

Privacy Notice for the Use of Closed-Circuit Television System (CCTV Notice)

Mitutoyo (Thailand) Co., Ltd. (“Company”) attaches great importance to the protection of personal data 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”), and as the Company is committed to protecting and maintaining the safety of its employees, service users, visitors to the Company or any persons who enter or pass into the areas within the scope of a Closed-Circuit Television (CCTV) system (“You or Your”), including for maintaining order in the areas of the Company. Therefore, a Closed-Circuit Television (CCTV) system has been used in the areas of any buildings and premises of the Company. To comply with the laws, therefore, the Company has issued this announcement to determine how the Company manages and uses a Closed-Circuit Television (CCTV) system and to inform any persons recorded by the Company’s Closed-Circuit Television (CCTV) system about any details concerning personal data protection as well as for the purpose of processing personal data, and the rights to personal data in accordance with the Laws on Personal Data Protection. The details are as follows.

1. Purposes

The Company has the necessity for collecting, using, and disclosing your personal data based on a legal obligation basis, a vital interest base for preventing danger to life, body, and health, and a legitimate interest base including, but not limited to, the following purposes:

- 1.1. To increase safety, to monitor, including to prevent or suppress any danger to your life, body, or health, including any of your belongings and assets.
- 1.2. For legitimate interests of the Company or third parties, such as to help and support the identification for an arrest, including to prosecute any persons committing an offence in the areas of the Company, or to be used as any evidence, etc.
- 1.3. To protect any buildings, premises, and assets of the Company including, but not limited to, intrusions, theft, crime, including loss and damage resulting from such actions.
- 1.4. To comply with the laws.

The Company has installed a Closed-Circuit Television (CCTV) system in the areas of the Company's buildings and premises, including the connection points, such as doors, entrances to offices. The Company will install clear signs to notify you that such areas have a Closed-Circuit Television (CCTV) system installed.

2. Personal Data to be Collected

The Company will collect your personal data referring to the information related to a person which enables the identification of you, whether directly or indirectly, including still images, motion pictures, sounds or images of your belongings or assets, such as vehicles, etc.

3. Security Operation Process

- 3.1. The Company recognizes that the image of a person, such as still images or motion pictures of employees and visitors, etc., filmed and recorded by a Closed-Circuit Television (CCTV) system, is considered "Personal Data" which is prescribed by the Laws on Personal Data Protection. The Company will provide measures for the use of the Company's Closed-Circuit Television (CCTV) system, including measures of security standards for personal data as required by laws.
- 3.2. 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 restriction, 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.
- 3.3. The Company provides appropriate security measures for personal data to prevent unauthorized or unlawful loss, access to, use, alteration, correction, disclosure of personal data as prescribed by laws. And the Company will provide a review of such measures when necessary, or when the technology changes, for the efficiency and appropriation of security.

4. Access and Disclosure of Data

- 4.1. The Company has measures for the access to personal data captured and recorded by a Closed-Circuit Television (CCTV) system of the Company. The Company will assign only directors, executives, employees who are authorized to be able to access to such data. The Company will disclose such personal data to the extent necessary to achieve the purposes as stated above, including may disclose in response to the request of authorities or government agencies under laws or by court order, or may disclose to the third parties who exercise the right to check personal data from the Company's Closed-Circuit Television (CCTV) system, if necessary, in order to prevent or suppress any danger to a person's life, body, or health including any belongings and assets of such person. The Company will not disclose such data to the public including, but not limited to, publishing to any online channels, except as required by laws.
- 4.2. The Company will assign the person receiving such personal 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.

5. Data Retention Period

Personal data captured and recorded by the Company's Closed-Circuit Television (CCTV)

system will be collected for as long as necessary to achieve the purposes as stated above. The Company will provide the examination process for deletion or destruction of personal data when the retention period expires, or when is irrelevant, or beyond necessity to collect according to the purposes as notified, or as when you make a request, or when you withdraw consent under the terms of the laws. However, such personal data will be automatically deleted by means of overwriting the original data 30 days from the date of recording, except for legal compliance or for other necessity, such as to deal with the event, or to be in response to a request made by a person taking legal action, etc.

6. Rights of Data Subject

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

- 6.1. 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.
- 6.2. Right to withdraw consent, you have the right to withdraw consent for the period in which your personal data is with the Company at any time, whether in whole or in part.
- 6.3. 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 misunderstanding.
- 6.4. 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 to make your personal data to become anonymous data which cannot be identified to you, as prescribed by laws.
- 6.5. Right to restrict the use of personal data, you have the right to restrict the use of your personal data as prescribed by laws.
- 6.6. 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 another data controller or to you.
- 6.7. 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 8. hereunder. And 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 as prescribed by the Laws on Personal Data Protection.

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. And, 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.

7. Changes to the 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.

8. Contact

Mitutoyo (Thailand) Co., Ltd.

Contact address: 76/3-5 Chaengwattana Road, Kwaeng Anusaowaree, Khet Bangkaen,
Bangkok

Telephone: 02 080 3500

E-mail: DPO@mitutoyo.co.th