

CLIENT PRIVACY NOTICE

1. Introduction

R&T Asia (Thailand) Limited (“**we**”, “**our**” or “**us**”) has prepared this privacy notice (“**Privacy Notice**”) to describe how we handle personal data of our clients, potential clients and any persons related to our clients in accordance with the Personal Data Protection Act B.E. 2562 (2019), including subordinate laws issued thereunder and any amendment which may be made thereto (“**Laws on Personal Data Protection**”).

2. Data Subjects From Whom We Collect Personal Data

Under this Privacy Notice, data subjects from whom we collect and process personal data are as follows:

- 2.1 “**Client**”, which means any individual or natural person who we provide our services to, including any potential client or any other persons having similar characteristics, such as participants of our business events, visitors, persons who make contact to request for information or services from us, etc.
- 2.2 “**Persons related to the Client**”, which means any individual or natural person whose personal data is processed by us in connection with the provision of services to our non-individual or entity Clients, including any other persons having similar characteristics, such as directors, executives, board members, shareholders, employees, representatives, personnel, attorneys-in fact or other authorized persons of such non-individual or entity Clients, as well as persons whose personal data appears in relevant documents and processes, such as witnesses, cheque payers, messengers, consignees, individuals relating to counterparties, target companies or any other similar entities, etc.

In this Privacy Notice, unless the context otherwise requires, any reference to the “Client” shall be construed so as to include the “Persons related to the Client” and the terms “you” “your” or “yours” shall have a corresponding meaning.

3. How We Collect Your Personal Data

3.1 Typically, we collect your personal data in the following ways:

(a) **Directly from you**

We may directly collect your personal data from you, for instance:

- When you contact us, whether in written or oral communications, and whether by face-to-face interaction or using any other channels such as telephone, fax, e-mail, mail, website, or any other media platforms;
- When you express an intention to use our services, engage or enter into a contract, letter of engagement and/or confidentiality agreement with us;
- When you deliver documents containing personal data to us; or
- When you attend business events, or any other activities organized by us, on our behalf or in which we participated.

(b) **From other sources or third parties**

We may collect your personal data from other sources or third parties, such as:

- Your contact persons, secretaries, representatives, personnel, attorneys-in-fact and/or other authorized persons;
- Our business partners or service providers, such as mailing services and payment services;
- Our regional offices and affiliates across the Rajah & Tann Asia network, including Singapore, Cambodia, China, Indonesia, Laos, Malaysia, Myanmar, Philippines and Vietnam; or
- Government agencies, courts.

In some cases, we may collect your personal data from public sources which provide information relating to your business, irrespective of whether you have disclosed the personal data by yourself or have provided consent to those sources to disclose your personal data.

When you are an individual relating to the Client's counterparties, target companies or any other similar entities, we may collect your personal data from the Client or Persons related to the Client (as the case may be). For example, when the Client or Persons related to the Client provide information and/or documents containing your personal data to us in connection with the provision of our services.

- 3.2 Where we have previously collected your personal data before the Laws on Personal Data Protection have become effective, we will continue collecting and using your personal data only for the original purposes of such collection. Nevertheless, if you do not intend for us to continue collecting and using your personal data and if we have relied on your consent as a basis for processing your personal data, you may contact us by using the contact details provided in Clause 10 (*How to Contact Us*) of this Privacy Notice to request for the withdrawal of your consent. We reserve the right to consider your request for the withdrawal of consent and proceed in accordance with the Laws on Personal Data Protection.

4. **Personal Data We Collect**

We may collect and process the following categories of your personal data:

- 4.1 **Identity Information**, such as first name, last name, birthdate, place of birth, age, gender, nationality, identification number, passport number, photograph, and signature, etc.
- 4.2 **Contact information**, such as telephone number, fax number, e-mail, home address, work address, delivery address, billing address and user IDs for communication applications (e.g., Line, WhatsApp) or other social media platforms (e.g., LinkedIn), etc.
- 4.3 **Business information**, such as name of company you work for, your company's affiliated agency or organization, your job title, position, division, and department, etc.
- 4.4 **Financial information**, such as bank account details, personal data contained in invoices, tax invoices, receipts, and other financial details, etc.
- 4.5 **Information contained in documents, contracts or agreements**, such as personal data contained in the original and/or copy of documents you provided to us, including the national identification card, passport, visa document, work permit, house registration book, power of

attorney, company’s affidavit, memorandum of association, articles of association, list of shareholders, VAT registration certificate, fee proposals, letters of engagement, or any other documents or agreements having similar characteristics, etc.

- 4.6 **Sensitive Personal Data**, such as health data (i.e., results of ATK/PCR tests for COVID-19), etc.
- 4.7 **Technical information**, such as log file and IP Address, etc.
- 4.8 **Other information**, such as license plate number, type of vehicles, records of mail/courier delivery and receipts, and records of e-meetings and telephone conversations, etc.

5. Purposes and Legal Bases for the Processing of Personal Data

5.1 We process your personal data for the following purposes (collectively, the “**Purposes**”) and under the following legal bases:

No.	Purposes	Legal Bases
(a)	For the purposes of identifying and verifying your identity before commencing work on a matter or prior to entering into any agreement with you.	<ul style="list-style-type: none"> • Legitimate interests basis: the processing of your personal data is necessary for our legitimate interest in identifying and verifying your identity to ensure that you have the legal capacity or are the authorized person or representative of the company or organization who is capable of entering into any agreement with us.
(b)	For the purpose of conducting our internal search to identify any conflicts of interest.	<ul style="list-style-type: none"> • Legitimate interests basis: the processing of your personal data is necessary for our legitimate interest to ensure that we are able to provide services to the Client without having any conflicts of interest which may arise in representing the Client or providing legal advice to the Client.
(c)	For the purposes of preparing, proposing and negotiating our fee quotation as well as executing any agreement or letter of engagement.	<ul style="list-style-type: none"> • Contractual basis: when you are an individual Client, the processing of your personal data is necessary for the preparation, proposal and negotiation of our fee quotation prior to executing any agreement or letter of engagement to which you are a party. • Legitimate interests basis: when you are a Person related to the Client, the processing of your personal data is necessary for our legitimate interest to prepare, propose and negotiate our fee quotations, as well as to execute any agreement or letter of engagement with the company or organization you work for.
(d)	For the purpose of file opening for any new matter which is for our efficient management and administration.	<ul style="list-style-type: none"> • Legitimate interests basis: the processing of your personal data is necessary for our legitimate interest to effectively manage and administer the accounts of our clients.

No.	Purposes	Legal Bases
(e)	For the purpose of providing legal services to the Client.	<ul style="list-style-type: none"> • Contractual basis: when you are an individual Client, the processing of your personal data is necessary for the provision of our legal services or fulfilment of any obligations set out in any agreement or letter of engagement between us or any instructions from you. • Legitimate interests basis: when you are a Person related to the Client, the processing of your personal data is necessary for our legitimate interest in providing our legal services or fulfilling any obligations set out in any agreement or letter of engagement between the company or organization you work for and us or any instructions from the company or organization you work for.
(f)	For the purpose of preparing and issuing invoices and receipts.	<ul style="list-style-type: none"> • Contractual basis: when you are an individual Client, the processing of your personal data is necessary for the preparation and issuing of invoices or receipts to you in accordance with the agreement or letter of engagement between us. • Legitimate interests basis: when you are a Person related to the Client, the processing of your personal data is necessary for our legitimate interest in preparing and issuing invoices or receipts to the company or organization you work for. • Legal Obligation basis: the processing of your personal data is necessary for our compliance with the applicable laws. For instance, we have a duty to issue tax invoices to our clients to comply with the tax law.
(g)	For the purpose of sending business communications, and building and maintaining business relationships with our Clients.	<ul style="list-style-type: none"> • Legitimate interests basis: where we have previously provided services to you or where you have contacted us or attended any business events or seminars conducted by us or on our behalf, we may send you business communications, such as newsletters, publications, guidelines or industry updates, on the basis that it is in our legitimate interest to do so, provided that you may 'opt out' from receiving those business communications from us. • Consent basis: in all other cases, we may undertake direct marketing activities only when you have provided consent to do so.
(h)	For the purpose of improving the quality of our services.	<ul style="list-style-type: none"> • Legitimate interests basis: the processing of your personal data is necessary for our legitimate interest in improving the quality of our services, including addressing to problems related thereto.

No.	Purposes	Legal Bases
(i)	For the purpose of creating a database, internal audit, and analysis of information that is necessary for our business operations.	<ul style="list-style-type: none"> • Legitimate interests basis: the processing of your personal data is necessary for our legitimate interest to perform our internal business operations, such as creating a client database, performing internal audits, conducting maintenance of the IT system, and other service planning, etc.
(j)	For the purpose of safeguarding the health and safety in the workplace.	<ul style="list-style-type: none"> • Legal obligation basis to achieve the purposes relating to public interests in public health: in some cases, the processing of health data is necessary for our compliance with the laws to achieve the purposes with respect to public interests in public health, such as protection from dangerous contagious diseases or pandemics in accordance with laws on communicable diseases. For example, the collection and use of health data (i.e., results of ATK/PCR tests for COVID-19) to safeguard health and safety in the workplace, such as to determine the necessary actions and arrangements to be undertaken.
(k)	For the purpose of compliance with the laws relating to our business operations as well as legitimate orders of the courts, government agencies, and relevant officers.	<ul style="list-style-type: none"> • Legal obligation basis: in certain cases, we are required to process your personal data to comply with the applicable laws which are relevant to our business operations, such as tax law, accounting law, Laws on Personal Data Protection, computer crime law, and legitimate orders of the courts, government agencies, and relevant officers.
(l)	For the purpose of establishment, compliance, exercise or defense of legal claims.	<ul style="list-style-type: none"> • Legal obligation and/or Legitimate interests basis: the processing of your personal data is necessary for the establishment, compliance, exercise or defense of legal claims in various stages according to the laws, such as investigation and/or inquiry by government officials, case preparation, prosecution and/or pursuit of the case in court, etc.

5.2 We will notify you of any other purposes that cause us to process your personal data other than the Purposes set forth above or when we change the original Purposes.

5.3 The personal data which we process for the purposes of compliance with legal or contractual obligations, or for entering into any contract with you, is necessary to achieve such purposes. If you fail to provide us with certain personal data when requested, we may not be able to perform the contract which we have entered into with you, or we may be prevented from complying with our legal obligations (as the case may be). In such case, we may decline to enter into any contract with you or cancel any services related to you, whether in whole or in part.

6. Disclosure of Personal Data

6.1 We may disclose your personal data to achieve the Purposes or to comply with our legal obligations to the following recipients or categories of recipients:

- (a) Our regional offices and affiliates across the Rajah & Tann Asia network, including Singapore, Cambodia, China, Indonesia, Laos, Malaysia, Myanmar, Philippines and Vietnam, as well as to their management, partners, associates, legal secretaries, accounting managers, staff members and/or other relevant personnel, on a need-to-know or confidential basis, as the case may be.
- (b) Our business partners, service providers, and data processors, such as cloud services, IT services, website service providers, payment services, mailing services, delivery services, printing services, and document storage services.
- (c) External auditors or any other similar professional advisors.
- (d) Courts or relevant government agencies which have supervisory duties under the laws or which have requested the disclosure pursuant to their lawful powers or which are relevant to the legal process or which were granted permission pursuant to the applicable laws, such as the Revenue Department, the Office of the Personal Data Protection Commission and the Office of the Attorney General.
- (e) Any third parties who you have provided consent to disclose your personal data to (e.g. the disclosure of photos of our business events through our media platforms to the general public).

6.2 Where we disclose your personal data to any third parties, we will put in place appropriate safeguards to protect the personal data that has been disclosed and to comply with the standards and duties relating to the personal data protection prescribed by the Laws on Personal Data Protection. In the event that we send or transfer your personal data outside Thailand, we will ensure that the recipient country, the international organization or such overseas recipient has sufficient standards for the protection of personal data or such transfer of your personal data outside Thailand has been carried out in accordance with the Laws on Personal Data Protection. In certain cases, we may request your consent for the transfer of your personal data outside Thailand, subject to the requirements under the Laws on Personal Data Protection.

7. Retention Period

Any of your personal data provided to us is retained for as long as the Purposes for which the personal data was collected continue. The retention period will vary depending on the Purposes for which such personal data was collected and processed.

In addition, we will retain your personal data for the period prescribed under the applicable laws (if any) by considering the applicable statute of limitations for any legal proceedings that may occur from or in relation to the documents or personal data collected by us, and having regard to our business practices and relevant industry standards in relation to each type of personal data.

8. Your Rights in relation to Personal Data

You have the following rights in relation to your personal data, subject to certain conditions and restrictions under the Laws on Personal Data Protection. If you intend to make a request to exercise

your rights, please contact us by using the contact details provided in Clause 10 (*How to Contact Us*) of this Privacy Notice.

8.1 Right of Access

You have the right to access your personal data and may request us to provide you with a copy of such personal data.

8.2 Right to Data Portability

You have the right to obtain your personal data and may request us to transmit your personal data directly to another data controller or to you, except where it is technically unfeasible.

8.3 Right to Object

You have the right to object to the processing of your personal data in certain circumstances prescribed under the Laws on Personal Data Protection.

8.4 Right to Erasure

You may request us to delete, destroy or anonymize your personal data in certain circumstances prescribed under the Laws on Personal Data Protection.

8.5 Right to Restriction

You have the right to restrict the processing of your personal data in certain circumstances prescribed under the Laws on Personal Data Protection.

8.6 Right to Rectification

You have the right to request us to rectify your personal data if the personal data is inaccurate, not up-to-date or incomplete, or may be misleading.

8.7 Right to Withdraw Consent

If we rely on your consent as the legal basis for processing your personal data, you have the right to withdraw such consent which has been provided to us at any time.

8.8 Right to Lodge a Complaint

If you have any concerns or questions about any aspect of our practices in relation to your personal data, please contact us by using the contact details provided in Clause 10 (*How to Contact Us*) of this Privacy Notice. Where there is a reason to believe that we are in breach of the Laws on Personal Data Protection, you have the right to lodge a complaint to the expert committee appointed by the Personal Data Protection Commission in accordance with the rules and methods prescribed under the Laws on Personal Data Protection.

Please note that we reserve the right to consider your request and proceed in accordance with the conditions and requirements under the Laws on Personal Data Protection.

9. Changes to This Privacy Notice

We may make changes to this Privacy Notice from time to time to reflect any changes to the personal data processing and to comply with any changes to the Laws on Personal Data Protection or any applicable laws. In such case, we will publish our revised Privacy Notice to inform you of the changes.

10. How to Contact Us

If you have any inquiries or concerns or would like to exercise your rights set out in this Privacy Notice, please contact us by using the contact details provided below:

R&T Asia (Thailand) Limited

E-mail: Bangkok@rajahtann.com

Address: 973 President Tower 12th Floor Units 12A - 12F Ploenchit Road Lumpini
Pathumwan Bangkok 10330 Thailand

Telephone: +66 2656 1991

This Privacy Notice shall be effective from 1 June 2022.

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