide any of your personal data that are required to be used in compliance with the laws, or potential or existing contracts, or any related agreements, such refusal may result in the Company being unable to fulfill the above objectives.

To the extent permitted by laws, in the event that the Company receives your personal data from the other sources other than from you, such as affiliates, etc., the Company will proceed in accordance with the laws, and will notify you within 30 days from the date of collection and your consent has been obtained.

In case that the Company collects sensitive personal data, such as information related to racial, ethnic origins, political opinions, cults, religious or philosophical beliefs, sexual behavior, criminal records, health information, disability, trade union information, genetic data, biometric data, or any other information affecting the data subject in a similar way, or as prescribed by laws, the Company will request to obtain explicit consent from the data subject prior to or at the time of collection. The Company may not ask for consent if it is exempted as prescribed by laws.

### **3. Legal Bases**

The Company will consider and determine the legal bases for processing your personal data as appropriate. The legal bases used by the Company as a reference are as follows:

<b>Legal base</b>	<b>Description</b>
For the performance of a contract	In order for the Company to be able to perform necessary actions, to enter into a contract with you and/or to provide benefits to you according to the contract.
For compliance with laws	To enable the Company to comply with the laws (such as request to obtain evidence to verify your identity to comply with the Company's obligations according to laws).
For legitimate interests	For legitimate interests of the Company and other persons (such as inspection and prevention of fraud).
Consent	To collect, use or disclose your personal data in the event that consent is required.

#### **4. Withdrawal of Consent and Possible Effects of Withdrawal of Consent**

- 4.1. In the event that the Company has collected, used, or disclosed your personal data based on consent basis from you, you have the right to withdraw the consent given to the Company at any time, unless there is a restriction on the rights by laws, or the contract which gives benefits to you. However, such withdrawal of consent will not affect the collection, use, or disclosure of personal data that you have already given consent legally.
- 4.2. In the event that you have withdrawn consent given to the Company in accordance with Article 4.1. above and may affect you in any matters, the Company will notify you of the consequences of withdrawal of such consent.

#### **5. Retention Period for the Collection of Personal Data**

- 5.1. The Company will retain your personal data for as long as it is necessary to achieve the purposes for which the personal data is processed, or as prescribed or permitted by applicable laws (such as statute of limitations, etc.).

- 5.2. The Company will retain your personal data for the whole duration of being a business partner of the Company, in order to perform a contract and for the period as necessary after the end of being a business partner of the Company.
- 5.3. In the event that the Company processes the personal data given consent by you, the Company will process such personal data until you request for a withdrawal of consent. However, the Company will continue to collect your personal data as necessary for a historical record that you have withdrawn your consent, so that the Company can respond to your requests in the future.
- 5.4. The Company provides the examination process for deletion or destruction of personal data after the expiration of the retention period for the purpose for which personal data is collected.
- 5.5. The Company will cancel the retention of your personal data, or remove the channels by which the data can be linked to you, as soon as there is a reasonable assumption that such retention is no longer useful for the purposes for which the personal data was collected; and no longer necessary for business purposes or by laws.

## **6. Disclosure of Personal Data to Third Parties**

- 6.1. The Company may disclose and share your personal data with the following persons to achieve the purposes, to perform the duties of the Company, according to contracts or by laws. In the event that your consent is required, the Company will request your consent prior to the disclosure.
  - 6.1.1. Business partners
  - 6.1.2. Government agencies
- 6.2. In case that the Company considers it necessary or appropriate for the purpose of collecting data, or processing, or marketing, the Company may transfer your personal data to the Company's affiliates both domestically and internationally, under the conditions of confidentiality, and principles of security at the same level.
- 6.3. The Company will assign the person receiving the data to have the appropriate measures to protect your data and to process such personal data only as necessary, and take action to prevent the use or disclosure of personal data without authorization or unlawfully.

## **7. Sending or Transferring of Personal Data Overseas**

The Company may send or transfer your personal data to a foreign parent company to jointly operate the undertaking or business. The Company will ensure that the destination country receiving your personal data has adequate personal data protection measures or security policies in accordance with the laws. In the event that your consent is required, the Company will seek your consent prior to the transfer to such destination country.

## **8. Security Measures for Personal Data**

- 8.1. The Company will use appropriate technical and administrative security standards to protect and verify personal data against loss, access, use or disclosure without permission, misuse, modification, alteration, deletion, and destruction by using technology and security procedures, such as encryption and access restrictions, etc., to ensure that only authorized persons can have access to your personal data, and these persons have been trained on the importance of protecting personal data.
- 8.2. The Company will provide appropriate security measures to prevent unauthorized or unlawful loss, access, use, alteration, correction, disclosure of personal data, as prescribed by laws. The Company will provide a review of such measures when necessary or when the technology changes for the efficiency and appropriation of security.

## **9. Rights to Business Partner's Personal Data**

You are entitled to your personal data in accordance with the Laws on Personal Data Protection as follows:

- 9.1. Right to access and obtain a copy of your personal data which is under the responsibility of the Company, or to request to be informed or to disclose the source of your personal data to which you have not given consent.
- 9.2. Right to withdraw your consent, you have the right to withdraw your consent for the period in which your personal data is with the Company at any time, whether in whole or in part.
- 9.3. Right to rectification of personal data, you have the right to request the Company to correct any of your personal data which is incorrect, incomplete, out-of-date, or misunderstood.
- 9.4. Right to deletion or destruction of personal data, you have the right to request the Company to delete or destroy any of your personal data, or make your personal data to become anonymous data which cannot be identified to you, as prescribed by laws.

- 9.5. Right to restrict the use of personal data, you have the right to restrict the use of your personal data as prescribed by laws.
- 9.6. Right to receive and transfer personal data, you have the right to obtain your personal data, including to request that the Company to send or transfer your personal data to other data controller or to you.
- 9.7. Right to object the processing of personal data, you have the right to object the collection, use or disclosure of your personal data at any time in accordance with the laws.

If you have any questions, or would like to inquire about personal data protection, or would like to notify to exercise any of your rights, please contact the Company through the channels specified in Clause 11. hereunder. In the event that there are reasonable grounds to believe that the Company has failed to comply with the Laws on Personal Data Protection, you have the right to lodge a complaint with the Personal Data Protection Committee, which is established under Thai laws, in accordance with the rules and regulations prescribed by the laws under the Personal Data Protection Act.

The Company reserves the right to consider any requests for exercising any of your rights. The Company will notify the result of such consideration within 30 days from the date the Company receives your request. In the event that the Company rejects any request, the Company will notify the reason for the refusal to the data subject in accordance with the Laws on Personal Data Protection.

## **10. Amendments of Privacy Notice**

The Company may amend this privacy notice from time to time to comply with any changes about the processing of personal data or related to the Laws on Personal Data Protection through the Company's website. Please check for the changes to this privacy notice from time to time. The new privacy notice will become effective immediately on the date it is published.

## **11. Contact**

Mitutoyo (Thailand) Co., Ltd.

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Bangkok

Phone: 02 080 3500

Email: DPO@mitutoyo.co.th