



Privacy Notice for Guests and Visitors

Dated 1 October 2024

This Privacy Notice for Guests and Visitor (the “**Privacy Notice** “) is made by Sahakij Packaging Co., Ltd. (the “**Company** “) as the Company realize the importance of your personal data (as defined below). This Privacy Notice is issued to describe how the Company collects, uses, and discloses (collectively referred to as “**processes** “) your personal data, as you are our guest or visitor or those who contact the Company (“**you** “). The Company works to ensure that all the Company’s personnel process data strictly in accordance with this Privacy Notice.

This Privacy Notice applies to all communication channels, online and offline, including face-to-face communication, telephone communication, and other means of communication, unless a specific privacy notice applies.

The Company may amend this Privacy Notice in the future to ensure its alignment with changes in laws and our own practices. If consent from you is required for data processing under the Privacy Notice, as modified or amended, the Company will ask for your prior consent.

A. Personal data

“**Personal data**” in this Privacy Notice means personal information that can be used to identify a specific individual, either directly or indirectly.

The Company collects your personal data that you have provided to the Company, or as the Company have obtained from other sources, including directory, events, and other third parties. Personal data includes, but is not limited to, the following.

- Personally identifiable information

Name, surname, age, date of birth, work information, job title, video, photographs, information on the national identification card, passport information, information in other identification documents issued by government agencies (except for sensitive data), and other information that can be used to verify your identity (collectively referred to as “**personally identifiable information** “).

- Contact information

Personal or work phone number, mobile phone number, fax number, address, and email address (collectively referred to as “**contact information**”).

- Security information

Photographs, video, and audio recordings which is not the audio recognition data, obtained from CCTVs (collectively referred to as “**security information**”).

- Sensitive data

Religion, race and blood group (“**sensitive data**”). Normally, the Company has no intention to process your sensitive data, but it appears on your identification documents, including your national identification card or passport. Therefore, the Company may conceal, or ask you to conceal, your sensitive data that appears in those documents to prevent us from unnecessarily collecting your sensitive data.

When you provide the personal data of a third party to the Company, you must ensure that you are authorized to do so, and in accordance with this Privacy Notice, and have informed the data subject of this Privacy Notice.

B. Processing

The Company processes your personal data for the purposes provided below, and on legal bases, including legal obligations, contractual obligations, our legitimate interests, or your consent. If the Company processes your personal data on the basis of your consent, you may withdraw your consent at any time, in accordance with clauses F and G below. However, the withdrawal will not apply to the processing of your personal data that the Company carried out with your consent before such withdrawal. Your personal data is necessary for the purposes provided below. Otherwise, the Company may not be able to proceed with the below purposes. The purposes for the data processing include, but is not limited to, the following (hereinafter referred to as the “**Purposes**”).

- Purpose of informing

Your personally identifiable information and your contact information will be processed on the contractual obligation basis, and the basis of our legitimate interest, in order that the Company can communicate our messages, answer questions, respond to opinions and feedback, and send documents about you.

- Purpose of joining events

Your personally identifiable information and your contact information will be processed on the contractual obligation basis, and the basis of our legitimate interest, in order that the Company can allow you to attend events held by the Company, prepare list of attendances, compiling photos of the event and present to any third parties, and to promote the event and for public relation purpose of the Company.

- Purpose of security

Your personally identifiable information, contact information, and security information will be processed on the legitimate interest basis to maintain our safety and security, verify your identity, and keep records and evidence.

C. Data storage and security standards

The Company carefully store your personal data, with physical and electronic security measures, to prevent your personal data from accidental loss, or unauthorized use, access, damage, destruction, modification, or disclosure. Physical measures include restrictions of access by those granted access to information, storing your personal data in locked cabinets, and control over access to data storage premises. Electronic measures include restrictions of access by those granted access to information. If there is an incident involving the security of personal data, the Company will solve the issue immediately.

D. Retention period

Your personal data will be retained only for as long as necessary and reasonable to achieve the aforementioned Purposes, or for possible future prescriptions. Certain personal data, such as event photos, may still appear on the published materials of the Company. In the event of legal proceedings, including appeals, your personal data may be retained until the process is completed. After that, your personal data will be deleted or destroyed or retained only as required by applicable law.

E. Disclosure of personal data

For the Purposes given above, the Company may disclose your personal data to third parties, including our parent company, subsidiaries, group or affiliated companies, dealers and business partners, services providers, contractors, advisors, auditors, banks, competent government agencies, published materials, and other third parties in public and private sector agencies. The Company will use reasonable efforts to ensure that the recipient of your personal data has sufficient personal data security measures as required under applicable law.

F. Your rights

You, as the data subject, have the following rights regarding your personal data. If you wish to exercise any of the rights, please contact us as provided in clause G. For security purposes, and for your privacy, the Company may ask you to verify your identity before proceeding with your request.

- Right to access

You have the right to access, or request copies of your personal data. However, the Company will allow you to access only your personal data, not the entire documents.

- Right to rectification

You have the right to rectify your personal data that is incomplete, inaccurate, misleading, or outdated.

- Right to data portability

You have the right to request your personal data, or that the Company transfer your personal data to other data controllers, if that personal data is processed on the basis of consent or contractual obligations.

- Right to objection

You have the right to object to the processing of your personal data in some cases, such as direct marketing.

- Right to deletion

You have the right to request that the Company delete, destroy, or anonymize your personal data in some cases, for example if the personal data is no longer necessary for processing for any purpose, or that personal data was unlawfully obtained.

- Right to restrict the use of data

You have the right to request the restriction of the use of your personal data in some cases, such as when the Company are considering your objection request, or when you request that your personal data be used with restriction instead of being deleted.

- Right to revoke your consent

You may revoke the consent you have provided to us at any time. However, the revocation will not apply to the processing of your personal data that the Company carried out before the revocation.

- Right to complaint

If you consider that the Company fail to comply with applicable law, you may make complaints to data protection authority under applicable law.

Contact

You can contact us about this announcement at

1. Data Controller

- Name: Sahakij Packaging Co., Ltd.
- Address: 30/32 Moo 1 Soi S1/2 Khok kham, Muang Samutsakhon, Samutsakhon 74000
- Tel: 02-402-2223-6 Email: info@sahakij.co.th

2. Data Protection Officer: DPO

- Name: Mr. Apisorn Chantarasorn
- Address: 30/32 Moo 1 Soi S1/2 Khok kham, Muang Samutsakhon, Samutsakhon 74000
- Tel: 02-402-2223-6 Email: dpo@sahakij.co.th