

## **Notification of Bangkok Aviation Fuel Services Public Company Limited No. 4/2023**

### **Re: Personal Data Protection Policy of Bangkok Aviation Fuel Services Public Company Limited Group**

Bangkok Aviation Fuel Services Public Company Limited and its subsidiaries, hereinafter referred to as the “Group of Company”, recognize the importance of the personal data protection of employees and the third party who contact us. Therefore, we hereby revoke the Company’s Notification No. 7/2022 on the Personal Data Protection Policy of Bangkok Aviation Fuel Services Public Company Limited Group and establish the revised Personal Data Protection Policy of the Group of Company to ensure that personal data shall be protected with appropriate security standards. The Company has determined the collection, use, and disclosure, including the rights of the data subject, as well as the practices regarding personal data as follows:

#### **1. Definition**

Group of Company	means	Bangkok Aviation Fuel Services Public Company Limited and its subsidiaries
Company	means	Bangkok Aviation Fuel Services Public Company Limited.
Subsidiary Company	means	Thai Aviation Refuelling Co., Ltd. BAFS Pipeline Transportation Limited BAFS Professional Services Co., Ltd. BAFS Innovation Development Co., Ltd. BAFS INTECH Co., Ltd. BAFS Clean Energy Corporation Company Limited Global Aero Associates Company Limited

Personal Data means any information relating to a Person, which enables the identification of such Person, whether directly or indirectly, such as name, surname, national ID number, passport number, social security card number, driver's license number, tax identification number, bank account number, e-mail address, etc., but not including the information of the deceased Persons in particular

Sensitive Personal Data means any information relating to race, ethnicity, political opinions, religious or philosophical beliefs, sexual behavior, criminal history, health information, disability, labor union information, genetic information, biometric information, or any other information that affects the data subject.

Person means a natural person.

Data Subject means the owner of Personal Data that the Company collects, uses or discloses.

Data Controller means a Person or a juristic person having the power and duties to make decisions regarding the collection, use, or disclosure of the Personal Data.

Data Processor means a Person or 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 a Data Controller.

Data Protection Officer means a Person who is assigned the duty of collecting and protecting Personal Data from leakage to the third party, contacting and coordinating with the Personal Data Protection Committee Office.

## **2. Obtaining Personal Data**

The Group of Company may obtain Personal Data from the following sources:

- 2.1 The Data Subject provides Personal Data by himself/herself
  - 2.1.1 In the case of employees, they may provide Personal Data to the Company by filling out an application form or employment contract.
  - 2.1.2 In the case of the third party, they may provide Personal Data to enter or exit the Company or to conduct business with the Company.
- 2.2 Personal Data received from the third party can be divided into:
  - 2.2.1 Personal Data of the contact person.
  - 2.2.2 Personal Data of any other persons that employees, contact persons, or customers fill in or allow the Company to collect, such as name, surname, address, and the telephone number of relatives of employees or names, surnames, addresses, and telephone numbers of any other persons (where there may be coordination from the company of such contact person and customers). The Company shall collect such Personal Data only when there is evidence showing that the other person has given clear consent or that providing such Personal Data is legal.
  - 2.2.3 Personal Data collected automatically as the Group of Company may collect certain technical information relating to the device of the Data Subject and the browsing patterns of the Data Subject, which is the Personal Data stored by Cookies and other similar technologies.

## **3. Purposes**

- 3.1 For Personal Data of the employees

The Group of Company shall collect and use the Personal Data for the benefit of operations and management within the Group of Company, which is in accordance with the employment contract, agreements on employment conditions, benefits and welfare, database preparation, performance evaluation analysis, meetings, training and personnel development in the future, to maintain and inspect information technology security of employees and the Group of Company, including to prevent or suppress dangers to life, body or health of the employee.
- 3.2 For personal data of third parties, the Group of Companies shall collect and use the Personal Data of third parties for:
  - 3.2.1 Legitimate interests
  - 3.2.2 Compliance with the Group of Company's regulations
  - 3.2.3 Security, crime prevention, and security management of the Group of Company, such as installing CCTV cameras inside and around the Company, which may capture images, motion pictures, and sound.
  - 3.2.4 Conduct transactions, contracts, and risk assessments in accordance with applicable processes, laws, and regulations.

3.2.5 Any specific purposes as agreed to with the Group of Company.

However, the collection and use of Personal Data of the Data Subject in both cases, if carried out for purposes other than the operations specified abovementioned, the Group of Company shall send a notice to inform by specifying the information and purposes that need to be processed and requesting cooperation in providing consent in cases where consent is required to proceed such operation.

#### **4. The Retention Period of the Personal Data**

The Group of Company shall retain Personal Data for the period necessary to carry out the purposes set out in this Policy and in accordance with the law, which may vary depending on the purpose of collection. In case the Personal Data of any Data Subject is no longer necessary for retention in any way in accordance with this Policy and with the law, the Group of Company shall erase and destroy such Personal Data without notice.

#### **5. The Disclosure of the Personal Data**

5.1 The Group of Company shall disclose Personal Data only after receiving consent from the Data Subject and within the scope of the purposes of this Policy.

5.2 For the benefit of operations and business, the Group of Company may have to disclose the Personal Data within the purposes between the Group of Company or any other companies that have cooperation in conducting business both domestically and internationally. The Company who obtains such Personal Data shall not use such Personal Data for any purpose other than the scope of purposes as specified.

5.3 The Group of Company may disclose Personal Data to external organizations or individuals under the criteria prescribed by law or when such third party has the legal claim by virtue of legal authority.

#### **6. Transfer of Your Personal Data Abroad**

The Group may need to send or transfer your Personal Data abroad for storage and/or processing in the performance of the contract entered into between you and the Group of Company. In this regard, the Group of Company shall not allow unrelated individuals to access such Personal Data and shall set appropriate security measures.

#### **7. The Rights of Data Subjects**

The Data Subject has the right to do the following:

##### **7.1 Right to withdraw consent**

In the event that the Group of Company requests consent from the Data Subject, the Data Subject has the right to withdraw consent to the processing of Personal Data that has been consented to, except in the case where the withdrawal of consent is limited by law or contract that benefits the Data Subject.

However, the withdrawal of consent will not affect the processing of Personal Data for which the consent has been legally granted.

7.2 The right to request access to and obtain a copy of the Personal Data or to request the disclosure of the acquisition of the Personal Data.

The Data Subject is entitled to request access to and obtain a copy of the Personal Data related to him or her, which is under the responsibility of the Group of Company, or to request the disclosure of the acquisition of the Personal Data obtained without his or her consent.

7.3 Right to request sending or transferring of the Personal Data

The Data Subject is entitled to request the Group of Company to transfer his or her Personal Data provided to the Group of Company as prescribed by law.

7.4 Right to object to collection, use, or disclosure of the Personal Data

The Data Subject has the right to object the collection, use, or disclosure of the Personal Data concerning him or her, at any time, as prescribed by law.

7.5 Right to request deletion or destruction of the Personal Data, or anonymization of the Personal Data

The Data Subject has the right to request the Group of Company to erase his or her Personal Data as prescribed by law. However, the Group of Company may store Personal Data electronically, which may have certain systems that cannot erase data. In such cases, the Group of Company shall arrange for the destruction or anonymization of such Personal Data.

7.6 Right to request a restriction on the use of the Personal Data

The Data Subject shall have the right to request the Group of Company to restrict the use of the Personal Data as prescribed by law.

7.7 Right to request correction of the Personal Data

In the event that the Data Subject believes that the data held by the Group of Company is incorrect, the Data Subject has the right to request the Group of Company to correct his or her Personal Data to ensure that such Personal Data is accurate, up-to-date, complete, and not misleading.

7.8 Right to file a complaint

The Data Subject has the right to file a complaint with the competent official under the Personal Data Protection Act, B.E. 2562 (2019) in the event that the Group of Company violates or does not comply with the Act.

The Data Subject may exercise the above right by submitting a letter to request exercising the right to each company or via e-mail through each company's contact channels. The results of the consideration of the Data Subject's request will be notified within 30 days from the date of receipt of the request. However, the Group of Company may deny the Data Subject's right in cases prescribed by law.

## 8. Contact Channels

- 8.1 Bangkok Aviation Fuel Services Public Company Limited  
No. 171/2 Kamphaeng Phet 6 Rd., Don Mueang, Don Mueang, Bangkok 10210  
Website: [www.bafsthai.com](http://www.bafsthai.com)  
E-mail: [dpo@bafs.co.th](mailto:dpo@bafs.co.th)

- 8.2 Thai Aviation Refuelling Co., Ltd.  
No. 99 Moo 10 Srisa Jorakhaenoi, Bang Saothong, Samut Prakarn 10570  
Website: [www.tarco.co.th](http://www.tarco.co.th)  
E-mail: [dpo@bafs.co.th](mailto:dpo@bafs.co.th)
- 8.3 BAFS Pipeline Transportation Limited  
No. 424 Kamphaeng Phet 6 Rd., Don Mueang, Don Mueang, Bangkok 10210  
Website: [www.fpt.co.th](http://www.fpt.co.th)  
E-mail: [dpo@bafs.co.th](mailto:dpo@bafs.co.th)
- 8.4 BAFS Professional Services Co., Ltd.  
No. 171/2 Kamphaeng Phet 6 Rd., Don Mueang, Don Mueang, Bangkok 10210  
Website: [www.bafsthai.com](http://www.bafsthai.com)  
E-mail: [dpo@bafs.co.th](mailto:dpo@bafs.co.th)
- 8.5 BAFS Innovation Development Co., Ltd.  
No. 333 Room 1/4, 8th Floor, Tower 1, Lak Si Plaza, Kamphaeng Phet 6 Rd.,  
Talat Bang Khen, Lak Si, Bangkok 10210  
Website: [www.bafsthai.com](http://www.bafsthai.com)  
E-mail: [dpo@bafs.co.th](mailto:dpo@bafs.co.th)
- 8.6 BAFS INTECH Co., Ltd.  
No. 777/5-8 Moo 9 TIP6, Bangpla, Bangplee,  
Samutprakarn, Thailand 10540  
Website: [www.bafs-intech.com](http://www.bafs-intech.com)  
E-mail: [dpo@bafs.co.th](mailto:dpo@bafs.co.th)
- 8.7 BAFS Clean Energy Corporation Company Limited  
SJ Infinite I Business Complex 10th Floor, unit 01-03, 349 Vibhavadi-Rangsit Road,  
Chompol, Chatuchak, Bangkok 10900  
Website: [www.bafscleanenergy.com](http://www.bafscleanenergy.com)  
E-mail: [dpo@bafs.co.th](mailto:dpo@bafs.co.th)
- 8.8 Global Aero Associates Company Limited  
No. 99 Moo 10 Srisa Jorakhaenoi Bang Saothong, Samut Prakarn 10570  
E-mail: [dpo@bafs.co.th](mailto:dpo@bafs.co.th)

## **9. Amendment of Personal Data Protection Policy**

The Group of Company may change or amend the Personal Data Protection Policy from time to time in order that the Policy will correspond to the rules according to the laws governing the use of the Personal Data including the Company's operation. In this connection, the Company will notify you relating to the amendment of the Policy via the contact channel of each Company.

## **10. Enforcement**

This Personal Data Protection Policy shall be binding on and enforceable against the Group of Company as from 1 April 2023 onwards.

Announced on 1 April 2023

*(signature)*

(M.R. Supadis Diskul)  
Executive Chairman