

Privacy Notice for Job Applicants
Staffers Recruitment Consultants Co., Ltd.

To comply with the Personal Data Protection Act B.E. 2562 (2019), as well as all other applicable laws and regulations, including any upcoming amendments ("**PDPA**"). **Staffers Recruitment Consultants Co., Ltd. ("company")** announces this privacy notice ("**notice**") to inform how we collect, use, and disclose your personal data. This privacy notice is applicable to you; our company's job applicants, and anybody associated with you.

Definitions

“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 in particular.
“Sensitive personal data”	means any 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 that may cause unfair discrimination against the data subject or affect the data subject in the same manner, as prescribed by PDPA.
“Lawful basis”	means the legitimate basis or condition of processing of Personal Data, which may be one or more of bases or conditions defined by PDPA
“Job applicants”	means a natural person who expresses a desire to be selected or interviewed for a job and signs a contract with the company to be a full-time or part-time employee, including contractors or persons who work in any positions or duties for the company, and receive wages, welfare benefits, and other remunerations; regardless of the names of the returns called. Expressing a desire to apply for a job, whether directly with the company, through a recruiting agency, or with any other external entity, is included.

<p>“Individuals related to job applicants”</p>	<p>means any other persons to whom the job applicants have disclosed the information to the company, including but not limited to the persons who have been referenced in the job application form, a contact person for any emergencies, etc.</p>
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Types of personal data collected by the company

The company will collect your personal data in accordance with this notice, in full or in part, as needed to carry out any purposes of the company as specified in this notice.

<p>Individually identifying data and general data</p>	<p>such as prefix, name, surname, age, gender, date of birth, nationality, career, current address or address on home registration, photo, signature, marital status, family status, phone number, e-mail address, etc.</p>
<p>Referenced document data</p>	<p>such as data according to job application history (curriculum vitae or resume), data in your job application forms, and data from other supporting documents (for example, in the case of having an attached document about the position you are applying to).</p>
<p>Reference or emergency contact data</p>	<p>such as prefix, name, surname, relationship to the job applicant, career/position, home address, workplace address, contact data for references or emergencies, etc.</p>
<p>Education and training data</p>	<p>such as education and training records, degree certificates, transcripts, language skills, training and testing data, extracurricular activities, etc.</p>
<p>Employment details</p>	<p>such as working skills, language skills, specialized knowledge, experience and work history, previous and current workplaces, work period from the past to the present, expected position and salary, date of job application, etc.</p>
<p>Company’s interview evaluation data</p>	<p>such as the results of skill evaluation, comments on job applicants, and interview results.</p>
<p>CCTV data</p>	<p>such as video footage or photos recorded by the company’s CCTV.</p>

Data required for supporting a job application	such as data appearing on copies of identification cards, passports, driver's licenses, military conscription records, employment certificates, salary certificates, pay slip, home registration, certificates attesting to name changes, other relevant documents, etc.
Sensitive personal data	such as religion, criminal records, health data (such as weight and height, congenital diseases, health-checking records (medical certificates), body temperature, disabilities, etc.).

Note If you provide any data of the third parties, or if personal data of the third parties appear on your documents collected by company, you must notify to the third parties about your disclosure of their data to the company, including the details in this notice relating to those persons.

Sources of your personal data

The company will collect your personal data from direct and indirect sources, as the following:

➤ **Personal data of the job applicants**

From you directly	<p>via one of the following channels:</p> <ul style="list-style-type: none"> • via verbal such as face-to-face or phone conversation, etc. • via document such as a job application form, an introduction letter, a brief work history (Curriculum Vitae/resume), or any other documents relating with the application process. • via other contact channels such as e-mail, fax, online channels (for example a recruitment website where you provided your personal data for job applications in the position you expected, a company website, a company Facebook page, etc.
From other sources or third parties	such as the company employee responsible for coordinating your job application, organizations, recruitment agencies, recruitment websites, the persons you mentioned as references on your job application form if we asked for your work history, any other companies you've worked for, and government agencies.

➤ **Personal data of persons related to your job application**

<p>From other sources or the third parties</p>	<p>From other sources or the third parties for example job applicants and any organizations with which you are associated.</p>
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Purposes of personal data processing

The company will collect your personal data for use and/or disclose in accordance with the purposes listed below and on the lawful basis as specified in this notice. If it becomes necessary for the company to collect more personal data or use it for purposes other than those listed in this notice, the company will notify you of the collection of your new personal data and/or any new purposes for collecting personal data. Nevertheless, the company will ask for your consent before collecting, using, or disclosing any your additional personal data if the law requires for it and accordingly PDPA.

➤ **Personal data of job applicants**

<p>The purposes of your personal data processing</p>	<p>Lawful Basis</p>
<p>1. Consideration a job application, use and disclosure of personal data within the company as a supporting document for the interview, evaluation of competency and qualification and suitability for the position you apply for as well as other positions the company considers you are suitable for, including contact to schedule an interview appointment, notification of the interview results and job position offers, and signing an employment contract with you.</p>	<p>General personal data</p> <ul style="list-style-type: none"> - To comply with a contract or entering into a contract. - To legitimate interests of the company. <p>Sensitive personal data</p> <ul style="list-style-type: none"> - Ask for explicitly consents.
<p>2. Examining the backgrounds of job applicants from individuals or other external organizations, taking into account any legal requirements relevant to your career, such as the foreign workers law and conditional careers based on the law, etc., and assist you in obtaining those qualifications, such as by submitting a work permit application form or a visa form, etc., including the examination</p>	<p>General personal data</p> <ul style="list-style-type: none"> - To comply with a law to which the company is subjected. - To legitimate interests of the company. <p>Sensitive personal data</p> <ul style="list-style-type: none"> - To comply with the laws in order to accomplish the purposes set up

The purposes of your personal data processing	Lawful Basis
<p>and storage of health data and other necessary data to determine your eligibility of your work position. These actions were done to protect employee welfare and labor rights.</p>	<p>by the laws (if the law so prescribes, such as for evaluating employee's work competency or for labor protection).</p> <ul style="list-style-type: none"> - Ask for explicitly consents.
<p>3. Keeping a record of and storing your personal data for use in considering and contacting you when the company posts job vacancies for the position you applied for or other positions for which the company considers you are suitable (especially if you failed the interview or did not sign an employment contract for other reasons).</p>	<p>General personal data</p> <ul style="list-style-type: none"> - To legitimate interests of the company. <p>Sensitive personal data</p> <ul style="list-style-type: none"> - Ask for explicitly consents.
<p>4. Creating a database of job applications to provide data with a third party for business benefits. *</p>	<p>General personal data</p> <ul style="list-style-type: none"> - Ask for consents. <p>Sensitive personal data</p> <ul style="list-style-type: none"> - Ask for explicitly consents.
<p>5. Managing security in the company's area, such as monitoring of the company's premises with CCTV cameras.</p>	<p>General personal data</p> <ul style="list-style-type: none"> - To legitimate interests of the company.
<p>6. Examining and keeping a record of your health data, such as collecting your body temperature data, etc. to use as a method to prevent germs or communicable diseases from spreading widely, including other emergencies that endanger the life, body, and health of anyone entering the company premises. It also includes data disclosure to external organizations for above mentioned</p>	<p>General personal data</p> <ul style="list-style-type: none"> - To legitimate interests of the company. - To comply with a law to which the company is subjected. - To prevent or suppress danger to individual's life, body, and health. <p>Sensitive personal data</p>

The purposes of your personal data processing	Lawful Basis
<p>purposes such as disclose to Department of Disease Control, medical institutions, and related-government agencies.</p>	<ul style="list-style-type: none"> - To prevent or suppress danger to individual's life, body, or health if you are unable to consent for any reasons. - To comply with the laws in order to accomplish the purposes set up by the laws (such as laws are relevant to public benefits focusing public health). - Ask for explicitly consents. (in case the laws do not require of the consents, the company is able to collect sensitive personal data without asking for consents).
<p>7. Public relations relating to job applications of the company or of company's clients.</p>	<p>General personal data</p> <ul style="list-style-type: none"> - Ask for consents.
<p>8. Protecting the legitimate rights of company or disputing the allegations made against the company, such as legal proceedings, the initiation of the case, litigation, out-of-court dispute resolution, and any other actions to protect the legitimate rights of the company or dispute the allegations made against the company as permitted by the law.</p>	<p>General personal data</p> <ul style="list-style-type: none"> - To legitimate interests of the company. <p>Sensitive personal data</p> <ul style="list-style-type: none"> - To establish, comply, exercise or defense of legal claims.

➤ **Personal data of persons related to job applicants**

The purposes of personal data processing	Lawful Basis
<p>1. Consideration a job application's history and qualification, including use and disclosure of personal data within the company as a supporting document for interview, evaluation of competency and qualification, and suitability for the position applied as well</p>	<p>General personal data</p> <ul style="list-style-type: none"> - To legitimate interests of the company and you (job applicants).

The purposes of personal data processing	Lawful Basis
as other positions for which the company considers you are suitable.	
2. Contacting you and coordinating with you in case of any emergencies that may occur on company premises or while on duty for the company (especially if you have signed an employment contract as a company employee).	General personal data <ul style="list-style-type: none"> - To legitimate interests of the company and you (job applicants).
3. Keeping a record of and storing your personal data for use in considering and contacting you when the company posts job vacancies for the position you applied for or other positions for which the company considers you are suitable (especially if you failed the interview or did not sign an employment contract for other reasons).	General personal data <ul style="list-style-type: none"> - To legitimate interests of the company and you (job applicants).
4. Keeping a record of and storing your personal data as a supporting document in the register of employee profiles and any operations to provide welfare to employees (especially if you have signed an employment contract as a company employee).	General personal data <ul style="list-style-type: none"> - To legitimate interests of the company and you (job applicants).

The effects of not providing personal data

➤ Your personal data (Job applicants)

Your personal data is collected by the company in order to evaluate your qualifications and suitability for an employment agreement. The company might be unable to properly evaluate your competency and suitability if you do not give the relevant personal data. The company might decide not to hire you in specific situations where the data is essential for the position you applied for.

➤ Personal data of persons related to you (Job applicants)

If you do not provide the necessary personal data, the company might be unable to properly evaluate your qualifications, and we might be unable to take the appropriate action to hire job applicants.

Disclosure and transfer of your personal data

In order to accomplish the purposes for collecting personal data described in this notice, the company may occasionally need to disclose your personal data to persons or organizations, including but not limited to persons or organizations listed below.

- Any persons or business units of the company, including executives, managers, employees, workers, and/or internal employees of the company much further as they are concerned and in accordance with the needs of processing your personal data.
- Service providers and agencies that the company has employed, such as ISO certification bodies, etc.
- Organizations that applicants have previously worked for, or persons that applicants have referred.
- Other companies of an affiliated group, external service providers, clients, partners in business, and agents that the company has employed.
- Government agencies, such as social security office, the revenue department, ministry of commerce, the board of investment of Thailand, ministry of labor, immigration office, embassy, royal Thai police, police station, etc.
- Police officers, courts, arbitrators, lawyers, and any other people or organizations involved with the judicial system or dispute resolution.

Retention period of personal data

➤ Your personal data (Job applicants)

The company will maintain and keep your personal data for as long as is necessary to consider whether to entering into an our employment contract. And after accomplishing that purpose, the company will keep your personal data for the various periods listed below.

- If the company employs you, it will store records of your personal data for the period of the employment agreement and for no more than ten years after it terminates.
- If you did not join the company, regardless of the reason, such as the company declined your application or you decided not to join the company, the company will store your personal data for less than a year after the interview. If you gave the company consent to collect and store your sensitive personal data in the business database for recruitment purposes, it will be stored for the same amount of time.

➤ Personal data of persons related to you (Job applicants)

The company will keep his/her personal data for the same amount of time that it is required to store

applicant's personal data as prescribed in this privacy notice.

However, all or part of the personal data may be stored for a longer period of time than that specified above in order to comply with the laws enforced on the company, protect the company's legal rights, or dispute allegations made against the company. In such circumstances, personal data will be stored for as long as necessary to accomplish those purposes or as long as is permitted by law.

Your rights about personal data

You have the following legal rights over your personal information that the company has stored.

1. Right to withdraw consent

You have the right to withdraw consent for collection, use, and disclosure of all or part of your personal data for as long as the company has stored such personal data. The withdrawal shall not affect the completeness of collection, use, and disclosure of personal data that has been done prior to the withdrawal.

2. Right to access and obtain copy

You have the right to request access to and a copy of your personal data. You may also ask the company to disclose how the company obtained any personal data for which you did not provide consent.

3. Right to data portability

You have the right to request that the company transfers your personal data to you or other persons in compliance with law.

4. Right to object

You have the right to object personal data collection, use or disclosure in compliance with law.

5. Right to eraser

You have the right to request that the company delete, destroy, or de-identify your personal data in compliance with law.

6. Right to restrict

You have the right to request the company to stop using of your personal data in compliance with law.

7. Right to rectification

You have the right to ask the company to rectify any incorrect or incomplete personal information.

8. Rights to lodge complaint

You have the right to make a complaint with the Personal Data Protection Committee in the circumstance that the company, or its employees, or its contractors violate or do not comply with PDPA.

However, you can notify the company of your intention to exercise your rights by writing to the company contact listed below. If the company declines to fulfill your request, the company must response to you and explain the reasons.

Change to this privacy notice

The company reserves the right to change or update this privacy notice as may be reasonable. The latest revise of this notice had been made on the date [1 June 2023]

Company's information and contact channels.

Staffers Recruitment Consultants Co., Ltd. (Head Office)

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