

Privacy Notice for Business Partners

Last update date: July 17, 2022

Ford Services (Thailand) Co., Ltd. or Ford Sale and Service (Thailand) Co., Ltd. (the "**Company**", "**we**" or "**us**") respects your privacy and is committed to protecting it. This privacy notice for business partners (the "**Notice**") describes how we collect, use, and/or disclose personally identifiable information ("**Personal Data**"), both that provided by you and received by us from other sources. This Notice applies to persons whom we interact with in the course of our business. They include, but are not limited to:

- (1) contractors, service providers, vendors, business partners, or any other natural persons who are counterparties of the Company in the same manner ("**Business Partners**");
- (2) authorized persons, directors, shareholders, employees, personnel, persons authorized to foster business relationships, and any other person with the same status, including the contact persons of corporate clients or Business Partners ("**Related Parties**"); and
- (3) other persons, e.g., visitors, government officials, and mass media staff.

This Notice will also apply to other persons who are related to the aforementioned persons and whose Personal Data is received by us from the aforementioned persons, all of whom will hereinafter collectively be referred to as "**you**."

All the use of Personal Data prescribed under this Notice will be in line with laws, including the Personal Data Protection Act, B.E. 2562 (2019) and the Company's policies and operational procedures in force at that time.

Terms used in this Notice

- "**Personally Identifiable Information**" or "**Personal Data**" refers to the types of Personal Data that will be mentioned below.
- "**Processing**" means collection, storage, execution, use, correction, alteration, transfer, disclosure, or handling by other means.

Types of Personal Data we collect

The types of your Personal Data being processed by us may vary according to the nature of the contract, business relationship, and interactions you have with us. We may receive Personal Data from a variety of means, including direct collection from you (such as via email or telephone, at the Company's website or place of business, when you conduct any business with or interact with us) and acquisition from other sources, including affiliates or joint ventures, third-party service providers, Business Partners (e.g. vendors), other third parties (e.g. complainants), government agencies (e.g. the Department of Business Development, the Revenue Department, the Department of Provincial Administration, the Royal Thai Police, the Anti-Money Laundering Office, the Legal Execution Department, and courts), and/or public data sources. Personal Data may include information of the following types.

- **General information and contact information**, e.g., your title, full name, photograph, signature, postal address, email address, telephone number, social media username, and/or any other type of information that you choose to disclose to us which may be considered Personal Data.
- **Personally Identifiable Information contained in documents issued by government agencies, including copies of those documents**, e.g., national identification cards, driver's licenses, passports, visas, residence permits, work permits, house registration, car or other vehicle registration, and taxpayer identification numbers.

- **Information appearing in corporate documents**, e.g., shareholder registration books, corporate registration certificates, memoranda of association, VAT registration certificates, and VAT certificates (Phor Phor 20 forms).
- **Information supporting the selection and execution of a contract**, e.g., information regarding financial status (such as information on your financial status certificates, credit information, and employment information, including your position, department, occupation, and expertise), qualifications, results of background checks we undertake before entering any contract or agreement with you, identification numbers of Business Partners or corporate clients, types of Business Partners or corporate clients, your scope of work and responsibilities, and/or other details relating to a contract or business relationship you have with us.
- **Financial information**, e.g., information regarding bank accounts, remuneration, and payment (such as dates of payment, payment methods, and payment currency), invoice information, taxpayer identification numbers, and information regarding tax withholding and financial status.
- **Information generated by security management systems**, e.g., still images, video, and sound derived from closed-circuit television (CCTV) cameras, information regarding system or building access, access codes for any information system, levels of access to the Company's information system, and electronic data generated when you access to the system.
- **Operation-related information**, e.g., information regarding performance appraisals, the inspection and acceptance of work performed, and performance records.
- **Other information**, e.g., information regarding communications between you and us, complaints, litigation, disciplinary investigation, any other information appearing on documents relating to the Company's business management, information that you ask us to disclose, other Personal Data that you voluntarily provide to us or that we obtain from any third-party person or entity for operating our business, for complying with legal or contractual provisions, or for conducting any other businesses of the Company. This may include application forms, quotations or bid proposals, contract-related documents, payment-related documents, complaint-related documents, and other documents.
- **Information about relevant persons**, e.g., information about employees, directors, and shareholders of any company relating to you.

If we receive information about third-party persons (e.g., information about employees, directors, and shareholders of any juristic person relating to you, such as their title, full name, photograph, signature, date of birth, gender, nationality, postal address, email address, telephone number, and certain identification numbers issued by government agencies) that you provide to us, and if those third-party persons have a business relationship with us, you should ensure that you have the right and/or authority to provide their Personal Data to us, and to allow us to process their Personal Data in line with this Notice. You are obliged to inform them of the details of this Notice and to seek their prior consent (if their consent is required) or to have another lawful basis for providing this Personal Data, so that we can process their Personal Data in line with law and this Notice.

In certain circumstances as prescribed by law, we cannot process the Personal Data of minors, quasi-incompetent persons, and incompetent persons without the consent of their holders of parental responsibilities, curators, or guardians. Therefore, if you are a person under the age of 20 and under the legal age, a quasi-incompetent person, or an incompetent person, you must ensure that you obtain the prior consent of your holder of parental responsibilities, curator, or guardian (if their consent is required). If we learn that we have unintentionally collected Personal Data from any person under the age of 20 and under the legal age, without the consent of his or her holder of parental responsibilities as required by law, or from any quasi-incompetent or incompetent person, without the consent of his or her legal curator or guardian (as the case may be), we will delete that Personal Data immediately or process that Personal Data only to the extent that we are able to rely on a lawful basis other than the consent or are otherwise permitted by law.

Purposes

We can process your Personal Data for the business-related purposes, using any of the following lawful bases other than consent: (1) the performance of a contract basis, for the purpose of commencing, entering, or performing a contract or an agreement with you; (2) legal compliance basis, for compliance of legal obligations by the Company; (3) the legitimate interests of the Company and/or of any third-party person basis; (4) the prevention or suppression of dangers to life, body, or health of any person basis; (5) the public interest basis, for the purpose of carrying out missions for public interest or performing duties in exercising state power; (6) the establishment of rights or defense of legal claims basis; (7) the necessary legal compliance basis, e.g., for public health purposes; (8) disclosure of Personal Data with your explicit consent basis; and/or (9) other lawful bases which we can rely upon under the applicable law.

The following objectives for the processing of certain types of Personal Data may or may not apply to you, based on the relationship and the type of a contract or an agreement you have with us.

- **Management of the selection and execution of a contract or an agreement**, including recruitment, assessing your suitability and qualifications, verifying your identity, conducting due diligence or background investigations by other means (including the inspection of publicly available information, such as information from government agencies and the Company's list of the contractors who have abandoned projects), evaluating business risks, issuing quotations, making bids, entering any contract or agreement relating to you, and assessing your past management of projects.
- **Communications**, including communications relating to business relationships, contracts, or agreements that we have with you, delivering documents, and disseminating news and information.
- **Relationship management**, including the planning, execution, and management of relationships and rights under any contract with you, considering appointing you, terminating your appointment, or authorizing you to take any actions, entering transactions, purchasing goods or services, procuring goods or services for you or receiving goods or services from you, payment processing, performing any account-related activities, invoicing, billing, and/or providing any other support services.
- **Operations by the Company**, including creating any account or identification numbers for a Business Partner or a corporate client, recording the collected information, storing contracts or agreements, managing related documents that may identify your name, enforcing contracts and/or agreements that you have with us, communicating with affiliates or joint ventures, service providers, and other Business Partners, using your Personal Data as evidence to support any transaction, auditing and accounting (both internal and external), controlling the spread of and screening for communicable diseases, analyzing your performance, analyzing data and preparing internal reports for the Company's benefit, conducting satisfaction surveys, improving our products and services, conducting research and development for our products and services, and implementing business and marketing strategies.
- **Management of information technology (IT) systems**, including storing your Personal Data on IT servers efficiently, strengthening the security of IT systems, tracking the use of the Internet or the Company's website, managing the Company's website, e.g., for the purpose of generating statistics, measuring the popularity of activities on different websites for further improvement for the visitors' maximum benefit, providing services and communications as you request, improving services and websites, or examining and improving the efficiency of advertising and of the use of any website on which a third party may display the Company's advertisements or other advertisements that are likely to meet your online shopping needs, and presenting those advertisements based on your previous visits to the Company's website and your previous participation in any other online activities (in this case, you can choose not to allow the use of Personal Data for the aforementioned purposes, by changing your browser or device settings or by changing preferences in the settings menu of your social media account).
- **Compliance with legal obligations**, including complying with laws, legal proceedings, or government agency's orders, and/or cooperating with courts, regulatory agencies, government agencies, and law

enforcement agencies, when we have reasonable grounds to believe that we are required to comply with the laws and/or orders, or to provide that cooperation. In this case, we may need to disclose your Personal Data in order to strictly comply with the provisions of the laws, legal proceedings, or the government's orders, and to follow the procedures of internal investigation, complaint or claim management, the investigation or prevention of crimes and frauds, and/or establishment of legal claims.

- **Protection of the Company's interests**, including maintaining security and integrity of the Company's business, exercising the Company's rights, and protecting the Company's interests when necessary and lawful, e.g., for the purposes of detecting, preventing, and taking any action regarding any fraud or violations of law, litigation, and using CCTV cameras to monitor suspicious activities, to prevent and report crimes, and to maintain security.
- **Dispute management**, including settling disputes, enforcing the Company's agreements, collecting witnesses and evidence, and establishing, complying, exercising, or defending and/or taking any legal actions related to the Company's legal claims.
- **Organizational restructuring**, including merging businesses, carrying out the sale or purchase of a business, investing in other businesses, transferring rights or ownership, disposing of businesses, disposing of assets or shares, business rehabilitation, and participating in a joint venture, whereby we may need to disclose your Personal Data to any assignee of rights as part of any such transaction.
- **Prevention or suppression of dangers** to the life, body, or health of any person.

However, in certain circumstances, the refusal to provide Personal Data to us may prevent us from performing at your request. As a result, this may affect the performance of any contract or agreement we have with you or with a juristic person relating to you. In addition, this may also affect your or the Company's compliance of legal obligations.

Disclosure of Personal Data

Your Personal Data may be shared with our affiliates and may be disclosed to other juristic persons (such as our service providers) who provide us with Personal Data management services to the extent necessary to fulfill the abovementioned objectives. Your Personal Data will only be disclosed to others for legitimate business purposes. We may disclose your Personal Data to the following persons.

- **Affiliates or joint ventures.** We may need to disclose your Personal Data to affiliates and joint ventures or may allow those affiliates and joint ventures to access your Personal Data for the objectives stated above.
- **Service providers of the Company.** We may be required to disclose your Personal Data in order to use any services or to allow service providers to act on our behalf. We will provide your Personal Data to the extent necessary for their provision of the services and will request that those service providers not use your Personal Data for any purpose other than those agreed upon with us. Those service providers include, but are not limited to: (1) IT service providers; (2) logistics and freight service providers; (3) data analytics service providers; (4) data storage and cloud service providers; (5) document storage and shredding service providers; (6) providers of print media and document or parcel delivery services; (7) banks and financial institutions; (8) survey service providers; (9) postal service providers; (10) event management service providers; and (11) website service providers.
- **Business Partners.** We may disclose and/or transfer your Personal Data to our Business Partners (e.g., vendors).
- **Persons prescribed by law.** We may disclose your Personal Data to comply with applicable laws and to cooperate with government agencies and/or other law enforcement agencies when we have reasonable grounds to believe that we are required to comply with those laws and orders or to provide that cooperation.

- **Consultants.** We may disclose Personal Data to our consultants, including but not limited to legal consultants and/or auditors.
- **Assignee of rights and/or obligations.** We may undertake organizational restructuring which may require us to disclose your Personal Data to any assignee of rights and/or obligations as a result.
- **Other recipients of Personal Data.** We may disclose your Personal Data to other individuals or juristic persons for the purposes prescribed under this Notice. Those recipients of Personal Data may include but are not limited to individuals or juristic persons to whom you request the disclosure of Personal Data, those who request the exercise of the right to view the recorded CCTV footage, and the general public. We may also conduct public disclosures by any other means.

International transfer of Personal Data

We may transfer Personal Data to individuals or juristic persons located in foreign countries, such as for the purpose of storing Personal Data in the operational systems of our global affiliates or approved service providers around the world (e.g., in the United States of America and India) so as to generate and record global supplier database (GSDB) codes for the payment process service providers, whereby a destination country may have more or less strict Personal Data protection standards than those in Thailand. When we need to transfer your Personal Data to any country applying less strict standards than those in Thailand, we will follow all necessary procedures and measures to assure you that appropriate protection is in place, and that the recipients of Personal Data implement the Personal Data protection standards as required by law. In certain circumstances, we may seek your prior consent for the international transfer of your Personal Data, if necessary.

Personal Data security management

We have set out appropriate Personal Data security measures as required by the applicable laws, including the Personal Data protection law, covering the collection, use, and disclosure of Personal Data, whether in hard copy, electronic files, or any other format. This includes organizational, technical, and physical measures, covering various components of information systems relating to the processing of Personal Data. We have taken the security requirements under the Personal Data protection law into account, in order to maintain the confidentiality, integrity, and availability of Personal Data as appropriate, based on the risk level, nature, and purpose of the Personal Data processing, as well as the likelihood and impact of a Personal Data breach. We will also control access to Personal Data and to important components of the information systems, conduct proper user access management, determine each user's duties and responsibilities, establish appropriate procedures for retroactive audits regarding access to, alteration to, correction of, or deletion of Personal Data, carry out investigations into and surveillance for threats and Personal Data breaches, conduct incident responses when threats and Personal Data breaches are detected, and remedy any damage arising from threats or Personal Data breaches. In addition, knowledge and understanding of Personal Data protection and security management are enhanced among relevant personnel. The purpose of which is in order to prevent unauthorized or unlawful loss, access to, use, alteration, modification, or disclosure of your Personal Data.

Our service providers are required to keep Personal Data confidential and to implement Personal Data protection measures, administratively, technically, and physically, as appropriate. Those service providers are not permitted to use Personal Data for any purpose other than the delivery of services to us.

Personal Data retention period

We will only store your Personal Data for the period necessary to achieve the objectives as prescribed under this Notice. We may extend the Personal Data retention period if necessary to comply with laws, regulations, and internal policies of the Company, or when any dispute arises.

Rights of a data subject

Under the provisions of the Personal Data protection law and the Company's procedures for managing a data subject's rights, you, as a data subject, are entitled to the following rights.

1. **Right to request access to Personal Data.** You have the right to request access to or to obtain a copy of your Personal Data being collected, used, or disclosed by us. However, we may be unable to provide you with certain information, e.g., that protected by exclusive rights or trade secrets.
2. **Right to request the correction of Personal Data.** You have the right to request that your Personal Data be corrected to be accurate, up-to-date, complete and not misleading. When you learn that your Personal Data as provided to us is incorrect or wish to update your Personal Data, you can contact us to correct it.
3. **Right to port data.** You can ask us to prepare your Personal Data in an electronic format to be further transferred to other data controllers.
4. **Right to object to the collection, use, or disclosure of Personal Data.** You can object to the collection, use, or disclosure of Personal Data at any time to the extent permitted by applicable law.
5. **Right to request restriction of the use of Personal Data.** You may request that we suspend the use of your Personal Data in certain circumstances.
6. **Right to withdraw your consent.** If you previously provided consent to us for collecting, using, or disclosing your Personal Data, in certain circumstances, you can revoke that consent at any time.
7. **Right to request the deletion or destruction of Personal Data.** You may request that we delete, destroy, or anonymize your Personal Data being collected, used, or disclosed by us.
8. **Right to lodge a complaint.** If you deem that the Company's operations do not comply with the Personal Data Protection Act, B.E. 2562 (2019), you are entitled to lodge a complaint with the competent authority.

Your exercise of the abovementioned rights may be limited by the applicable laws and exceptions. In certain circumstances, we can lawfully reject your request, such as when we are obliged to comply with laws or court orders. However, if we reject your request, we will inform you of the reason for doing so.

We may request that the data subject provide proof of identity before performing your request to exercise the rights, and in certain circumstances, we may collect a fee for performing your request, as permitted by law.

Amendment of this Notice

We may amend or update this Notice from time to time. Please periodically check this Notice to review any amendments or updates to this Notice. Any amendment of this Notice will become effective when we publish it at www.ford.co.th/en/legal-policy. If the amendment materially affects you, we will give you notice and, when necessary and as required by law, seek your consent again.

Links to other websites

Regarding your use of the Company's website, the website may contain links to other platforms, websites, or services operated by third parties. We cannot warrant any statements or operations and will not assume any responsibility regarding the collection, use, and/or disclosure of your Personal Data by those platforms, websites, or services.

In this regard, we advise you to review the privacy notices of the platforms, websites, or services linked to the Company's website (if any) to acknowledge and understand how they collect, use, and/or disclose your Personal Data.

Contact us

If you wish to exercise your rights as a data subject or have any questions about your Personal Data under this Notice, please contact us by using the following contact information.

- 98 Sathorn Square Office Tower 11th-12th, North Sathorn Road, Silom, Bangrak, Bangkok 10500
- dpothai@ford.com
- 02-686-4000