

JOB APPLICANT PRIVACY NOTICE

1. Introduction

This Job Applicant Privacy Notice (“**Job Applicant Privacy Notice**”) is issued to all the job applicants applying for a position with the following 2 companies registered in Thailand:-

- (1) DHL Supply Chain (Thailand) Ltd.;
- (2) DHL Distribution (Thailand) Ltd.;

(“**DHL Thailand Group**”, “**us**”, “**we**”, “**our**” or “**ours**”), pursuant to the statutory requirements of the Personal Data Protection Act B.E. 2562 (“**PDPA**”). This Job Applicant Privacy Notice explains how DHL Thailand Group handles the personal data we collect from our candidates or prospective employees, (“**you**”, “**your**” or “**yours**”), and your rights in relation to your personal data. In the event you gain employment with us, the handling of your personal data will be in accordance with our *Employee Privacy Notice*.

2. Purposes of Processing Your Personal Data

We will collect, use and disclose your personal data for recruitment purposes, including to assess and evaluate your skills and qualifications, carry out background and criminal record checks as permitted by the applicable laws to verify the information you provide to us in relation to the recruitment, communicate with you, keep records and administration in relation to the recruitment process, to comply with the applicable laws and regulations in relation to recruitment (the “**Purposes**”).

3. Processed Personal Data and Basis for Processing

We will collect the following personal data including sensitive personal data from you in accordance with the legal basis permitted under the PDPA as follows.

Personal Data Obtained from You	Legal Basis
Contact Information – your name, nickname, date of birth, addresses, contact number, e-mail address, Thai National ID Card / Passport number, photo, including names, contact details and other personal data of your parents, spouse, children and/or reference persons (if any)	Contractual basis and legitimate interests
Professional Information – your diplomas, transcripts, certificates, licenses, educational and employment backgrounds, recognitions, publications and awards, skills, language proficiency, aptitude test results, interview process test results, your current level of remuneration, information about your entitlement to work in Thailand, and other personal data contained in your supporting documents, such as, curriculum vitae (CV), cover letter, that you provided to us as part of your job application	Contractual basis and legitimate interests

Personal Data Obtained from You	Legal Basis
Health Information – your past medical history, including information about past injury, operation, illness, disability, and congenital diseases	Explicit consent, legal obligation and legitimate interests
Criminal Record Information – your criminal history and behaviour	Explicit consent
Other Information – any information you provided to us during the interview process	Contractual basis, legal obligation and legitimate interests

In some instances, we may also collect your following personal data from other sources.

Personal Data Obtained from Other Sources	Legal Basis
Information that we obtained from your reference persons on your characteristic, qualification, performance and past employment history	Contractual basis and legitimate interests
Information from recruitment companies, background check providers or vetting team	Contractual basis and legitimate interests
Information that are publicly available or obtained from a publicly available source that you manifestly made public, including LinkedIn account or other public directories	Contractual basis and legitimate interests

It is necessary for us to collect and to retain your personal data. If you do not provide us with your personal data as necessary for us to consider your employment, or do not give your consent pursuant to the PDPA and the *Data Privacy Policy, V2.0, October 2019* of the Deutsche Post DHL Group, *its Supplement* and the *Data Privacy Policy* as prepared for the DHL Thailand Group, we may not be able to access your qualifications against the position for which you applied for and may not be able to process your application further, if at all.

4. Disclosure of Your Personal Data

We may disclose or transfer your personal data to the Royal Thai Police and/or other competent authorities. We may also disclose or transfer your personal data to other Deutsche Post DHL Group companies and/or third party service providers to enable such parties to perform functions on our behalf and under our instructions in order to carry out the Purposes. This includes medical checkup service providers, criminal record and background checks, infrastructure, internal management and administration databases, or other IT services. Such Deutsche Post DHL Group companies and/or third party service providers may be located in country which has a lower data protection standards than in Thailand.

5. Retention Period

We will not keep your personal data for a period longer than the period necessary to fulfill the Purposes. We may maintain your file for the purpose of considering you for other suitable roles and/or job opportunities in the future. If you gain employment with us, we must continue to keep your personal data in order to satisfy contractual and compliance obligations as your employer.

6. Your Rights

We are committed to ensuring that your personal data is stored securely. You have the right to request for access to, obtain copies of, request to update or correct your personal data held by us. If there is personal data which we have obtained without your consent, you have a right to request us to disclose such information. You have the right at any time to object or request us to limit the processing and use of your personal data including erasing, destroying or anonymizing your personal data. You also have the right to request the transfer of such personal data in machine-readable format to another data controller and file a complaint with the Personal Data Protection Committee in the event that we do not comply with the PDPA.

You also have the right to withdraw your consent at any time if you have consented to our processing of your personal data, subject to certain exceptions. Once we receive your request to withdraw your consent, we will no longer process your application and we will dispose of your personal data securely in accordance with our *Data Retention and Deletion Policy*.

To exercise any of your rights above, your written request should be addressed to our Data Protection Officers (“DPO”) at their contact details listed below:

(1) DHL Supply Chain (Thailand) Ltd.

No. 9 G Tower Grand Rama 9 Building (North Wing), 26th Floor, Room No. GN01 and 27th Floor, Room No. GN01-04, Rama 9 Road, Huay Kwang Sub-District, Huay Kwang District, Bangkok
Tel No.: +66 (0) 2 779 9845
E-mail: Anusorn.kaewpalug@dhl.com
Attn: Mr. Anusorn Kaewpalug

(2) DHL Distribution (Thailand) Ltd.

No. 76/1, Moo 6, Taling Chan – Bang Bua Thong Road, Bangrak Pattana Sub-District, Bang Bua Thong District, Nonthaburi Province
Tel No.: +66 (0) 2 779 9845
E-mail: Anusorn.kaewpalug@dhl.com
Attn: Mr. Anusorn Kaewpalug

7. Representation and Warranty

By submitting the job application and your personal data to us and/or upon signing the *Data Subject Consent Request*, you hereby provide consent to us for processing your personal data for the Purposes and in accordance with this Job Applicant Privacy Notice, and to the transfer of your personal data to countries which may have lower data protection standards than in Thailand.

We will also ensure that all personal data provided by you is accurate and complete, and that none of it is misleading or out of date. You will promptly update us in the event of any change to your personal data.

In some circumstances, you may have provided personal data relating to other individuals (such as your spouse, family members or other third party including minors). You represent and warrant that you are authorized to provide their personal data to us and you have obtained their consent to the processing (collection, disclosure and transfer) of their personal data in accordance with this Job Applicant Privacy Notice, our Data Privacy Policy and the PDPA.

8. Update of This Job Applicant Privacy Notice

We reserve the right to update and amend this Job Applicant Privacy Notice and our Data Privacy Policy from time to time in to facilitate our personal data processing activities and/or as required by the PDPA and other applicable laws and regulations. We will notify you of any amendments to this Job Applicant Privacy Notice or our Data Privacy Policy via announcements on our website or other appropriate means. If we amend this Job Applicant Privacy Notice or our Personal Data Privacy Policy, the amendment will only apply to personal data collected after we have posted the revised Job Applicant Privacy Notice or Data Privacy Policy.

For any questions about this Job Applicant Privacy Notice or our personal data processing, please contact our DPOs at the contact details mentioned above.

DHL Supply Chain (Thailand) Ltd.

DHL Distribution (Thailand) Ltd.

1 June 2022