



Ingredion®

Privacy Notice for Employees (Thailand)

Ingredion (Thailand) Company Limited

Ingredion Sweetener and Starch (Thailand) Company Limited

Ingredion (Thailand) Company Limited and Ingredion Sweetener and Starch (Thailand) Company Limited (collectively referred to as “**Ingredion**”) acknowledge the importance of compliance with the Personal Data Protection Act B.E. 2562 (PDPA) by respecting the privacy of Data Subjects. In order to achieve this, Ingredion has decided to issue this Privacy Notice to inform You about how Ingredion collects, uses, and/or discloses Personal Data. The details are as follows:

Outline of Privacy Notice for Employees	
1. Contact channels	8. Cookies and similar technology
2. Definition	9. Sending or transferring personal data to a foreign country
3. Who does this Privacy Notice apply to?	10. Retention period of your personal data
4. Sources and types of personal data processed by Ingredion	11. Rights of the data subject
5. The necessity for collecting Personal Data	12. Security measures to maintain personal data
6. Legal basis and purpose of processing personal data	13. Links to third party websites
7. Disclosure of your personal data	14. Miscellaneous

1. Contact channels

If You have any questions or inquiries regarding the collection, use, and/or disclosure of Your Personal Data or the exercise of Data Subjects’ rights as per this Privacy Notice, You can contact Ingredion using the details provided below:

Data Protection Officer	E-mail address: pornpun.kriangkraithorranee@ingredion.com yaowathida.sinunta@ingredion.com Telephone: 027250200
Contact location	Ingredion Address: Bangna Tower C, 12th Floor, 40/14 Moo 12, Bangna-Trad Road, Bangkaew, Bangplee, Samutprakarn 10540, Thailand

2. Definition

Words	Definitions
Ingredion	Ingredion (Thailand) Company Limited Ingredion Sweetener and Starch (Thailand) Company Limited
Person	a natural person (data subject)
Personal Data	Any information that enables the identification of an individual, whether directly or indirectly, such as a name, an identification number, location data, an online identifier, but excluding deceased persons.
Special Categories of Personal Data	Personal data related to racial or ethnic origin, political opinions, religious or philosophical beliefs, sexual behavior, criminal records, health or disability information, trade union information, genetic data, biometric data, or any other data which may affect the data subject in the same manner, as specified by the Personal Data Protection Committee (PDPC).
Processing of Personal Data (Processing)	Any operation or performance concerning Personal Data, whether automated or not, including but not limited to collection, recording, organization, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination, or making available, alignment or combination, restriction, erasure, or destruction of Personal Data, etc.

Words	Definitions
Other definitions	If this Privacy Notice does not specify certain definitions, those terms shall be interpreted according to the definitions specified in the Personal Data Protection Act B.E. 2562 (PDPA).

3. Who does this Privacy Notice apply to?

3.1 **"Employees"** include applicants, regular employees, board members, managers, contract employees, outsourced employees, freelancers, interns, former applicants/employees/board members/ managers/interns depending on the circumstances.

3.2 **"Related Third Parties"** refers to persons associated with employees, such as family members, emergency contacts, references, guarantors, etc.

The individuals in sections 3.1 – 3.2 are collectively referred to as **"You"** or **"Data Subject"**.

4. Sources and types of personal data processed by Ingredient

4.1 Personal data provided directly to Ingredient: This includes details of your interactions with Ingredient through various channels, such as during the recruitment and hiring process, when filling out job application forms, submitting supporting documents for consideration and selection, completing questionnaires, attending interviews, and any updates to your information during your employment or other processes while you are an employee or personnel of the company.

4.2 Personal data received from other sources: This may include data obtained from external sources such as recruitment agencies, job application websites, references, guarantors, and other relevant entities.

4.3 Personal data automatically collected by Ingredient's systems: when you access its services or websites through electronic devices like mobile phones, computers, or laptops. This data may include device information, IP addresses, browsing history, and other usage details. Ingredient may utilize technologies such as cookies or similar tools to facilitate this data collection process.

Your personal data processed by Ingredient may be categorized as follows:

Type of data	<u>Examples of information that Ingedion processing</u>
Personal detail	such as title, first name, last name, date of birth, nationality, signature, ID card, passport, personal data issued by the government etc.
Contact details	such as house registration, current address, email, Line id, telephone number, etc.
Financial data	such as bank account etc.
Education and work information	such as educational history, work history, workplace, job period, salary, reason for leaving, etc.
Technical information	such as cookies, other technical information from the use of Ingedion's platform and operating system, CCTV data etc.
Third party information	such as husband, wife, father, mother, siblings, certifier, emergency contact, etc.
Special categories of personal data	such as criminal record, health data, biometric data, etc.
Other information	such as interview records, training information, and any other data that may identify you.

5. The necessity for collecting Personal Data

5.1 In cases where Ingedion is required to collect personal data for contractual purposes, contract performance, or legal compliance, failure to provide such data may result in Ingedion being unable to fulfill your requests or contractual obligations, because the absence of such information could lead to non-compliance with applicable laws by either our company or yourself, potentially resulting in associated penalties.

5.2 In cases where Ingedion receives a copy of your national ID card or any other documents for the purpose of conducting transactions, such documents may contain religious information or other special categories of personal data. Ingedion has no policy to retain such information unless it has a legal basis to do so. Ingedion will implement handling methods in accordance with best practices and legal requirements, such as redaction.

5.3 Ingedion may receive third-party information provided by employees. For example, details of spouse, children, father, mother, family members, emergency contact persons, reference persons, or former employer. Please inform these third parties of this

Privacy Notice and obtain their consents if necessary, unless there are legal provisions allowing the processing of third-party personal data without consent.

5.4 Ingedion will not collect personal data from minors, quasi-incompetent persons, or incompetent persons without the consent from their legal guardians or representatives, as applicable, or without relying on any other legal basis. If Ingedion becomes aware of collecting personal data from these individuals without a legal basis, Ingedion will immediately delete such data and may need to cease the recruitment process or take other necessary actions concerning these individuals.

6. Legal basis and purpose of processing personal data

Ingedion processes your Personal Data based on the following lawful bases:

Personal Data (Section 24 of the PDPA)	Special Categories of Personal Data (Section 26 of the PDPA)
<ul style="list-style-type: none"> - Consent - Archive/Statistics/Research - Vital interest - Contract - Public task - Legitimate interest - Legal obligation 	<ul style="list-style-type: none"> - Explicit consent - Vital interest - Made public by the data subject - Legal claims - Compliance with the law to achieve purposes related to: <ul style="list-style-type: none"> (a) Health or social care (b) Public health (c) Employment, social security, and social protection law (d) Archiving, research, statistics or other public interest (e) Substantial public interest

Ingedion processes your personal data based on lawful bases for the following purposes:

For recruitment purposes: such as recruitment, communication, testing, interviews, evaluations, selection, job offers.

For verify history and qualifications before employment such as criminal background checks, health examinations, educational history checks, professional qualification assessments, inquiries from provided references.

For contract compliance such as employment contract preparation, employee data management, employee card issuance, probation assessment, annual performance evaluation, employee data updates, management of annual leave holidays, various types of leave, pregnancy notifications, certification requests, communication, resignation, and processing other request forms.

For internal organizational management regarding hiring processes such as forwarding applicant information or interview reports to decision-making authorities for selection or relevant departments, internal processes for employment contract preparation, training, and other preparations for new employees.

For maintaining internal company premises security such as pre-entry checks at company premises, CCTV recording.

For public health benefits such as preventing health risks from dangerous infectious diseases or epidemics that may enter or spread within the kingdom.

For health-related operations such as managing employee health benefits, health insurance, annual health check-ups.

For personnel management operations such as training, skills development, task assignment, delegation of authority, appointments, transfers, job position changes, organizational structure adjustments, performance evaluations, job level adjustments, salary adjustments, bonuses, career advancement support, succession planning.

For identity verification and authentication such as fingerprint or facial recognition data for access to company premises, timekeeping, company premises entry for work, meetings, seminars, participation in various activities.

For compensation, welfare benefits, and rights administration operations such as medical expense reimbursements, health insurance claims.

For wage payment and other compensation operations such as overtime work, work on holidays, various types of leave, absenteeism or job abandonment, salary calculation, salary payment processes and compensation.

For legal compliance operations such as employee registration, tax deduction and payment, social security fund remittance, security management, occupational health, and

workplace environment, drug testing, anti-money laundering prevention, license management, and compliance with other laws.

For information and process support operations within Ingedion such as communication, reporting, analysis for management, budget planning, accounting management, business planning, human resources management planning:

For organizing activities or participating in various activities both within and outside Ingedion such as announcing awards results, publicizing activities, organizing training, seminars/site visits, conducting activities outside the premises, testing, conducting surveys.

For checking, supervising, and managing risks such as monitoring work-related communications, overseeing work practices, investigating facts and disciplinary actions, exercising legal rights and resolving disputes, preventing fraud.

For managing data related to former employees such as business continuity management, conducting exit surveys, exit interviews, retaining company personnel.

For other purposes such as disclosing information to financial institutions for your credit application, providing information to new job applicants.

7. Disclosure of Your Personal Data

Ingedion may disclose your personal data to the following external parties for the purposes specified in this Privacy Notice:

Types of recipient	Details
Government sectors or regulatory agencies	Including but not limited to: the Revenue Department, the Social Security Office, the Royal Thai Police, the Ministry of Labor, Courts, or any other agencies empowered by law.
Third parties	Including but not limited to: affiliated companies, legal and financial advisors, auditors and ISO auditors, logistics and transportation service providers, Marketing providers, seminar and training service providers, applications, softwares or platform service providers, non-profit organizations

8. Cookies and Cookies usage

When you visit Ingredion's website, Ingredion will automatically process certain personal data from you through the use of cookies or similar technologies in accordance with this Privacy Notice. You can learn more from Ingredion's cookie policy.

9. Transfer of Personal Data to foreign countries.

Ingredion may store your data on computers, servers, or cloud systems provided by third parties and may utilize programs, applications, software, or platforms of service providers to process Your Personal Data. However, Ingredion ensures that unrelated persons do not have access to personal data and will require these other parties to implement appropriate data security measures.

In cases where it is necessary to send or transfer your personal data to foreign countries, Ingredion will comply with the Personal Data Protection Act B.E. 2562 (PDPA) and implement appropriate measures to ensure that your personal data is protected. Additionally, Ingredion will ensure that you can exercise your rights regarding your personal data as required by law.

10. Retention period of Your Personal Data

Ingredion will store Your Personal Data for as long as necessary, considering various needs and objectives, including compliance with applicable laws and/or ISO (International Organization for Standardization) requirements. For example, Ingredion may retain Your Personal Data for up to 10 years as prescribed by law.

11. Rights of Data Subject

You have the right to exercise all or some of your rights as a data subject, as applicable. Ingredion will process requests to exercise these rights within the timeframe prescribed by law. However, Ingredion may refuse or refrain from acting on such requests only when permitted by law, such as when compliance is required by legal obligations or court orders, or if exercising the rights would infringe upon the rights or freedoms of others. If Ingredion denies your request, it will provide you with the reasons for the denial.

The rights you may exercise in whole or in part, as applicable, include:

Right to Withdrawal Consent: you may withdraw consent at any time while Ingredion holds your personal data unless you are restricted by law or a provision in a contract to do so.

Right to access: you have the right to access your personal data and request Ingredion to provide a copy of such data. Additionally, you may request Ingredion to disclose the sources from which it obtained the personal data under its possession.

Right to data portability: you have the right to obtain your personal data in a structured, commonly used, and machine-readable format for your own purposes.

Right to object: you have the right to object to the processing of your personal data at any time. However, if processing is carried out for Ingredion's legitimate reasons or for tasks in the public interest set out in law, or for purposes related to scientific, historical research, or statistical purposes. Additionally, you have the right to object to the processing of your personal data that is conducted for direct marketing purposes.

Right to erasure: you have the right to request the erasure or destruction of your personal data or to make it no longer identifiable.

Right to restriction: you have the right to restrict the processing of your personal data while Ingredion verifies your request for rectification or objection, or if the data is no longer needed but you request to keep it.

Right to rectification: you have the right to request Ingredion to rectify, update, complete, or correct your personal data to ensure it is accurate, up-to-date, complete, and not misleading.

Right to complain: you have the right to make a complaint to the expert committee of the Personal Data Protection Act (PDPA) if you reasonably believe that the processing of your personal data is unlawful.

If you have any questions about Ingredion's procedures, please contact Ingredion by using the contact details as in items 1 of this Privacy Notice.

12. Security Measures to maintain Personal Data

Ingredion will maintain the security of Your Personal Data in compliance with technical, physical, and organizational measures to prevent any violations of Personal Data as stipulated by the Personal Data Protection Act (PDPA). Additionally, Ingredion will regularly review and update these measures to ensure their effectiveness and compliance with regulatory requirements.

13. Redirection to external website

When using Ingredion's website services, you may encounter links to social networks, platforms, and other websites operated by third parties. While Ingredion strives to link only to websites that uphold privacy standards, Ingredion cannot guarantee the content or privacy standards of these third-party sites unless specifically stated. You will be subject to the privacy notice or policy of the third-party website (if applicable). Ingredion encourage you to review and adhere to the personal data protection announcements or policies displayed on these websites, as they are distinct from those of Ingredion.

14. Miscellaneous

Ingredion will regularly review and update this Privacy Notice to ensure it aligns with applicable practices, relevant regulations, and legal requirements. Any updates will be communicated to you through the Company's communication channels.

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