



## CANDIDATE PRIVACY NOTICE

The Company, as the data controller, issues this privacy notice detailing purposes of candidate’s personal data processing (the “Notice”) in order to comply with Section 23 of the Personal Data Protection Act B.E. 2562 (2019)

- a) This Notice notifies and explains how the Company, as a personal data controller, is responsible for personal data processing for a person applying to work for the Company’s Group (“the Candidate”) within the Company’s Group (collectively referred to as “you”);
- b) This document is not part of the employment contract, and we may update it from time to time in accordance with applicable laws; and
- c) This Notice applies to you, if you a Candidate applying to work for the Company’s Group.

### 1. DATA CONTROLLER AND CONTACT DETAILS FOR QUESTIONS

The Controller is: Capital A Berhad  
 Office address: RedQ, Jalan Pekeliling 5, Lapangan Terbang Antarabangsa  
 Kuala Lumpur (KLIA2) 64000 KLIA, Selangor Darul Ehsan, Malaysia  
 Contact: dpo\_my@airasia.com

### 2. DEFINITION

Company	means Capital A Berhad (“Capital A”)
Company’s Group	means Thai AirAsia Co. Ltd, Capital A Berhad and AirAsia Aviation Group Limited (“AAAGL”) and shall include existing juristic persons those to be established in the future which are controlled, subject to a control, or under a control of the Company whether directly, indirectly, or through one or more than one of other entity
Data Processor	means Air Asia SEA Ltd. who is a juristic person who operates in relation to the collection, use, or disclosure of the personal Data pursuant to the orders given by or on behalf of the Capital A
Control	means possession, whether directly or indirectly, of controlling power for creation of a power to control execution and policy of a juristic person through being a securities’ holders which has a voting right or contractual arrangement (this definition shall cover the terms controlled, subject to a control, and under a control);
Personal data	means name, age, address, contact number, ID number, race, financial information, health information and other information which can reveal identity of the data subject whether directly or indirectly and shall include the data collected from the Company’s Group;
Sensitive 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 affect the data subject in the same manner under Section 26 of the Personal Data Protection Act B.E. 2562 (2019)





### 3. CATEGORIES OF PERSONAL DATA AND SOURCES

We may collect and use the following **Candidate's Personal Data** about you in compliance with applicable laws and employment-related requirements:

Data Category	Data Element
General Personal Information	name-surname, ID card number, citizenship, date of birth, marital status, nationality, date of birth, marital status, other documents that can reveal a Candidate's identity
Contact Details	work and home address, telephone numbers, email addresses, emergency contact details, household registration information
Performance and talent information	work and education history, reference letters and checks, skills, training records, performance reviews and evaluation, disciplinary action, ability and behavioral test and Employee Survey

The Company may also collect and use the following special categories of personal data about you provided by you or collected in connection with your employment (collectively, "Sensitive Candidate Data"):

Data Category	Data Element
Health information	Employee's health record necessary for aviation medicine
Chronic disease	Employee's disease that requires ongoing medical attention

### 4. PROCESSING PURPOSES, LEGAL BASIS, AND CONSEQUENCES FOR NOT PROVIDING PERSONAL DATA

#### 4.1 PURPOSES

The Company collect, process and use Employee Data for the following purposes (collectively, "Processing Purposes"):

Data Category	Processing Purposes
General Personal Information Performance and talent information Health information Chronic disease	- Evaluation, selection, and hiring process for the vacant position, and future positions that may be suitable for you.
Contact Details	- Communication during the hiring process

#### 4.2 LEGAL BASIS

Processing Purposes	Legal basis
- Evaluation, selection, and hiring process for the vacant position, and future positions that may be suitable for you	Contractual necessity
- Contact Details	
- Processing of information on health and chronic disease	Consent





#### **4.3 CONSEQUENCES FOR NOT PROVIDING PERSONAL DATA**

Submission and availability of the Candidate's personal data and Candidate Sensitive Data as specified above are necessary for the evaluation and selection processes. Absence of the Candidate Sensitive Data as specified above will affect the evaluation and selection processes.

#### **5. USE AND DISCLOSURE OF PERSONAL INFORMATION**

- 5.1 Staffs of the Company's or the Company's Group will only process the Customer's personal data on a need-to-know basis.
- 5.2 The Company may share or transfer your personal data within the Company's Group. However, the aforesaid sharing or transferring will be always be supported by appropriate legal bases.
- 5.3 Access to the collected Customer's personal data by the Company or the Company's Group will be limited to the extent necessary for specified processing purposes.
- 5.4 The Company may send or transfer your personal data to a data processor who will process the personal data in accordance with the Company's instruction and a data processing agreement between the data controller and the data processor under Section 40 paragraph 3 of the Personal Data Protection Act B.E. 2562 (2019).

#### **6. RETENTION PERIOD**

- 6.1 Your personal data is stored by the Company, the Company's Group, and a data processor to the extent necessary for the performance of our obligations and strictly for the time necessary to achieve the purposes for which the information is collected, in accordance with applicable local laws ("Retention Period").
- 6.2 At the end of the Retention Period, the Company will delete or destroy your personal data in accordance with Section 37 paragraph 1(3) of the Personal Data Protection Act B.E. 2562 (2019) and applicable subordinate laws.

#### **7. PERSONAL DATA SECURITY**

- 7.1 The Company is responsible for ensuring security of personal data in accordance with the Personal Data Protection Act B.E. 2562 (2019) (Thailand) and relevant subordinate laws.
- 7.2 Actions done in accordance with 7.1 aim at preventing unauthorized loss, access, use, modification, alteration or disclosure of personal data as specified in the IT security policies adopted by the Company's Group

#### **8. UPDATES TO THE NOTICE & SPECIFIED PROCESSING PURPOSES**

- 8.1 The Company may change, improve, broaden, restrict, or correct this Notice at any time without giving the Employee advance notice.
- 8.2 The notified updates under Clause 8.1 above will be done in response to changes necessary for business operation of the Company and the Company's Group



## 9. YOUR RIGHTS

- 9.1 Pursuant to applicable data protection law including the Personal Data Protection Act B.E. 2562 (2019), you may have the right to request: access to your personal data, rectification of your personal data; erasure of your personal data, restriction of processing of your personal data; data portability and object to the processing of your personal data. Please note that these aforementioned rights might be limited under the applicable laws. Further details in the attached Appendix.
- 9.2 To exercise your rights, you may contact the Company's staff via the contact specified in Clause 10.
- 9.3 If you have declared your consent for any personal data processing activities, you can withdraw this consent at any time with future effect. Such a withdrawal will not affect the lawfulness of the processing prior to the consent withdrawal.

## 10. QUESTIONS:

If you have any questions about this Notice or your rights, please contact the local personal data protection team. You may also write an email to

Thai AirAsia Co. Ltd  
222 Don Mueang Airport Central Building  
Floor 3<sup>rd</sup> Room No. 3200  
Vibhavadi Rangsit Rd., Airport Sub District,  
Don Mueang District, Bangkok  
Email: [taadpo@airasia.com](mailto:taadpo@airasia.com)  
Tel: 02-5625700

Announcement on May 25, 2022

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Santisuk Klongchaiya  
Chief Executive Officer





Appendix  
Your Rights

Right of access	<p>You may have the right to request access to your personal data as prescribed in Section 30 of the Personal Data Protection Act B.E. 2562 (2019). This includes, info on the purposes of the processing, the categories of personal data concerned, and the recipients or categories of recipients to whom the personal data have been or will be disclosed or persons who has the right to access your personal data.</p> <p>However, this is not an absolute right and the interests of other individuals may restrict your right of access.</p> <p>You may have the right to obtain a copy of the personal data related to you, which is under the responsibility of the Company as prescribed in Section 30 of the Personal Data Protection Act B.E. 2562 (2019).</p> <p>We may charge a reasonable fee based on administrative costs.</p>
Right to rectification	<p>You may have the right to obtain from us the rectification of inaccurate personal data about you. Depending on the purposes of the processing, you may have the right to have incomplete personal data completed, including by means of providing a supplementary statement as prescribed in Section 35 and 36 of the Personal Data Protection Act B.E. 2562 (2019).</p>
Right to erasure ("right to be forgotten")	<p>Under certain circumstances, you may have the right to obtain from us the erasure of personal data concerning you and we may be obliged to erase such personal data as prescribed in Section 33 of the Personal Data Protection Act B.E. 2562 (2019).</p>
Right to restriction of processing	<p>Under certain circumstances, you may have the right to obtain from us restriction of processing your personal data. In this case, the respective data will be marked and may only be processed by us for certain purposes as prescribed in Section 34 of the Personal Data Protection Act B.E. 2562 (2019).</p>
Right to data portability	<p>Under certain circumstances, you may have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and you may have the right to transmit those data to another entity without hindrance from us as prescribed in Section 31 of the Personal Data Protection Act B.E. 2562 (2019).</p>
Right to object	<p>Under certain circumstances, you may have the right to object, on grounds relating to your particular situation as prescribed in Section 32 of the Personal Data Protection Act B.E. 2562 (2019).</p>