

## **Privacy Notice for Website Users of Metro Company Limited (Srikrungwattana)**

### **1. Introduction**

**Metro Company Limited (Srikrungwattana)** (the “**Organization**”) has prepared this privacy notice for website users (this “**Notice**”) to protect the privacy of the users who visit or use the Organization’s website. Please note that this Notice may be subject to further changes, and all such changes will be displayed on the Organization’s website or online media.

### **2. Scope of this Notice**

This Notice covers the Organization’s treatments towards personal data that have been obtained or collected from your visit or use of the website above. **Personal data** means any information relating to an individual who can be identified directly or indirectly by such information (but does not include any information of the deceased), such as, name, age, gender, nationality, national identification number or passport number, house or work address, telephone number, or email address, etc. This Notice also applies to the third parties’ websites connected to or from the Organization’s website. Therefore, users are advised to understand the data privacy and guidelines provided on the websites of those third parties.

### **3. Purposes of Collection of Personal Data of Users**

Personal data of users are collected for the purposes of communication, providing information as requested by the data subject, public relations, notification of benefits/ privileges and updates with respect to all products and/or services of the Organization. Personal data may also be used in the cases where website users wish to apply for jobs or engage in any other transactions that may occur in the future.

Moreover, to survey the popularity of the services, the statistics of which will be useful for the improvement of the service quality, it is necessary for the Organization to further collect certain additional information, such as, **IP addresses, browser types, domain names, web pages, access times, and referring website addresses.**

The Organization recommends that users review the data protection practices implemented by other websites that are connected from the Organization’s website (if any) in order to be informed and understand how such websites collect, use, or process your personal data. However, the Organization is unable to verify any statements or actions notified on the websites other than the Organization’s website, and the Organization shall not be held liable if such websites fail to proceed or take any actions as specified or notified in their websites.

In the case that the use of the Organization’s website is for filing of complaint, request, proposal, or any other purposes, to the Organization through the website, users may consider whether to disclose their personal data. However, please be informed that the complaint investigation process may not be done efficiently should the complaints lack personal data relating to the complaints. In the case that users choose to provide their personal data to the Organization, such personal data will be used and treated in accordance with this Notice.

### **4. Use, Exchange, and Disclosure of Personal Data of Users**

The Organization will collect and use personal data of users only to the extent necessary for the purpose of communication, public relations, providing services, or providing information, including surveying your opinions in the businesses or activities of the

Organization and/or affiliated companies. They may include any accesses and uses of your personal data for the purpose relating to the users' job application or any other transactions that may occur in the future. The Organization may collect, store, use, or disclose the personal data of the users received from other entities for such aforementioned purposes.

The Organization will not distribute, exchange or disclose your personal data to any other persons in ways that are inconsistent with the purposes of collection and storage of your personal data, except for carrying out its legal obligations, complying with court orders, orders of legal authorities, or taking necessary actions in the event that the welfare, life, and physical safety of other persons may be affected, or in the event of a breach of the terms and conditions of the Organization's website, or any other circumstances that the Organization has a legal basis to process personal data and/or any other similar actions.

## **5. Rectification of Personal Data or Exercise of Rights of Data Subject**

You may request the Organization to deliver, delete, destroy, restrict the use, withdraw your consent, or rectify your personal data to keep the personal data accurate and updated, by submitting your request through the channels provided in this Notice. In this regard, please note that rectification of certain data will only become effective upon the accuracy of the requested rectification being confirmed and once the Organization has considered the appropriateness of such request in terms of justification and the costs incurred.

## **6. Security System**

The Organization has prescribed internal data confidentiality and security practices, including the right to access and use confidential information. In addition, the Organization uses secure socket layer (SSL) protocol to provide a secure communication channel for the users and the Organization.

## **7. Children's Privacy**

The Organization's services are not intended to collect any personal data of individuals who are under the age of 18 ("Child"). Therefore, if a parent becomes aware that the Child in his/her care has provided personal data to the Organization, please contact and inform the Organization of such incident. The Organization will consider the appropriateness of the storage of such data, and the Organization will take steps to remove the personal data of the Child from the Organization's storage system.

## **8. Use of Cookies**

When the Organization's website is used, information related to each visit to the website will be stored in the form of cookies. Use of Cookies covers the meaning, usage, objectives, as well as deletion and rejection of cookies data collection. If cookies are not rejected, the system will automatically deem that you have allowed the use of cookies when the website is accessed. Cookies management involves the following details:

## **9. What is Cookies?**

"Cookies" is small data files which are used for collection of data by recording the data on to the computers and/or communication devices used to access web browsers at the time of website access, such as, tablets or smartphones.

The Organization will use Cookies only to store information that may be useful to the data subject the next time the data subject re-visits the Organization's website. When the data subject accesses a web browser, the data subject can set the settings to accept or reject all cookies or to notify the data subject when cookies are sent. The data subject can go to the "Help" menu in the browser to learn how to manage cookies. Please note that disabling the use of cookies may affect the data subject's use of certain service functions on the Organization's website.

#### **10. Objectives of Use of Cookies**

The Organization uses cookies to enhance users' experiences and satisfactions. Cookies will allow users to quickly understand how to use the website and enable the Organization's website to become more accessible and more convenient for use by the users. In certain cases, the Organization may rely on a third-party service which would require the IP Address and cookies to conduct statistical analysis, connect and process the data for marketing purposes.

#### **11. Types of Cookies Used**

<b>Types of Cookies</b>	<b>Details</b>	<b>Examples</b>
Persistent Cookies	This type of cookies helps to maintain your continued experience in using the website, for example, by remembering your login, recalling the information you have provided on the website.	<ul style="list-style-type: none"><li>• JSESSIONID</li><li>• dc_gtm_UA-15158362-1</li><li>• cfduid</li><li>• CSRFToken</li><li>• accessToken</li><li>• PHPSESSID</li><li>• Others</li></ul>
Analytic and Performance Cookies	This type of cookies allows the Organization to evaluate performances, such as, processing of the number of webpages that you have visited, specific characteristics of a group of users. Such data will be used to analyze behavioral patterns of the users.	<ul style="list-style-type: none"><li>• Google Analytics</li><li>• Adobe</li><li>• CloudFlare</li><li>• Others</li></ul>
Advertising Cookies	<p>This type of cookies will be saved on your device to collect usage data and links that you have visited and followed.</p> <p>In addition, cookies from third parties may use the data that have been transmitted in the online media and the contents</p>	<ul style="list-style-type: none"><li>• Adnuntius</li><li>• Adobe Audience Manager</li><li>• Adobe Target</li><li>• Cxense</li><li>• Google Analytics</li></ul>

	stored from the provision of services to understand the needs of the users. This is for the purpose of customizing the advertising campaigns on the website to suit your interests.	<ul style="list-style-type: none"><li>• Relay42</li><li>• Others</li></ul>
Functional Cookies	This Cookies provides conveniences when you return to the website again. The Organization will use the information to customize the website according to your usage patterns.	<ul style="list-style-type: none"><li>• Google Analytics</li><li>• Others</li></ul>

## **12. Cookies Management**

In the event that you do not wish to accept the use of cookies, you can choose to reject or block the cookies by changing the settings in the web browser. (For more information, please go to the 'Help' menu in the web browser). Please note that most web browsers will automatically accept cookies. As a result, the users may have to regularly block or delete the cookies. If you wish to know more about the use of cookies in the web browsers of other devices, such as, smart phones, tablets, or the details on how to reject or delete such cookies, please see the user manual of such devices.

If the use of cookies is rejected, all services from the website will continue to operate as normal, but certain functions on the website may become inconvenience to use.

## **13. Changes to the Use of Cookies**

Use of cookies may be modified occasionally to comply with the rules. Hence, the Organization encourages the users to check to ensure that such changes are acknowledged and understood.

## **14. Questions or Recommendations**

If you have any questions or recommendations, please contact the Organization through the channels set out below:

Telephone: 02-2250200 Ext. 1227 : Human Resources Department or Information Technology Department.