

## Announcement

Thailand Convention & Exhibition Bureau (Public Organization)

No. 6/2565

### Personal Data Privacy Policy

To allow the collection, storage, use, and disclosure of personal information in compliance with the Personal Data Protection Act B.E. 2562, Thailand Convention & Exhibition Bureau (Public Organization) as a Personal Data controller and as required by law, hereby announces its Personal Data Privacy Policy so that all operators aware of, and realise the importance of, protecting personal information in carrying out their duties.

#### 1. Definitions

When appearing in this document, the words and phrases below shall have the following meanings:

“**TCEB**” means Thailand Convention & Exhibition Bureau (Public Organization)

“**President**” means the President of Thailand Convention & Exhibition Bureau (Public Organization)

“**Access**” means access to information including, but not limited to, reading/viewing, saving (in any format), copying, backing up, storing, browsing, downloading, or modifying (amending, editing, adding, deleting) information, including managing those access rights.

“**Processing Data**” means any act in connection with the information both in electronic and non-electronic formats, such as collecting, saving, copying, duplicating, transferring, searching, extracting, storing, dividing, sharing, merging, modifying, preparing, using, disclosing, publishing, manipulating, classifying, updating, accessing, deleting, destroying, altering, recovering, forwarding, disclosing by transmitting or revealing, concealing, migrating or otherwise preventing the information from being seen, or any other action relating to the information whether carried out by automatic, semi-automatic, or any other means.

“**Section**” means work segmentation according to the structure of TCEB i.e. field of work, department, office and section.

“**Data Subject**” means the natural person who is the owner of the data.

“**Data Protection Officer**” means a person or group who has been assigned to be responsible for the management of access to information, and protection of the Personal Data in accordance with the TCEB’s current policies, the law, and other regulations.

“**Personal Data**” means any information about a person who has not yet passed away, that enables that person to be identified, either directly or indirectly, such as name, surname, gender, race, nationality, age, date of birth, ID card number, passport number, bank account number, credit card number, tax payer identification number, address, phone number, financial information, health information, including sensitive personal information and/or any information as required by law.

“**Sensitive Personal Data**” means personal information relating to race, ethnicity, political opinion, religion or philosophical beliefs, sexual orientation, criminal record, health, disability, labour union affiliation, genetic information, biometric information such as fingerprint scanning, facial recognition or iris recognition.

“**Processing of Personal Data**” means any processing of Personal Data.

“**Third Party**” means a natural person, juristic person, government office, government agency, or any other person who is not the owner of the data, and not TCEB.

## 2. Purpose

The purpose of the Personal Data Privacy Policy is to establish standards and guidelines for the management of Personal Data, including the collection, use, and disclosure of personal information held by TCEB.

## 3. Scope and Enforcement of the Policy

The policy applies to TCEB’s Processing of Personal Data that currently exists, and may exist in the future. This applies to all personnel of TCEB, including operators, executives, directors, and partners, including contract partners or Third Parties Processing Personal Data on behalf of, or in the name of, TCEB. This also covers the transmission of information to outside organisations, government agencies, or persons authorised by the law or other regulation.

#### 4. Personal Data Privacy Policy

This Personal Data Privacy Policy is supervised by the Data Protection Officer ,who has been appointed by the President, which manages announcements and communications will be shared with operators and relevant persons. This policy will be reviewed and updated on a regular basis according to the following:

- 1) The collection of Personal Data must be in accordance with the specified purpose, and the lawful basis of the Processing of the Personal Data.
- 2) TCEB is permitted to store the Personal Data only for the specified period of time. Any Personal Data that has been stored beyond the specified period must be deleted, destroyed, or made non-identifiable by the Data Protection Officer.
- 3) The Processing of Personal Data must be lawful, done in a fair, and transparent manner, and in accordance with the law.
- 4) The Processing of Personal Data must be limited to the scope and specified objectives for which it was collected.
- 5) The Processing of Personal Data must be kept up-to-date. Additionally, procedures must be in place to verify the accuracy of Personal Data.
- 6) The Processing of Personal Data must always be information-security conscious, including the prevention of access to Personal Data by unauthorised persons, intentional and unintentional deletion and/or destruction of data, and ensure information security risks are kept to a level acceptable to TCEB.
- 7) If the Section responsible for the Personal Data has questions about compliance with this policy, or about the segmental processing of data, the Section responsible for said Personal Data should bring the matter to the attention of the Data Protection Officer.

##### 4.1 Compliance with the Rights of the Data Subject

4.1.1. The Section responsible for Personal Data must consider the rights of the Data Subject as follows:

- 1) The Right to request access to, and obtain a copy of, the Personal Data
- 2) The Right to be informed of the Source of Personal Data
- 3) The Right to request that the data be transferred to the other Personal Data Controller

- 4) The Right to object for the collection, use, or disclosure of the Personal Data
- 5) The Right to request that the Personal Data be deleted, destroyed, or rendered non-identifiable
- 6) The Right to request the suspension of use, or restrict the use, of the Personal Data
- 7) The Right to amend or update Personal Data
- 8) The Right to be informed of the purpose of Processing the Personal Data
- 9) The Right to withdraw consent
- 10) The Right to restriction of automated individual decision-making

4.1.2 The Section responsible for the Personal Data must keep a record of its the Personal Data Processing in a manner as specified by TCEB. Records of the Personal Data Processing must be in accordance with the Personal Data Protection Act and relevant regulations.

4.1.3 The Section responsible must inform the Data Subject of the Privacy Policy, and the channels to exercise their rights with respect to their Personal Data.

4.1.4 The Section responsible for the Personal Data must record all details regarding the Data Subject's requests to exercise their rights with respect to their data. Records must contain the following information:

- a) The Data Subject's details
- b) Details of the request according to the Data Subject's rights
- c) Details of the Processing of the request, including reasons for any denial of the request

4.1.5 When receiving a request from the Data Subject to exercise their rights, the Section responsible for the Personal Data must strictly comply with TCEB's procedures for Processing such a request.

## 4.2 Processing of Personal Data in Accordance with the Law

4.2.1 The Section responsible for the Personal Data must ensure that the Processing of the data is in accordance with the law. It must specify the lawful basis for the collection, use, and disclosure of the Personal Date. The collection, use, and disclosure of Personal Data

must be conducted for the legal purposes and in accordance with the Personal Data Protection Act. In specifying the lawful basis for the data collection, use, and disclosure of Personal Data, the following must be considered:

- 1) Type of the lawful basis for Personal Data
  - a) Requesting consent
  - b) The necessity to perform contractual obligations with the Data Subject
  - c) The necessity for legitimate interests.
  - d) The necessity for the performance of duties in the public Interest
  - e) To comply with the applicable laws
  - f) For research and statistical purposes
  - g) To prevent or minimise danger to the life, body, or health of a person
- 2) Types of Sensitive Personal Data
  - a) Requesting the specific consent
  - b) The necessity for the establishment, compliance, exercise, or defense of legal claims
  - c) To prevent or minimise danger to a person's life, body, or health
  - d) To comply with the law in order to achieve the objectives as specified by

the Personal Data Protection Act

4.2.2 If the Section responsible for the Personal Data has identified the reason for requesting consent to collect the Personal Data, said consent must be obtained from the Data Subject before the Processing of the data may begin.

4.2.3 If there is any change in the purpose for which the Personal Data was collected, used, or disclosed, the Section responsible for said data must request consent anew.

4.2.4 The Section responsible for the Personal Data must retain evidence that request for consent was obtained appropriately.

4.2.5 Disclosure of Personal Data must be in accordance with the procedures outlined in the policies or guidelines for the disclosure of Personal Data to Third Parties, and in accordance with relevant laws.

### 4.3 Transfer of Personal Data

4.3.1 The transfer of Personal Data to foreign countries must take into account the standards of Personal Data protection, and be in accordance with the law, except where:

- 1) It is a legal obligation
- 2) Consent of the Data Subject is obtained and they are aware of the data protection measures in the destination country
- 3) The necessity to fulfill the terms of a contract for the benefit of the Data Subject
- 4) It is to fulfill the terms of a contract between TCEB and another party for the benefit of the Data Subject
- 5) To prevent or minimise danger to the life, body, or health of the Data Subject
- 6) The necessity to perform an action for the public interest

4.3.2 The transfer and processing of Personal Data must be undertaken in a secure manner and complied with the minimum security standards of TCEB

### 4.4 Controls for the External Agencies for with Access to Processing Personal Data

If TCEB is receiving or disclosing Personal Data to/from Third Party, TCEB must enter into a contract with said Third Party including the following content:

- 1) A non-disclosure agreement with respect to the Personal Data
- 2) The Right to request details on the processing of the Personal Data
- 3) The Right of TCEB to investigate the Third Party's Processing of the Personal Data
- 4) Measures for the deletion, destruction, or return of the Personal Data at the end of the processing period
- 5) Notifying to TCEB in the event of a Personal Data breach

### 4.5 Data Protection Officer

4.5.1 Data Protection Officer is an individual or working group assigned by the President, with the following responsibilities:

- 1) To provide advice on the Processing of Personal Data
- 2) To examine and evaluate the Processing of Personal Data
- 3) To co-ordinate and co-operate with TCEB of the Personal Data Protection Commission and expert committee

- 4) To give advice on analysing the impact of Personal Data
- 5) To report on the performance of Personal Data protection measures to senior executives of TCEB
- 6) To co-ordinate with government agencies
- 7) To maintain the confidentiality of the Personal Data of which they are aware

4.5.2 TCEB will notify the name of Personal Data Officer to Personal Data Protection Commission when there is a change of Data Protection Officer at TCEB

#### **4.6 Creating a Secure Personal Data Processing Structure**

TCEB will be attentive to the importance of Personal Data protection from the start of designing its various office services, such as website design, etc. TCEB will be concerned of the following:

- 1) Limiting the storage of Personal Data
- 2) Limiting the Processing of Personal Data
- 3) Maintaining the accuracy and quality of Personal Data
- 4) Identifying the minimum objective required for Processing of Personal Data
- 5) Deleting, destroying, or making Personal Data non-identifiable
- 6) How Personal Data that is temporarily stored during processing is handled
- 7) How long Personal Data is stored
- 8) Measures for the exchange of Personal Data

#### **4.7 Analysis of the Impact of Personal Data**

The Data Protection Officer must work with the Section responsible for Personal Data to prepare the procedure for analysing the impact of Personal Data – the “Data Protection Impact Assessment Procedure” before initiating activities or any action that may put the rights and liberties of natural persons at risk.

#### 4.8 Data Security

- 1) Section responsible should keep Personal Data confidential and disclose only to authorised personnel in accordance with legal requirements and applicable regulations.
- 2) Relevant Sections responsible must implement appropriate controls on access to Personal Data to ensure that only authorised personnel have the right to access.
- 3) The approval of requests to access Personal Data from persons other than those with the specified right shall be at the discretion of the Data Subject.
- 4) Technical access to Personal Data must be granted in accordance with TCEB's Information Security Policy.
- 5) In the event of outsourcing any operation which requires the collection and storage of Personal Data, a procedure must be in place to delete or destroy the data once the outsourced service is completed.

#### 4.9 Personal Data Breaches

If any person becomes aware of a breach of TCEB's Personal Data storage, said person must immediately report the incident to the Data Protection Officer. Such reports will be kept strictly confidential.

When a data breach has been reported, the Data Protection Officer will conduct an investigation into the incident and propose appropriate solutions to the President.

This Privacy Policy is effective and to be strictly enforced from 30 May 2022 onwards.

Announced on 19 May 2022

-Signature-

Mr. Chiruit Isarangkun Na Ayudhya

President

Thailand Convention & Exhibition Bureau (Public Organization)