

**Notice for Processing of Personal Data
(for business partners of Team Excellence Consulting Co., Ltd.)**

As Team Excellence Consulting Co., Ltd. (the “Company”) may need to process your personal which include the collection, recording and disclosure of your personal data, the Company hereby notifies you of the manners on which the Company shall handle your personal data, as follows:

1. Collection of personal data

The Company collects your personal data both directly and indirectly via your contact with the Company or your participation of the Company’s events or seminar. The Company shall collect your personal data to the necessary extent to enable the Company to contact with you and conduct the Company’s normal course of businesses. In doing so, the Company shall always take into account your privacy right under the applicable laws including the personal data protection law of Thailand.

2. Personal data collected

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

Upon your contact with the Company or your participation of the Company’s events, the Company needs to collect your personal data to the necessary extent to enable the Company to conduct its normal course of businesses, which include the following data:

- Your general Personal Data such as name-surname, date of birth, ID card number, ID photo, telephone number, email address, LINE ID, home address;
- Copy of your ID card; in this regard, the Company will take any reasonable actions to eliminate or limit the processing of your sensitive personal data appeared in the ID card to only those necessary and with your prior consent;
- Your bank account number.

3. Purposes of collection

Your Personal Data collected by the Company will be used, and shall not be used for any other purposes, only for (i) performing the Company’s contractual obligation; (ii) complying with the Company’s legal obligation; and (iii) the Company’s legitimate interests. Details are, as follows:

<ul style="list-style-type: none"> To enter into or perform obligation under any contracts or business transaction as requested by you or to facilitate you in contacting businesses with the Company 	<ul style="list-style-type: none"> Contractual obligation Legitimate interest
<ul style="list-style-type: none"> For the Company's conducting of its normal course of businesses e.g., reimbursement of cost and expense, record of seminar or event pictures, etc. 	<ul style="list-style-type: none"> Legitimate interest
<ul style="list-style-type: none"> To comply with legal obligation relating to preparation of books and accounts, including disclosure for competent authorities 	<ul style="list-style-type: none"> Legal obligation

The Company will process your Personal Data for your interest under the transaction agreed with you, and will refrain from using such Personal Data for any purposes other than that notified to you upon the collection.

4. Duration of data processing

The Company will collect and retain the Personal Data throughout the period which the purpose of data processing can still be established. Afterwards, the Company shall delete or destroy such data unless it is required to retain such data under legal requirement or for the protection of the Company's lawful rights. In general, the Company may retain the Personal Data not exceeding 10 years unless the law requires otherwise or the Company can establish other necessary grounds for retaining such data e.g., for security purpose, for prevention of fraud or misconduct, or for accounting purposes.

Upon expiration of the permitted period, the Company shall delete or destroy your Personal Data from the Company's database or server, or make such data unidentifiable.

5. Disclosure of Personal Data

The Company shall not disclose your Personal Data to other persons unless being required by the order of the court, competent authority or any applicable laws.

6. Security measure

The Company has in place a reasonable measure to protect security of your Personal Data to prevent any lost of Personal Data or any unauthorized access, use, modification or disclosure of such Personal Data.

7. Rights of Data Subject

As the Data Subject, you are entitled to:

- (i) be informed of the Company's data processing;

- (ii) access your Personal Data including to obtain copy of such Personal Data or to be informed the source of collection;
- (iii) request the Company to correct or update your Personal Data to avoid confusion;
- (iv) request the Company to transfer to other data controllers the Personal Data that can be transferred automatically;
- (v) request the Company to delete, eradicate or make a Personal data unidentifiable;
- (vi) request the Company to suspend the use of your Personal Data;
- (vii) object the collection, use or disclose of your personal data;
- (viii) withdraw any consent given to the Company.

In this regard, the Company has the right to deny any request of the Data Subject in case any data processing is for legal compliance purposes, or the Data Subject's request may adversely affect the right and privacy of other persons, or it is for statistic research which the Company has deployed appropriate measure to protect security of the Personal Data, or it is for the establishment or enforcement of the Company's right of claim.

8. The Company's contact details:

Team Excellence Consulting Co., Ltd.

Personal Data Office: Mr. Piya Saengtubtim / Mr. Thanawit Suttharattanagul

Address: No. 540 Mercury Tower 9th Floor, Room 902, Pleonchit Road, Lumpini, Pathumwan, Bangkok 10330

Telephone Number: 02-252-5500

E-mail: piyas@teamactuary.com / thanawits@teamactuary.com

Website: www.teamactuary.com

Facebook: www.facebook.com/teamactuary

Remark: The Company reserve all rights to modify or change details of this notice and the Company shall notify the Data Subject of such details in accordance with its legal obligations under the Personal data Protection Act B.E. 2562 (2019).

Last modified on 1 May 2022.