

(Translation)

**Aeronautical Radio of Thailand Co., Ltd.**

No.Por.Gor./Secretary 469/2564

30<sup>th</sup> September 2021

**NOTIFICATION**

**Subject: Personal Data Protection Policy of Aeronautical Radio of Thailand Co., Ltd.**

Aeronautical Radio of Thailand Co., Ltd., has realized the importance of the personal data protection and compliance with the personal data protection law. To ensure the personal data owners that AEROTHAI shall maintain their personal data and shall provide proper and necessary security measures in accordance with the Personal Data Protection Act B.E.2562, AEROTHAI has therefore provided the Personal Data Protection Policy, as follows:

**1. Definitions**

“AEROTHAI” means Aeronautical Radio of Thailand Co., Ltd.

“Employee” means AEROTHAI employee

“Worker” means AEROTHAI worker

“Personal Data” means the data relating to persons for direct or indirect identification of such persons but not including the data of the deceased.

“Personal Data Controller” means a natural person or juristic person who has powers and duties of decision-making relating to the collection, use or disclosure of personal data; whereby, Aeronautical Radio of Thailand Co., Ltd., shall act as the personal data controller.

“Personal Data Security” means the confidentiality, integrity and availability of personal data, thus, to prevent any loss, unauthorized or unlawful access, use, change, amendment or disclosure of the personal data.

2/2. Personal Data Collection

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## **2. Personal Data Collection**

AEROTHAI shall collect, use or disclose the personal data with objectives, scope and lawful and fair methods. The collection of data shall be conducted as may be necessary for operations under objectives and as per AEROTHAI Employee Regulations only; provided that AEROTHAI shall cause the personal data owner recognize and give consent via electronic method or as per the format and methods of AEROTHAI. In case, AEROTHAI has kept the personal and sensitive data of personal data owners, AEROTHAI shall expressly ask for consent from personal data owners before or at the time of collection of the personal data, except that the collection of personal and sensitive data is subject to the exceptions as provided by the Personal Data Protection Act B.E.2562 or other laws.

In case, AEROTHAI has collected the personal data from other sources, not from the personal data owners directly, AEROTHAI shall notify the personal data owners within 30 days from the date of collection thereof and receipt of consent from the personal data owners, except for the personal data requiring no consent under Section 24 and Section 26 of the Personal Data Protection Act B.E.2562.

## **3. Objective of Collection, Use or Disclosure of Personal Data**

AEROTHAI shall collect, use or disclose the personal data of the personal data owners for the purpose of its operations such as purchasing and outsourcing, contract execution, financial transactions, operation of activities, coordination or improvement of quality of operations for higher efficiency such as provision of database, analysis and development of operation process of AEROTHAI and for any other purposes which are not prohibited by laws and/or for compliance with the laws or regulations related to operation of AEROTHAI; whereby, AEROTHAI shall collect, use or disclose such personal data according to the period of time which is necessary as per the objectives notified to the personal data owners or as prescribed by laws only.

AEROTHAI shall not take any different action from those specified in the objectives of collection, use or disclosure of personal data, except that:

- (1) AEROTHAI has notified the new objectives to the personal data owners and has also received the consent from the personal data owners.
- (2) It is in compliance with the Personal Data Protection Act or other related laws.

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#### **4. Disclosure of Personal Data**

AEROTHAI shall not disclose the personal data of the personal data owners to any person without receiving consent from the personal data owners and shall disclose it according to the objectives notified. However, for the purpose of its operations and service provision to the personal data owners, AEROTHAI may need to disclose the personal data of the personal data owners to the processor of the personal data or the contractor for the information system development who shall access the personal data as per the employment contract of AEROTHAI. Regarding the disclosure of the personal data to such people, AEROTHAI shall cause those people to keep the confidentiality of the personal data and shall not use it for other purposes outside the scope prescribed by AEROTHAI.

Moreover, AEROTHAI may disclose the personal data of the personal data owners under the criteria prescribed by laws such as disclosure of the personal data to government units, public sector units and regulatory authorities. In case, there is a request for disclosure of the personal data by virtue of the laws such as request for disclosure of the personal data for litigation or legal actions or disclosure thereof to other units as per request of the personal data owners.

#### **5. Guidelines for Protection of Personal Data**

5.1 AEROTHAI has realized the importance of the personal data security protection, and has therefore determined proper measures for personal data security protection and in accordance with the confidentiality of the personal data to prevent from any loss, unauthorized or unlawful access, use, change, amendment or disclosure of the personal data, thus, in accordance with those prescribed in the security protection policy of AEROTHAI. Employees and workers of AEROTHAI may access for use of the information system services of AEROTHAI in order to search the data relating to AEROTHAI and their personal data.

5.2 The personal data of employees and workers and other related people received by AEROTHAI such as names, ages, addresses, telephone numbers, ID Card numbers, educational records, training records, household data, house registration, current addresses, salaries/wages, still images, images from CCTV cameras or any other data under the Personal Data Protection Act B.E.2562 Section 26 which shall be useful to the management of AEROTHAI and services provided to employees/workers and other related people, shall be handled under proper measures for protection of rights of the personal data owners.

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## **6. Rights of the Personal Data Owners**

6.1 Right to revoke the consent given in the processing of the personal data; provided that the revocation of such consent may not affect the collection, use or disclosure of the personal data with the given consent;

6.2 Right to access and duplicate the personal data and to request for disclosure of the acquisition of the personal data without consent;

6.3 Right to amend the personal data to be correct, complete and updated;

6.4 Right to delete or destroy the personal data or to conceal the identity of the personal data owners when the personal data is no longer necessary, or there is the revocation of the formerly given consent, or there is the objection of collection, use or disclosure of the personal data;

6.5 Right to cancel the use of the personal data during the audit as per the petition for updating of the personal data; or the personal data owners have requested for cancellation of use in lieu of deletion or destruction thereof; or when the data is no longer necessary but shall still be collected for creation of rights of claims according to the laws.

6.6 Right to receive and demand the transfer of the personal data to other places; provided that such data shall be in the format which may be transferred automatically or having technical condition to do so;

6.7 Right to object the collection, use or disclosure of the personal data only in the event that the personal data which is exempted from requesting for consent under Section 24(4) and Section 24(5) of the Personal Data Protection Act B.E.2562.

The personal data owners may request for exercise of the above-mentioned rights by submitting a written petition for exercise of such rights to AEROTHAI or via email as per the Printed Form prescribed by AEROTHAI through the contact channels of AEROTHAI. The petition of the personal data owners shall be considered and the result thereof shall be notified within 30 days from the date of receiving such petition; provided that AEROTHAI may reject the rights of the personal data owners, in case, it is prescribed by laws.

## **7. Review and Change of Personal Data Protection Policy**

AEROTHAI may revise or amend this Policy from time to time to be in accordance with the provisions of laws, change of operations of AEROTHAI, including recommendations and opinions from different units; whereby, AEROTHAI shall clearly notify the change thereof before starting the change thereof.

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**8. Contact Channels**

Aeronautical Radio of Thailand Co., Ltd.

Location: 102 Soi Ngamduplee, Rama IV Road, Thung Mahamek Sub-district, Sathorn District, Bangkok 10120;

Tel: 0-2287-3531-41

Email: pdpa@aerothai.co.th

Thus, from now on

Be it known to all to which this Notification shall come

-Signature-  
(Miss Kulaya Tantitemit)  
Vice Chairman

Human Resource Management Department:

CC: All levels of the Management