

TotalEnergies Company in Thailand

PRIVACY NOTICE FOR APPLICANTS AND APPLICANTS' RELATED PERSONS

Pursuant to the Personal Data Protection Act B.E. 2562 and other related laws, including any further amendments thereof (“**Personal Data Protection Laws**”), **TotalEnergies Company in Thailand**¹ (the “**Company**”) hereby provide this Privacy Notice (“**Notice**”) to inform you of the details with regard to the collection, use and disclosure of your Personal Data by the Company. This Notice shall apply to you as **the Applicant** and **the Applicant’s Related Person**.

1) DEFINITION

“**Personal Data**” means any information relating to a natural person, which enables the identification of such person, whether directly or indirectly, but not including the information of the deceased persons.

“**Sensitive Personal Data**” means Personal Data pertaining to racial, ethnic origin, political opinions, cult, religious or philosophical beliefs, sexual behavior, criminal records, health data, disability, trade union information, genetic data, biometric data, or of any data which may engender the unfair discrimination against the data subject or affect the data subject in the same manner as prescribed by data protection laws.

“**Applicant**” means a natural person who expresses his/her intention, either directly to the Company or through third persons, to be selected to be the personnel of the Company.

“**Applicant’s Related Person**” means other persons whose Personal Data is provided by the Applicant to the Company, including but not limited to the reference person mentioned in the application documents, family members, emergency contact person.

“**Process**” means procedure or sets of procedures that are done to the Personal Data or sets of Personal Data, be it automatically or not, such as collect, save, organizing, systematically organized, structurally organized, store, make changes or alter, receive, review, use, transfer, make available, or any other related act that makes the data available for use, organize or compilation, remove, erase or dispose.

“**Legal Basis**” means the justifiable ground to collect Personal Data as prescribed in the Personal Data Protection Laws.

2) CATEGORIES OF PERSONAL DATA WHICH THE COMPANY COLLECTS

The Company will collect all or part of your Personal Data as specified in this Privacy Notice, as necessary for proceeding with the purposes of the Company which informed in this Privacy Notice.

¹ **TotalEnergies Company in Thailand** means (1) TotalEnergies Marketing (Thailand) Co., Ltd. and/or (2) TotalEnergies Renewables (Thailand) Co., Ltd.

- **Personal identification and general contact information** such as prefix, name, surname, nickname, age, sex, date of birth, nationality, occupation, current address or address of house registration, picture, signature, family status, military status, personal phone number, personal email address etc.
- **Information regarding education and trainings** such as educational and trainings background, qualification certificates, degree certification documents, training and testing information, etc.
- **Assessment information by the Company** such as skills assessment result, comments to the Applicant, interview result, the agreement related to employment such as appointed position, probationary period, salary, or other conditions which related to offer for employment etc.
- **Information used as evidence for job application and employment consideration** such as Curriculum Vitae / Resume, consent form for personal profiling, report of personal profile, health check results, etc.
- **Sensitive Personal Data** such as religion, blood group, race, health data e.g., health check results, body temperature, COVID-19 vaccination record, etc.
- **Information regarding the Applicant's Related Persons contained in documents relating to the recruitment and hiring process, including as reference persons and family members** such as numbers, prefixes, names, surnames, relationship with the Applicant, occupation/positions, workplace, contact details of family members and reference persons.
- **Other Information such as** Closed-circuit television ("CCTV") information or as motion picture or still photo recorded by the CCTV, voice record, still photo or motion picture record through the online meeting application for interview process, etc.

Remark: In the case where you have given information of any third person or the Personal Data of any third person have appeared in the documents the Company collected from you in accordance with this Notice, you are obliged to inform such third person that you have provided his/her information to the Company together with the relevant details in this Notice which related to such person.

3) SOURCE OF PERSONAL DATA

The Company will collect your Personal Data directly and indirectly from the following sources:

3.1 Personal Data of the Applicants

- **From you directly; via verbally**, such as through face to face interactions, telephone or other online communication channels; ***via documents***, such as in the case that you delivers the documents to the Company in person and where the documents appear your Personal Data; ***via other communication channels***, such as in the case where you send the information or documents to the Company via e-mail, fax or other online communication channels, etc.

- **From other sources or third party**, such as recruitment agencies including recruitment website or platform that you have given your information for job application, Company’s personnel that you have asked for cooperation in relation to job application and other persons or organizations you have/ had worked for as referred in your job application, etc.

3.2 Personal Data of the Applicants’ Related Persons

- **From you directly; via verbally**, such as through face to face interactions, telephone or other online communication channels
- **From other sources or third party**, such as the job applicant who has related relationship with you.

4) PURPOSE OF COLLECTING PERSONAL DATA

The Company will collect your Personal Data for use and/or disclosure in compliance with the purposes and Legal Basis specified under this Notice. If the Company is required to collect additional Personal Data or use Personal Data for the purposes other than stipulated herein, the Company will inform you on the Personal Data collection and/or notify the new purposes respectively. If required by laws, The Company may request for additional consent on collecting, using and disclosing of your Personal Data according to the Personal Data Protection Laws.

4.1 Personal Data of the Applicants

PURPOSE OF COLLECTION	LEGAL BASIS
1. For recruitment procedure, candidate selection, interview, and other transactions related to the job application	General Personal Data <ul style="list-style-type: none"> - For performance of contract or entering into the contract - For the legitimate interest of the Company Sensitive Personal Data <ul style="list-style-type: none"> - Request for explicit consent
2. For checking the Applicant’s qualification, i.e. physical health check-up.	General Personal Data <ul style="list-style-type: none"> - For the legitimate interest of the Company Sensitive Personal Data <ul style="list-style-type: none"> - Request for explicit consent.
3. For the purpose of re-consideration or contact you in the event the Company re-opens the position you applied for or other vacancies in the future (only if the Company does not enter into a contract with you for whatever reasons).	General Personal Data <ul style="list-style-type: none"> - Request for explicit consent

PURPOSE OF COLLECTION	LEGAL BASIS
4. For maintaining safety and sanitary within the Company, e.g. monitoring the Company's premises by surveillance camera, body temperature check	<p>General Personal Data</p> <ul style="list-style-type: none"> - For the legitimate interest of the Company <p>Sensitive Personal Data</p> <ul style="list-style-type: none"> - For the necessity of legal compliance to achieve the objectives required by law (e.g. laws on public interest of public health)For the necessity of legal compliance to achieve the objectives required by law (in the event there is a legal requirement e.g. law regarding public interest in respect of public health).

4.2 Personal Data of the Applicants' Related Persons

PURPOSE OF COLLECTION	LEGAL BASIS
1. For checking the Applicant's background and qualifications, and other process related to the job application of the Applicant	<p>General Personal Data</p> <ul style="list-style-type: none"> - For the legitimate interest of the Company and the Applicant
2. Contacting and coordinating with you in case of emergency may occur to the Applicant within the Company's premises or during the performance of duty for the Company (in case the Applicants have executed the employment contract and being the employee of the Company)	<p>General Personal Data</p> <ul style="list-style-type: none"> - For the legitimate interest of the Company and the Applicant

5) IMPACT FROM THE REFUSAL IN PROVIDING PERSONAL DATA

5.1 Personal Data of Applicants

The Company will collect your Personal Data to determine your qualification and suitability of entering into an employment agreement. In the event where you do not provide necessary Personal Data to the Company, the Company may not be able to accurately assess your ability and suitability. In some cases, such Personal Data is an essential element for the applied vacancy. As such, the Company may decide to reject your application if you do not provide such required Personal Data.

5.2 Personal Data of Applicants' Related Persons

In case you do not provide the Company with your Personal Data which is necessary for determining the qualification of the Applicants, the Company may not be able to efficiently assess the qualification of the Applicants and may not be able to proceed with any appropriate actions associated with the hiring process.

6) DISCLOSURE, TRANSMISSION OR TRANSFER OF PERSONAL DATA

To achieve the purposes of Personal Data collection as stated herein, the Company may necessarily require to disclose your Personal Data in certain cases to the following persons and entities, including but not limited to:

- The Company's affiliates, both in and outside Thailand, including their executives, directors, staffs, employees and/or relevant personnel, to the extent necessary on a need-to-know basis for the Processing of Personal Data;
- Business partners, e.g. service providers on recruitment and human resource management, accounting and legal, IT system or other databases, etc.;
- Persons or entities which you have referred to in the job application; and
- Relevant authorities, such as the Department of Disease Control, hospitals, etc.
- Other persons or entities to which you have provided consent to the Company for disclosure of your information

Notwithstanding, the Company will disclose your Personal Data to third parties to the extent necessary for the purposes specified herein. In addition, in the case where the consent is required by law, the Company will request for your prior consent accordingly.

Further, upon disclosing of your Personal Data to third parties, the Company will arrange and implement appropriate safeguard to protect your Personal Data according to the Personal Data Protection Laws. However, in case the company is necessary to send or transfer your Personal Data outside Thailand or international organizations, the Company will ensure that the recipient country, the international organization or such overseas recipient has a sufficient standard for the Personal Data protection. In some cases, the Company may request your consent for the transfer of your Personal Data outside Thailand, subject to the requirements under the Personal Data Protection Laws.

7) RETENTION PERIOD OF PERSONAL DATA

7.1 Personal Data of the Applicants

- In the case the Company employs you, the Company will retain your Personal Data for the duration of the employment agreement and not exceeding 10 years after termination of employment.

— In the case the Company does not employ you for any reason such as the Company does not offer you employment or you decline such offer, the Company will continually store your Personal Data for no more than 1 year from the interview date.

7.2 Personal Data of the Applicants' Related Persons

The Company will collect and retain your Personal Data for the same retention period for the Personal Data of the Applicants as specified herein.

After the specified period is expired, the Company will delete or destroy your Personal Data from our storage or system of the Company, or anonymous your Personal Data, unless the Company is able to retain your Personal Data in accordance with the Personal Data Protection Laws or other applicable laws.

8) RIGHTS OF DATA SUBJECT IN THE PROCESSING OF PERSONAL DATA

You have the following legal rights to your Personal Data collected by the Company:

- 1. Right on withdrawal of consent** – You may withdraw some or all your given consent for the collection, use, and disclosure at any time throughout the period the Company keeps the Personal Data. Notwithstanding, the withdrawal of consent shall not affect the completeness or accuracy of the collection, use, or disclosure of Personal Data by the Company that the you have already given consent prior to the withdrawal;
- 2. Right to access and request for a counterpart of Personal Data** – you are entitled to request access to and obtain a copy of the Personal Data related to you, or to request the disclosure of the acquisition of the Personal Data obtained without your consent;
- 3. Right on the portability in sending or transferring of Personal Data** – you have the right to request the Company to send or transfer the Personal Data concerning you to another person pursuant to the condition prescribed by law;
- 4. Right to object on the collection, use or disclosure of Personal Data** – you are entitled to object to the collection, use or disclosure of your Personal Data by the Company pursuant to the condition prescribed by law;
- 5. Right on the erasure of Personal Data** – you have the right to request the Company to erase, destroy or anonymize the Personal Data to become anonymous data which cannot identify you pursuant to the condition prescribed by law;
- 6. Right to restrict processing of Personal Data** – you have the right to request the Company to restrict the use of your Personal Data pursuant to the condition prescribed by law;
- 7. Right on rectification of Personal Data** – you have the right to request the Company to rectify incorrect information or input data to any incomplete information;

8. Right to complaint – you are entitled to file a complaint with the personal data protection committee in the event that the Company or employee or contractor of the Company violates or does not comply with the PDPA.

In this regard, you can exercise your rights by notifying the Company in writing to the Company’s contact information below. In the case where the Company may not make such request, the Company shall provide a reason on the refusal along with the response.

9) AN AMENDMENT OF THE NOTICE

The Company reserves the right to rectify this Notice as appropriate. This Notice was last updated on 31 May B.E. 2565 (2022).

10) CHANNEL AND CONTACT INFORMATION OF THE COMPANY

TotalEnergies Marketing (Thailand) Co., Ltd.

Address: 173/5, Asia Centre Building, 12th Floor

South Sathorn Road, Thungmahamek,

Sathorn, Bangkok 10120 Thailand

Telephone number: 02-1626364

E-mail address: dpth@totalenergies.com