

Notice of Processing on Personal Data (For Job Applicant)

Ninja Logistics (Thailand) Limited (“**Ninja Van**”), as a controller of Personal Data, is bound by Personal Data Protection Act B.E. 2562 (2019) (“**PDPA**”). In processing¹ individual’s Personal Data, Ninja Van is required to comply with PDPA, including the obligation to notify the data subject pursuant to this Notice, and for certain cases, obtaining consent from data subject pursuant to the attached Consent Form.

1. Collection of Personal Data

Ninja Van may, directly or indirectly, collect Personal Data of a data subject from the following sources:

- Data subject, his representative or other related persons;
- Ninja Van’s third-party service provider such as recruitment agency;
- Ninja Van’s digital services including website, application or social medias; and
- Other reliable sources

2. Types of Personal Data

"Personal Data" refers to any information relating to a person, which can identify such person. Depending on purposes of use, Ninja Van may collect various types of Personal Data including:

2.1 Employment-Related Information

- Identifiable information such as details in national ID card, passport, driving license or other type of identifiable documents;
- Contact information such as name, address, telephone number, email address and social media data;
- Personal information such as date of birth, age, gender, nationality, marital status, occupation and military status;
- Family information such as name and contact information of family members;
- Photos;
- Applied position;
- Source of recruitment;
- Proposed start working date;
- Proposed salary;
- Weight and height;
- Emergency contact;
- Educational background;
- Work experience;

¹ Processing means any operation which is performed on Personal Data, such as collection, recording, organisation, storage, alteration, use, disclosure, forward, dissemination or otherwise making available

- Language proficiency;
- Computer related skills;
- Driving skill (For certain position); and
- Bankruptcy name list information (For certain position);

2.2 Sensitive Personal Data

- Criminal records (For certain position)

2.3 Information collected when a data subject is invited to a job interview with Ninja Van

- Date and time of the appointment for the interview with Ninja Van’s personnel;
- Photo and video including CCTV records;
- Date and time when a data subject entrances Ninja Van’s premise and Ninja Van’s personnel to meet;
- Information in interview documents which may include copy of national ID card, educational certificate, household certificate, proof of military service, and driving license, depending on the position a data subject applies;
- A data subject’s signature; and
- Information of interview evaluation/result.

3. Retention Period

Ninja Van will retain Personal Data of a data subject so long as the purpose for collecting remains. After that, Ninja Van will erase and destruct such Personal Data, except as may be required by applicable laws or for protection of Ninja Van’s interest. In general, Ninja Van may retain the Personal Data of the applicant who failed to be selected for 2 years after the date that Ninja Van decided not to recruit such applicant.

4. Purposes of Use and Disclosure

Ninja Van may process Personal Data of a data subject: (i) to carry out the internal recruitment process before entering into the employment agreement with the data subject (“**Contractual Obligations**”), (ii) based on Ninja Van’s legitimate interests (“**Legitimate Interests**”) and (iii) if required, upon consent given by the data subject (“**Consent**”). In this respect, Ninja Van will use and disclose Personal Data of a data subject for the following purposes:

Processing Area	Details of Activities	Basis of Processing
Recruitment process	Considering the information in the application form, CV and other related documents in order to consider whether to enter into the employment agreement or set out the terms and conditions relating to the employment agreement and/or employment related documents	Contractual Obligations

Criminal background check	Conducting criminal background to ensure that a data subject is suitable for the position (only for driver and rider position)	Consent
Future recruitment	Retaining the Personal Data of a data subject who failed to be selected for future recruitment in other positions.	Legitimate Interests
Participation of candidate applicant in recruitment process	Inviting a data subject, as the candidate applicant, to participate in the recruitment process including to make an appointment for an interview and participate in relevant tests.	Legitimate Interests
Security of Ninja Van's premise and property	Ensuring the security of Ninja Van's premises, property and personal belongings of Ninja Van's personnel using CCTVs and guests register records when a data subject is in Ninja Van's premises.	Legitimate Interests

In the case where Ninja Van appoints third-party service provider(s) to process Personal Data of a data subject, Ninja Van will process such Personal Data for the purposes of performing Ninja Van's contractual obligations, compliance with legal obligations, based on Ninja Van's legitimate interests or based on consent given by the data subject (if necessary). Ninja Van will not disclose or permit the disclosure or make available Personal Data of a data subject other than in accordance with the relevant ground unless a prior consent of the data subject has been given to Ninja Van or PDPA allows Ninja Van to do so without obtaining consent from the data subject.

If any data subject could not share Personal Data necessary for Ninja Van to process Personal Data based on the basis of Contractual Obligations, Ninja Van will not be able to perform its Contractual Obligations with such data subject.

Ninja Van will process Personal Data in strict compliance with applicable laws. In case where a data subject has given a consent to any data processing activity, such data subject may withdraw his consent at any time.

5. Disclosure

Ninja Van will not disclose Personal Data of a data subject without any lawful basis. Such Personal Data may be disclosed, or transferred to governmental organizations, governmental bodies or third parties including:

- Group company or affiliate within Ninja Van group; and
- Ninja Van's third-party vendor such as recruitment agency

In the event where Ninja Van is required to disclose Personal Data of a data subject to a third party, Ninja Van will follow appropriate procedures to ensure that the third party will properly handle such Personal Data in order to prevent data loss, unauthorized access, improper use, modification, disclosure or processing.

6. Right of Data Subject

In exercising any right under this Clause 6, a data subject shall comply with criteria and procedures specified in Clause 7 of this Notice. However, the rights specified in this Clause 6 are subject to change as the relevant law may be amended from time to time by the government. Ninja Van will inform the data subject about the changes.

6.1 Right to be notified: If Ninja Van wishes to collect, store, use or disclose Personal Data of a data subject in any manner beyond the intended purposes or consent given by such data subject, Ninja Van will notify and/or seek his prior consent with respect to such additional scope.

6.2 Right to Access to Personal Data: A data subject may request for a copy of his Personal Data and request to disclose about the source of his Personal Data.

6.3 Rectification of the Personal Data: To ensure that Personal Data of a data subject is accurate, up-to-date, complete and not misleading, a data subject may file a request to rectify any of his Personal Data that has been changed by following the procedures specified in Clause 7.

6.4 Right to data portability: In case where it is technically available for Ninja Van, a data subject may request to receive his Personal Data in a commonly used or readable by the automatic device or to automatically transfer.

6.5 Right to erasure of Personal Data: A data subject may request to erase or make his Personal Data pseudonymised under any of the following circumstances: (a) his Personal Data is no longer needed to be collected, stored, used or disclosed for the intended purposes, (b) a data subject withdraws his consent for his Personal Data to be collected, stored, used or disclosed and Ninja Van no longer has any legal right to process such Personal Data for the intended purposes, (c) a data subject objects to Ninja Van's processing of his Personal Data, or (d) his Personal Data was processed in contravention of the PDPA.

6.6 Request to suspend the use of Personal Data: A data subject may request Ninja Van to suspend its use of his Personal Data in any of the following events:

- (1) when Ninja Van is in the process of verifying certain information for the purpose of rectifying, updating, completing or avoiding any misleading about his Personal Data upon his request;
- (2) when his Personal Data is to be erased under Clause 6.5 but such data subject instead requests to suspend its use;
- (3) when it is no longer necessary to store his Personal Data, but a data subject requests Ninja Van to continue the storage of his Personal Data for establishing legal claims, legal compliance, exercise of legal rights or defenses; or
- (4) when Ninja Van is in the process of verifying its legitimate rights in its data collection or processing for purposes specified by law.

6.7 Right to object the processing of Personal Data: A data subject may object to the collection, storage, use or disclosure of his Personal Data in any of the following events:

- (1) In case where his Personal Data was collected by Ninja Van for the purpose of (a) public interest of Ninja Van, (b) Ninja Van's compliance with a governmental order or (c) any legitimate interest of Ninja Van or other legal entity;

(2) In case where Ninja Van has processed his Personal Data for the purpose of direct marketing; and

(3) In case where Ninja Van has processed his Personal Data for any research purposes as specified in relevant laws, including for statistical purpose.

6.8 Right to withdraw consent: A data subject may withdraw his consent at any time. His withdrawal will not have any effect on Ninja Van’s previous data processing. If his withdrawal will affect any part of such Personal Data, Ninja Van will notify a data subject of such effect at the time he makes such withdrawal.

However, Ninja Van may deny the request to withdraw consent if the processing is for the purpose of, or for complying with, applicable law or court order, the withdrawal may adversely affect and harm the rights and freedom of the data subject himself or other people, the processing is for research purposes that has appropriate protection for Personal Data, or the processing is for establishing legal claims, legal compliance, exercise of legal rights or defenses.

7. Criteria and Procedures for Exercise of a Data Subject’s Rights

<p>1</p>	<ul style="list-style-type: none"> ▪ If a data subject wishes to exercise his right, please submit his request to th-privacy@ninjavan.co. ▪ A data subject may download a request form, power of attorney, and other relevant documents from Ninja Van’s website https://www.ninjavan.co/th-th/privacy-policy or request them from th-privacy@ninjavan.co. ▪ A data subject must complete and sign the request form and submit it with a certified copy of his ID card or passport. ▪ If a data subject appoints someone to submit the request on his behalf, a power of attorney in the form specified by Ninja Van is also required.
<p>2</p>	<ul style="list-style-type: none"> ▪ The request will be sent to Ninja Van’s data protection officer for verification of the identity. ▪ In verifying the identity, if the identity of a data subject and/or the person authorised under the power of attorney cannot be verified, Ninja Van may request for additional documents or may contact for additional information.
<p>3</p>	<ul style="list-style-type: none"> ▪ The data protection officer will consider the request by considering various factors such as its legitimate reasons, its negative effect on a third party etc. and whether the PDPA provides for any exemptions.
<p>4</p>	<ul style="list-style-type: none"> ▪ If the request is approved, the data protection officer will proceed and report the result to the data subject without delay via the channel specified in the request.
<p>5</p>	<ul style="list-style-type: none"> ▪ If the request is denied, the data protection officer will notify a data subject with explanation without delay via the channel specified in the request. A

	data subject may make an appeal to the authority as prescribed by the PDPA which Ninja Van will inform a data subject in Ninja Van's notification of such denial.
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Remark:

1. The procedures above will take no more than 30 (thirty) days following the receipt of the request and all supporting documents.
2. Ninja Van's process will not incur any costs. But if there is any cost, Ninja Van will notify a data subject prior to taking any action.
3. In case Ninja Van rejects the request, a data subject may file a complaint to Personal Data Protection Committee at the following address:

Office of the Personal Data Protection Committee

Ministry of Digital Economy and Society

Telephone: 02-142-1033

E-mail: pdpc@mdes.go.th

8. Contact Information

If a data subject has any questions relating to an exercise of his rights or his given consent, a data subject may contact Ninja Van at:

Name: **Data Protection Officer, Ninja Logistics (Thailand) Limited**

Address: 101, 5th Floor, Room 5-A2, Sukhumvit Road, Bang Chak, Phra Khanong, Bangkok, 10260

Telephone: +66 2026 1499

E-mail: th-privacy@ninjavan.co