

Recruitment Privacy Policy

For **Gowabi (Thailand) Co., Ltd.** (the “**Company**”) could consider your job application information, we established this Personal Data Privacy Notice for your acknowledgement of details of the processing of personal data, whether it be the collection, use and disclosure (collectively referred to as “the processing”) that may be occurred and including to inform you of the rights on your personal data and our contact channels as follows, please carefully read this Privacy Policy before you, as an applicant, (the “**Job Applicant**”) provide the Company with your application information. The Company warrants that it will store the Job Applicant’s personal data in accordance with information security standards and applicable laws.

Personal Data being Processed

During the recruitment process, the Company may obtain the Job Applicant’s personal data

- (1) directly from the Job Applicant as provided in the application form, resume, conversation or interview,
- (2) from recruitment agencies or any referrals that the Job Applicant may have given consent to them to disclose and transfer the Job Applicant’s information to the Company for the purpose of applying for a job position, and
- (3) from any third party that the Job Applicant have indicated as a reference person that the Company can contact them for further information.

During the process of filing out the application form and job interview, the Company is necessary to collect, compile, and use the Job Applicant’s personal data which are name, surname, identification card number, contact information, educational background, work experience, interest or skill as well as any other verification documents. For some positions, it may include the information regarding health and disability (if relevant and with the Job Applicant’s consent).

Once the Job Applicant has passed the selection process by the Company’s interview, the Company may have to additionally collect the sensitive personal data which are criminal record and health check information. In this regard, the Company will request for a consent from the Job Applicant in accordance with applicable laws. Nevertheless, the Company has to inform the Job Applicant that, for some positions, all personal data deemed necessary for the Company to assess the qualification and suitability of the Job Applicant.

Purpose of the Personal Data Processing

As you are our work candidate, we shall collect, use and disclose your personal data by relying on relevant lawful basis for the following purposes:

Clause	Purposes	Lawful Basis
1.1	For the proceedings necessary for the consideration and selection of work candidates and to verify the identity including the accuracy of the personal data and other information that the Job Applicant has provided to the Company which shall mean to include the process for online submission of work application through Gowabi’s website, the direct submission of work application with company or through the recruitment agency, the interview process, the selection and evaluation process, the process for offering you an employment agreement, and the other human resources management process in relation to the consideration and selection for employment with company.	Contractual basis

1.2	For qualification check prior to employment as prescribed by laws including the necessary information check and the checking of information with the person of reference specified by you or the checking of prior history of work to supplement the consideration and the selection for employment with the company.	Legal obligation and legitimate interests
1.3	For the internal audit of the Internal Audit Office of the organization.	Legitimate interests
1.4	For contact with the Job Applicant in the future in case that the Company may have another suitable position. Unless the Job Applicant has expressly and explicitly requested the Company to delete or destroy the personal data immediately, the Company reserves the rights to store all Job Applicant's personal data for a period of 1 calendar year even if the Job Applicant has not been selected as an employee of the Company.	Legitimate interests

In some cases, we may collect, use and disclose personal data of the person in the family or other person that our work candidate provided for us. In this respect, company shall collect, use and disclose personal data of those people under relevant lawful basis for the following purposes:

Clause	Purposes	Lawful Basis
1.5	For communication in necessary or emergency cases such as the checking of information of the work candidate with the specified person of reference or the inspection of prior history of work of the work candidate or for notifying dangerous incidents occurred to the work candidate, etc.	Legitimate interests

Disclosure of the Personal Data

Generally, the Job Applicant's personal data will not be disclosed, except in the circumstance that the Company would need to disclose and/or transfer such Job Applicant's personal data for the benefit of the recruitment process to the following person: (1) a service provider providing any related recruitment services for the Company, (2) any Company's affiliates that may have suitable positions for the Job Applicant, (3) any reference person that the Company is necessary to share the Job Applicant's personal data in order to check the work experience, and (4) any other third party to whom the Job Applicant has given consent to disclose the personal data to such person.

Period for retention of personal data

Company shall retain your personal data for the period necessary for the purposes of the collection, use or disclosure of personal data set out in this Privacy Notice. However, if company has not considered accepting your employment in the position applied for, company shall retain such personal data of you for the period of 1 years as from the date of application or the latest date that work application has been updated so that such personal data may be used to contact you if there is a position that may be suitable for you in the future.

Data Subject Rights

As the owner of personal data, you have the rights as prescribed in the Personal Data Protection Act B.E 2562 (2019). In this respect, you can exercise your relevant rights through the channels specified by company in Clause 7 or through Gowabi website, whereby you will be entitled to exercise the rights when the laws concerning personal data protection are applied to the Company. The relevant rights having details as follows:

1. Right to withdraw consent

In the event that the Company requests for your consent, you shall have the right to withdraw the consent for the processing of your personal data that has already been given to the Company unless such withdrawal of consent is restricted by laws or by the agreement that provides you the benefits. Such withdrawal of consent shall not affect the processing of personal data legally conducted according to your prior consent.

2. Right to access to personal data

You have the right to request for an access to and the request for the copy of your personal data under control of the Company, including to request company to disclose the acquisition of such data that you have not given consent to.

3. Right to request for the submission or the transfer of personal data

You have the right to request the Company to transfer your personal data that you have given to the Company as prescribed by laws. The Company stores the personal data in the format which is readable or commonly used by automated tools or equipment including the right to transfer transfer such personal data to other data controllers

4. Right to object the collection, use or disclosure of personal data

You have the right to object to the processing of data relating to you in respect of the collection, use or disclosure of your personal data as prescribed by laws.

5. Right to request for the erasure of personal data

You have the right to request the Company to delete your personal data as prescribed by laws. Nevertheless, company may store your personal data using an electronic system pursuant to which some systems may be unable to delete the data, and for such case, the Company shall destroy or cause such data to be unable to identify your identity.

6. Right to request the restriction of the use of personal data

You have the right to request the Company to restrict the use of your personal data as prescribed by laws.

7. Right to request for the rectification of personal data

If you found that the data controlled by the Company is incorrect or you have changed your personal data, you have the right to request the Company to correct your personal data so that such personal data be accurate, current, complete and not causing misunderstanding.

8. Right to lodge a complaint

You have the right to lodge a complaint with the competent officers under the Personal Data Protection Act B.E 2562 (2019) in case that the Company breaches or does not comply with such Act.

Amendment of this Privacy Notice

We may amend and update this Privacy Notice from time to time, and if there is such an amendment, we will keep you posted through Gowabi website and/or inform you via email. If it is necessary to request for your consent, we will proceed to request additional consent from you.

Contact channels

If you have question or require further details concerning the protection of your personal data, the collection, use and disclose of your personal data, the exercising of your rights or if you have any complaint, you can contact Gowabi as per the following channels:

Gowabi (Thailand) Co., Ltd.

Major Tower Thonglor, 12th Floor, Soi Thong Lo 10, Khlong Tan Nuea, Watthana, Bangkok 10110

Data Protection Officer

Email: dpo@gowabi.com