

## Personal Data Protection Policy

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JOBKK DOT COM RECRUITMENT Company Limited (“Company”) is a provider of job finding and/or application service for registered job applicants, and source of profile and/or posting for registered businesses through the website and/or application currently available or shall be available in the future on JOBBKK.COM.

Company has placed the highest priority on privacy, safety and confidentiality of personal data, and therefore this Personal Data Protection Policy is created to explain the details on collected personal data, management of personal data, purpose of personal data collection, and contact channel to remove or modify personal data. This Personal Data Protection Policy is in effect for all users unless stated otherwise in the Personal Data Protection Policy. Please carefully read and understand Company’s Personal Data Protection Policy.

### 1. Definitions

In Terms and Conditions of the website, the following words shall have the following meanings:

- 1.1 “Personal Data” means personal information that can directly or indirectly identify such person, excluding personal information of a deceased person.
- 1.2 “Advertisement” means any statement to recruit people into any employment, and other forms of advertisement appeared on JOBBKK.COM
- 1.3 “User” means any person that uses the service provided by JOBBKK.COM
- 1.4 “Applicant Member” means a person that registers as a job applicant on JOBBKK.COM and has received a unique username and password.
- 1.5 “Business Member” means a person that registers as an entrepreneur or business on JOBBKK.COM and

has received a unique username and password.

1.6 “Username” means the name created by a User and approved by JOBBKK.COM to access the service.

“Password” means the password created by a User and approved by JOBBKK.COM to access the service.

1.7 “JOBBKK.COM” means JOBBKK DOT COM RECRUITMENT Company Limited.

1.8 “Personal Data Protection Act” means Personal Data Protection Act B.E. 2562 (2019) including laws, regulations, and other subordinate laws enacted under Personal Data Protection Act B.E. 2562 (2019).

1.9 “Personal Data Laws” means Personal Data Protection Act B.E. 2562 (2019) including other personal data protection laws and regulations currently in effect.

1.10 “Committee” means the Personal Data Protection Committee, along with staff and agencies pertaining to personal data protection in Thailand.

## 2. Collected Personal Data

Company has specified types of personal data to be collected and used, along with the process in the tables below.

### 2.1 Personal data of Applicant Members

- User account data.
- Profile and application form.
- Service usage data.

\*The following table shall explain the user account data.

Type of personal data	Explanation of personal data	Duration of personal data storage
User account	Personal data in your user account are <ul style="list-style-type: none"><li>- Email address</li><li>- Password</li></ul> Which shall be stored in an encrypted form by Company for security of your user account.	Company shall store all personal data given by you (1) throughout your use of JOBBKK.COM service and (2) at least 90 days after you delete the account per legal requirements.

The following table shall explain the Profile and application form

Type of personal data	Explanation of personal data	Duration of personal data storage
Profile	Personal data in your profile are	Company shall store all personal data given by you (1) throughout

	<ul style="list-style-type: none"> <li>- Picture</li> <li>- Name-surname</li> <li>- Date of birth</li> <li>- Gender, height and weight</li> <li>- Marital status, nationality, religion</li> <li>- Telephone number, email address, LINE ID, Facebook account, address.</li> <li>- Disabilities.</li> <li>- Skills</li> <li>- Education</li> <li>- Desired jobs</li> <li>- Reference person</li> </ul>	your use of JOBBKK.COM service and (2) at least 90 days after you delete the account per legal requirements.
Application history	You can apply for the job by submitting an application form, which shall be stored on JOBBKK.COM for the job poster.	Company shall store all personal data given by you (1) throughout your use of JOBBKK.COM service and (2) at least 90 days after you delete the account per legal requirements.

The following table shall explain the service usage data.

Type of personal data	Explanation of personal data	Duration of personal data storage
Application history	Company shall store your application data to build a application history.	Company shall store all personal data given by you (1) throughout your use of JOBBKK.COM service and (2) at least 90 days after you delete the account per legal requirements.
Bookmarked job	Company shall store data of jobs bookmarked by the Applicant Member to allow the latter to revisit them.	
Job position finder	Company shall store search keywords used by the Applicant Member on JOBBKK.COM for processing and optimization of	1 Year

	<p>searching for the Applicant Member.</p> <p>Searching data consists of information entered by Applicant Member in the searching form as follows:</p> <ul style="list-style-type: none"> <li>- Keywords</li> <li>- Office location</li> <li>- Primary/secondary job and business types</li> <li>- Salary</li> <li>- Location (of the mobile device)</li> </ul>	
Usage of JOBBKK.COM website and/or application	Company may store access data or method used by the Application Member to access JOBBKK.COM website and/or application through the third-party data analysis service provider.	If the JOBBKK.COM website and/or application usage data is collected through the third-party data analysis service provider, Company shall store such data in an anonymous form as appropriate.
Recording of telephone call between the Applicant Member and Call Center	When you call Company through the call center, Company may record your call to improve service quality.	90 days

## 2.2 Personal data of Business Members

The following table shall explain the business members account data.

Type of personal data	Explanation of personal data	Duration of personal data storage
Profile	<p>Personal data in your profile are</p> <ul style="list-style-type: none"> <li>- Username</li> <li>- Password</li> </ul> <p>Password shall be stored in an encrypted form for security of the user account.</p>	Company shall store all personal data given by you (1) throughout your use of JOBBKK.COM service and (2) at least 90 days after you delete the account per legal requirements.

Contact data of Business Member for recruitment	Contact information left by Business Member on JOBBKK.COM for recruitment. It could be personal data of staff or person associated with Business Member, consisting of following information: Name, surname, address, telephone number, email address ID LINE, etc.	
Contact data of Business Member for using services on JOBBKK.com	Contact information left by Business Member on JOBBKK.COM for using services on JOBBKK.com. It could be personal data of staff or person associated with Business Member, consisting of following information: <ul style="list-style-type: none"> <li>- Name, surname,</li> <li>- address, telephone number, email address ID LINE, etc.</li> </ul>	
Advertisement data	Data submitted by Business Member to Company for advertisement of job poisting or any other kind of advertisement, which might include personal data as follows: <ul style="list-style-type: none"> <li>- Picture</li> <li>- Video</li> <li>- Sound file</li> <li>- Message</li> </ul>	Company shall store all personal data given by you (1) throughout your use of JOBBKK.COM service and (2) at least 90 days after you delete the account per legal requirements.
Recording of telephone call between Business Member and call center.	When you call Company through the call center, Company may record your call to improve service quality.	90 days

### 3. Use of personal data

After receiving your consent or on legal basis (whichever the case), including but not limited to compliance with the agreement, statistic purposes, lawful benefits and compliance with the law, Company shall use your personal data in the following manner.

#### 3.1 For Applicant Member

The following table shall explain the service usage data.

Purpose of processing	Type of personal data used for processing
To authenticate the user before logging into JOBBKK.COM	<ul style="list-style-type: none"><li>- User account (Email address and password)</li></ul>
To search for jobs, and be a platform for job application	<ul style="list-style-type: none"><li>- JOBBKK.COM profile</li><li>- Application form submitted to Company by Applicant Member, or stored on JOBBKK.COM</li><li>- Application history</li><li>- Bookmarked jobs</li></ul>
To improve services through profile and application form viewing.	<ul style="list-style-type: none"><li>- Application form submitted to Company by Applicant Member, or stored on JOBBKK.COM</li></ul>
To inspect and record number of failures to attend a job interview, or other inappropriate behavior of applicants as reported by Business Members.	<ul style="list-style-type: none"><li>- JOBBKK.COM profile</li><li>- Application form submitted to Company by Applicant Member, or stored on JOBBKK.COM</li></ul>
To optimize job searching to the Applicant Member's needs.	<ul style="list-style-type: none"><li>- Job searching</li></ul>
To analyze, design and design the website and/or application.	<ul style="list-style-type: none"><li>- JOBBKK.COM website/application usage data</li></ul>
To make announcements and notifications about the job match qualifications of the Applicant Member.	<ul style="list-style-type: none"><li>- JOBBKK.COM profile</li><li>- Job application history</li><li>- Bookmarked jobs</li><li>- Job searching</li></ul>
To make anonymous statistics for marketing purposes.	<ul style="list-style-type: none"><li>- JOBBKK.COM website/application usage data</li><li>- Application history</li></ul>
To contact and provide advice about service.	<ul style="list-style-type: none"><li>- JOBBKK.COM profile</li><li>- Application form submitted to Company by Applicant Member, or stored on JOBBKK.COM</li></ul>

To improve service quality.	- Recording of telephone call between Applicant Member and call center.
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### 3.2 For Business Member

The following table shall explain the service usage data.

Purpose of processing	Type of personal data used for processing
To authenticate the user before logging into JOBBKK.COM	- User account (Email address and password)
To provide service and be a job posting platform for Business Member.	- User account (Email address and password) - Contact information of Business Member for job application
To contact and provide more information about new services or announcements.	- Contact information of Business Member for job application - Contact information of Business Member for using services on JOBBKK.COM
To make advertisement about job posting, or any other advertisement.	- Advertisement data
To improve service quality.	- Recording of telephone call between Business Member and call center.

## 4. Sharing of Personal Data

Company shall not disclose personal data collected through the use of JOBBKK.COM without your consent, and such disclosure shall only be done under purposes of providing service on JOBBKK.COM

After agreeing with this Privacy Policy, you or your guardian (if younger than 20 years), agree that you have read and understood this Privacy Policy, and agree with all terms and conditions contained herein. You have agreed to allow Company to collect, use, share, store or process your personal data for the purpose of providing service to you under this Privacy Policy.

Notwithstanding the above, Company might disclose your personal data in some cases. If Company, in good faith, believes such actions are necessary to comply with the laws in force, or respond to lawful processes, such as search warrants, court orders, or summons. This includes the case which Company believes, in good faith, that disclosure of such personal data is necessary for lawful interests such as national security, law enforcement, lawsuit, criminal investigation, individual security protection or

prevention of imminent harm or loss of life, if Company sees that such benefit is above and beyond benefits provided by laws or basic rights pertaining to protection of your personal data.

#### 4.1 For Applicant Member

You hereby agree that Company may disclose your personal data by submitting your profile on JOBBKK.COM or your application form to Business Member that has posted relevant job positions. The following table shall explain the purpose of data storage for each user type.

Type of personal data	Sharing/disclosing of personal data
JOBBKK.COM profile	JOBBKK.COM profile belonging to Applicant Member shall be shared only to Business Members, or Business Members that have posted job openings. Applicant Member may modify the status of the JOBBKK.COM profile as follows: <ul style="list-style-type: none"><li>- Visible to Business Members</li><li>- Partially visible to Business Members (with parts of personal data being hidden)</li><li>- Invisible to Business Members</li><li>- Delete the profile</li></ul>
Application form	Application form submitted to Company or stored on JOBBKK.COM through any of the following four channels shall be submitted to Business Members that have posted job openings, for the purpose of job application only. <ul style="list-style-type: none"><li>- Submission through JOBBKK.COM</li><li>- Submission of profile</li><li>- Submission through email</li><li>- Submission by filling a short profile.</li></ul>

#### 4.2 For Business Members

You hereby agree that Company may disclose contact information on the JOBBKK.COM or any other information provided by Business Member through various channels, including personal data of the staff, employees or persons associated with Business Member, along with job description for the purpose of job application. Business Member guarantees that it has consent from the owner of names, pictures or personal data of the staff, employees or persons associated with Business Member to use their data for job posting.



The following table shall explain the disclosed/shared personal data of Business Member.

Type of personal data	Sharing/disclosing of personal data
Contact information of Business Member for job posting	Contact information of Business Member submitted to JOBBKK.COM for job posting
Advertisement data	Advertisement data submitted by Business Member to Company for advertisement of job posting or other advertisement, which shall be put on the website, application or media belonging to JOBBKK.COM

## 5. Protection of Personal Data and Rights of Data Owner

Company strives to protect your personal data and privacy, thus Company hereby notifies you rights of data owner as permitted by law, for your interests.

The table below explains the rights to personal data according to Article 3 Rights of Personal Data Owner, Personal Data Protection Act B.E. 2562 (2019).

Types of rights	Explanation
Right to access	In case of inability to access your own data, you have the right to be notified and access your information. You may request a copy of personal data or request Company to disclose the method of collecting such personal data.
Right to dispute	If you become conscious of any potential loss due to the method Company used to collect your personal data, you have the right to dispute and refuse Company to collect and use your data. You also have the right to disallow your data from being processed for direct marketing purposes, which might result in your inability to use any part or all parts of services provided by JOBBKK.COM, including features, content or services.
Right to delete	In case of inability to delete or anonymize your own data on JOBBKK.COM, you may request Company to delete or anonymize your personal data. Company shall carry out such deletion or anonymization within 90 days of being requested.

Right to veto	Company may process your data as necessary to improve services. You have the right to request Company to stop processing your personal data, in part or entirely.
Right to update	If your personal data is incomplete or incorrect, you may request Company to update such personal data on your behalf.
Right to revoke consent	You have the right to revoke consent to collect, use or disclose your personal data. Such revocation might result in you no longer be able to use the service provided by JOBBKK.COM
Right to transfer data	You have the right to request a copy of your personal data, or transfer your personal data to other service providers by directly contacting Company.

## 6. Removal of Personal Data

Company stores your personal data as necessary to provide service to you, and fulfill Company's lawful purposes such as maintaining service, legal compliance and dispute resolution.

If you request deletion or anonymization of your data, Company shall carry out such deletion or anonymization within 90 days of being requested, unless Company is permitted or required by law to store such personal data for a longer period of time and/or as necessary for Company's lawful duties and purposes, such as fraud prevention, legal obligation, tax, accounting, auditing, evidence collection or maintaining your security. There are measures in place to protect your basic rights and benefits as the owner of personal data. To inspect and prevent abuse or repeated violations on JOBBKK.COM, Company has a necessity to store part of your personal data for another 10 years after deletion of your data or account.

## 7. Storage of Personal Data

After receiving information and/or personal data from the user, such data shall be securely stored on JOBBKK.COM for a period of time necessary to fulfill the purpose of such data storage. Company would like to suggest you to use a difficult password, do not disclose the password to the third party, limit access to your computer and mobile device and log off JOBBKK.COM every time after finishing.

## **8. Modification of Privacy Policy**

Company reserves the right to occasionally modify or extend this Privacy Policy, in part or entirely as needed to conform with service guideline, such as improvement, addition of new features, or system development without prior notice. Therefore, it is recommended that you keep track of changes in this Privacy Policy. Nevertheless, Company shall notify about any change in the Privacy Policy on the website or application of JOBBKK.COM. Our active users shall be deemed as accepting such changes to this Privacy Policy. If you are no longer willing to continue your use under the new Privacy Policy, you may terminate your use immediately.

## **9. Contact us**

For additional information pertaining to this Privacy Policy, contact us at [sales@JOBBKK.COM](mailto:sales@JOBBKK.COM)

Tel. 0-2514-7474 or send a letter to the following address.

**JOBBKK DOT COM RECRUITMENT Company Limited**

**625 Tasniya Building, Unit D, 5th Floor Soi Ramkhamhaeng 39, Prachauthit road, Wang Thong Lang Subdistrict, Wang Thong Lang District, Bangkok 10310**