

Applicant Privacy Policy

The Capital Law Office Limited (“we”, “our” or “us”) is committed to protecting the privacy and security of the Personal Data (as defined below) of our applicant (“you” or “your”). The purpose of this Applicant Privacy Policy (the “Policy”) is to give you information about how we collect, keep, use and/or disclose your Personal Data, and your rights in relation to your Personal Data in connection with your application with us.

We need to collect, keep, use and/or disclose your Personal Data in order to process your application. If we are not able to carry out the activities with respect to collection, keeping, use and/or disclosure of your Personal Data described in this Policy, we may not be able to process your application. We may update this Policy from time to time. It is recommended that you periodically revisit <https://rb.gy/40u0gt> for the most recent version of this Policy.

1. Personal Data we collect

1.1 “**Personal Data**” means any identified or identifiable information about you as listed below. As part of your application with us, we might collect your information in a variety of ways. For instance, we may request Personal Data directly from you or indirectly from various sources.

We will collect, keep, use and/or disclose the following categories and types of Personal Data about you, among other things:

- identification data and contact details, such as your full name, date of birth, nationality, address, email, phone number, ID card and passport;
- other personal information, such as your marital status, data of your children, emergency contact details and beneficiaries;
- job-related information, such as your position, title, department, resume and recruitment history;
- information about your proposed salary and benefits;
- academic background, such as education history, completed transcript, education certificate; and
- military status.

1.2 “**Sensitive Data**” means Personal Data classified by law as sensitive data. We will collect, keep, use and/or disclose Sensitive Data if we have received your explicit consent or as permitted by law.

We will collect, keep, use and/or disclose your information relating to race and religion which are considered as the Sensitive Data.

2. Purposes and legal bases

Your Personal Data and Sensitive Data are collected, kept, used and/or disclosed by us to carry out a variety of activities that are related to your application for the purposes as follows.

2.1 Purposes for which your consent would be required for Sensitive Data

We rely on your consent to collect, keep, use and/or disclose your Sensitive Data for the purpose of equal opportunities and diversity.

Where legal basis is consent, you have the right to withdraw your consent at any time. This can be done so, by contacting Ms. Chalitra Saengduean at clpdpa@thecapitallaw.com as further detailed in Section 5 below. The withdrawal of consent will not affect the lawfulness of the collection, keeping, use and disclosure of your Sensitive Data based on your consent before it was withdrawn.

2.2 Purposes for which we may rely on other legal grounds in collecting, keeping, using and disclosing, your Personal Data

We rely on the following legal grounds to collect, keep, use and/or disclose your Personal Data: (a) a contractual basis, for our initiation or fulfillment of employment contract with you; (b) a legal obligation; (c) the legitimate interest of ourselves and third parties, to be balanced with your own interest and fundamental rights and freedoms in relation to the protection of your Personal Data; (d) vital interest, for preventing or suppressing a danger to a person's life, body, or health; and (e) public interest, for the performance of a task carried out in the public interest or for the exercise of official actions.

Accordingly, we rely on the legal grounds in (a) to (e) above for the following purposes of collection, keeping, use, disclosure, and/or cross-border transfer of your Personal Data:

- for processing your application for an internship, part-time job, temporary job, or employment;
- for individual verification and contact purposes;
- for applicant evaluation and scoring so as to make a hiring decision;
- for suitability evaluation;
- for salary or compensation payment;
- for background screening if you are offered a position with us;
- for communicating with your designated contacts in case of an emergency; and
- for other purposes as reasonably required by us for our application process.

Failure to provide certain information when requested, to the extent permitted by law, may affect our contractual or legal obligations, which may affect your recruitment process.

3. **Period that we retain your Personal Data**

We retain your Personal Data for as long as is reasonably necessary to fulfill the purposes for which we have obtained them as set out in this Policy and to comply with our legal and regulatory obligations. However, we may have to retain your Personal Data for a longer duration, if required by any applicable law.

4. **Personal Data related to third parties**

If you provide the Personal Data of any third party (such as your spouse, beneficiary, emergency contact, referral, references, and any other related persons to us, (e.g. their name, family name, telephone number, and relationship with you), you represent that you have the authority to do so and to permit us to use the Personal Data in accordance with this Policy. You are also responsible for notifying the third party of this Policy and/or obtaining consent from the relevant third party, if required.

5. **Your rights in relation to your Personal Data**

Subject to applicable laws and exceptions thereof, you may have the following rights:

- **Access:** you may have the right to access or request a copy of the Personal Data we are processing about you;
- **Data Portability:** you may have the right to obtain Personal Data we hold about you, in a structured, electronic format, and to transmit this data to another data controller;
- **Objection:** in some circumstances, you may have the right to object to how we process your Personal Data in certain activities;
- **Deletion:** you may have the right to request that we delete or de-identify your Personal Data that we process about you, e.g. if the data is no longer necessary for the purposes of processing;
- **Restriction:** you may have the right to restrict our processing of your Personal Data if you believe such data to be inaccurate, that our processing is unlawful, or that we no longer need to process this data for a particular purpose;
- **Rectification:** you may have the right to have Personal Data that is incomplete, inaccurate, misleading, or out-of-date rectified;
- **Consent withdrawal:** you may have the right to withdraw consent that was given to us for the processing of your Personal Data, unless there are restrictions on the right to withdraw consent as required by the law, or there is a contract that gives benefits to you; and
- **Lodge a complaint:** you may have the right to lodge a complaint to the competent authority if you believe our processing of your Personal Data is unlawful or non-compliance with applicable data protection law.

6. Contact details

If you wish to contact us to exercise your rights relating to your Personal Data or submit a complaint or any questions in relation to the collection, keeping, use and disclosure of your Personal Data under this Policy, please contact:

The Capital Law Office Limited

44 Smooth Life Tower 16th Floor, North Sathorn Road
Silom, Bangrak, Bangkok 10500 Thailand

Tel: (662) 633-9088

Email: clpdpa@thecapitallaw.com

Attn: Ms. Chalitra Saengduean