

Privacy Notice for Human Resources Management
Thailand Convention & Exhibition Bureau (Public Organization)

1. Introduction

Thailand Convention & Exhibition Bureau (Public Organization), (hereinafter referred to as “TCEB”) realises the importance of personal data (collectively referred to as “Data”) of applicants applying to work at the Bureau, and its employees (collectively “You/Your”), and strictly adheres to respecting the right to privacy of job applicants and employees, so that You can be confident that TCEB is transparent and accountable in its collection, use, and disclosure of Your Data in accordance with the Personal Data Protection Act B.E. 2562 (the “Personal Data Protection Act”) and other applicable laws. The Privacy Notice for Human Resources Management (the “Privacy Notice”) is hereby made available to You as a job applicant or employee, to know and understand the type, purpose, method of collection, use, and disclosure (collectively the “Processing”) of Your Personal Data, including Your rights under the Personal Data Protection Act, as conducted by TCEB including its personnel, and persons acting on behalf of, or in the name of, TCEB.

2. Definitions

“Personal Data” means information about an individual that enables that individual to be identified, either directly or indirectly, but does not include information about deceased persons. Personal Data includes Sensitive Personal Data.

“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, etc.

“the Office” means Thailand Convention & Exhibition Bureau (Public Organization), or “TCEB”.

“Employee” means a person who performs work for a salary, or receives wages from the Office budget for employment-related services as stipulated in an employment order, employment contract, or employment agreement.

3. Scope of Enforcement

This Privacy Notice applies to TCEB job applicants and Employees whose Personal Data is processed by TCEB. It includes contract parties and third parties who process Personal Data on behalf of, or in the name of, TCEB.

4. Sources of Personal Data collected by TCEB

Source/Method of Collection	Personal Data
4.1 Data collected directly from information submitted on the TCEB website, through filling out a job application, or other data that You personally submitted to TCEB.	Name, surname, nickname, date of birth, age, sex, photograph, nationality, address, email address, mobile phone number, ID card number, emergency contact information, military service record, educational record, work history, etc.
4.2 Information collected by using technology to detect or track usage of TCEB's website.	Website cookies, computer traffic, information on the use of communication devices, computers, email, the internet, etc.
4.3 Information collected during work operations	Employee's family information, Employee number, salary, compensation, bonuses, work position, welfare benefits, provident fund, tax, employment start date, termination date, work assignments, evaluations, training history, record of leave, behavioural data, biometric data, religion, health information, etc.

This also includes Personal Data that You provided to TCEB via third parties. In such cases it is Your responsibility to communicate the details of this Privacy Notice to such third parties, as well as obtaining their consent if it is required in the disclosure of such Data to TCEB.

5. The Lawful Basis for the Collection of Personal Data

TCEB consider the defining lawful basis for the collection of Personal Data in accordance with the law as appropriate and according to the context of the service. In any case, the lawful basis for TCEB's Personal Data collection includes:

The Lawful Basis for Data Collection	Details
5.1 The necessity for the performance of duties for the public benefit or for the undertaking of duties or exercising power for which TCEB has been granted powers by the state.	To enable TCEB to exercise state powers and perform duties for the public benefit in accordance with TCEB's mission as stipulated by law.
5.2 For the legal obligation	In order that TCEB may comply with applicable laws, such as cabinet resolutions, and labour protection laws. The collection of such information is necessary for TCEB to perform its duties in accordance with the royal decree establishing Thailand Convention & Exhibition Bureau B.E. 2545 and its amendments, including orders, announcements, or related regulations, defining the qualifications of TCEB personnel.
5.3 The necessity for the legitimate interests	For the legitimate interests of TCEB and others. These interests are no less important than the fundamental rights of Personal Data subjects, for example actions to maintain the security of property under the care of TCEB; collecting Your Personal Data before entering into a contract; bankruptcy checks; checking past work history from other sources; evaluation and comparison of job applicants as appropriate; as well as management and internal activities of TCEB, etc.

The Lawful Basis for Data Collection	Details
5.4 The necessity to establish legal claims, compliance or the exercise of legal claims, or defence against legal claims.	To establish legal claims, compliance or the exercise of legal claims, or defence against legal claims, for example keeping documentation of contracts that have been completed but not yet expired under the law.
5.5 For the prevention of or to minimise the danger to life, body, or health of persons.	To prevent or minimise the danger to life, body, or health of persons, for example through emergency medical treatment.
5.7 The necessity for the obligation of a contract.	In order for TCEB to perform its duties in accordance with a contract or take the necessary action to enter into a contract to which you are a contracted party with TCEB. This includes employment contracts, memorandums of cooperation, or other forms of agreement and actions related to being a TCEB Employee such as assessments, welfare arrangements, holidays, leave, group insurance arrangements, benefits, and management of job applications and employment.
5.6 Your consent	For the Processing of Personal Data where TCEB requires Your consent. The purpose of the Processing of Your Personal Data will be informed to You before consent is requested, such as criminal background checks, biometric data collection, advertising media or TCEB public relations management where Employees appear as part of a birthday announcement or to express condolences on the loss of an Employee's family member. For the collection of Sensitive Personal Data for purposes outside



The Lawful Basis for Data Collection	Details
	the exceptions in Section 24 and Section 26 of the Personal Data Protection Act B.E. 2562, TCEB will collect, use, or disclose Sensitive Personal Data only where You have given your express consent, or as is permitted by law.

In the event that TCEB needs to collect Your Personal Data for the performance of a contract, the performance of duties under the law, or as necessary to enter into a contract with You, if You refuse to give Your consent to such collection or object to the Processing of such Data for said purpose, it may result in TCEB being unable to proceed with Your recruitment, contract Your services, or provide the services You request, either in whole or in part.

6. Types of Personal Data Collected by TCEB

TCEB may collect or obtain the following Data:

Type of Personal Data	Details & Examples
6.1 Personal Details	Information that identifies You by name or information from official documents that specifies Your identity such as title, first name, surname, middle name, nickname, signature, ID card number, nationality, house registration information, professional occupational licence number, photograph, car registration, vehicle details, background check information, information about student loans, evidence of work insurance contracts, blood type, biometric data, etc.
6.2 Information about the character of a person	Detailed information about the Employee, such as date of birth, sex, height, weight, age, marital status, military service status, photograph, native language and other language proficiencies, behavioural data, computer skills, etc.

Type of Personal Data	Details & Examples
6.3 Contact information	Contact information such as Your home telephone number, mobile telephone number, fax number, email address, home address, etc.
6.4 Information about work history and educational background	Employment details, including Your work history and educational background including job applications, type of employment, rank, positions held, responsibilities, expertise, work permit status, references, tax ID number, work tenure history, salary information, job start and leaving date, assessments, welfare and other benefits, bank account numbers, education institution, educational field, educational results, graduation date, types of commissions, terms and conditions of employment contracts, contract periods, positions and departments in former workplaces, work location, hours worked, time sheets (logging on and off), worker ID number, business cards, employment start date, proof of current employment, work certificate, information about and evidence of leaving former workplace, reason for termination and/or resignation.
6.5 Information about insurance policies	Details of Employee's insurance policies, such as insurer, insured, beneficiaries, policy numbers, policy types, coverage limit, information about claims, etc.
6.6 Information about social relationships	Information about Your social relationships, such as directorships, relationships with TCEB Employees, information about contracts with TCEB, information about interests in businesses engaged with TCEB, etc.
6.7 Sensitive Personal Data	Your Sensitive Personal Data, such as information about religious beliefs, disabilities, biometric data (facial recognition, fingerprints, etc.), health information, etc.

Type of Personal Data	Details & Examples
6.8 Information about finances and benefits	Details of Your salary and benefits, such as wages, allowances, salary slip, provident fund ID number, provident fund contribution rate, provident fund-related information (e.g. Last withdrawal from the provident fund, balance in the provident fund, bank account information, tax ID number, tax deductions, pensions, loan applications, etc.
6.9 Personal Data of the references	Information about family members and dependents, such as parents' names, spouse's name, marriage certificate, siblings, number of dependents, birth certificates or ID cards of dependents, names of emergency contacts and beneficiaries, and Personal Data of such persons. This Personal Data may include, but is not limited to, title, name, surname, ID card number, telephone number, address, personal relationship with Employee, etc.

7. Purpose of Collecting Personal Data

TCEB collects Your Personal Data for the following purposes:

- 1) To complete necessary actions in the performance of duties in the public benefit for which it has been assigned, or as necessary to exercise the legal powers that TCEB has been given to carry out its mission as per the Royal Decree establishing the Thailand Convention & Exhibition Bureau 2002, and subsequent amendments and related laws, rules, regulations, or orders.
- 2) To maintain and update about your information, including documents referring to You.
- 3) To prepare a record of the Processing of Personal Data as required by law.
- 4) To perform necessary managerial tasks within the organisation.
- 5) To prevent or minimise any danger to the life, body, or health of a person, including epidemic monitoring.
- 6) To comply with applicable laws, announcements, and orders and proceedings relating to litigation, processing of information under subpoena including the exercising of rights relating to Your Data.

- 7) To maintain the safety of the premises and properties of TCEB and its Employees.
- 8) For recruitment purposes, both for unsolicited applications and internal announcements.
- 9) To examine job applicants' information, such as age, nationality, bankruptcy checks, criminal records, history of dismissal from employment or dismissal from government service, having a stake in a business that works with, or is in competition with, TCEB, etc.
- 10) To conduct job interviews and evaluate applications, including analysis of educational background and work experience.
- 11) To retain unsuccessful job applicants for future job openings
- 12) For the Employee's registration, such as Employee ID cards and equipment, including computers, mobile phone numbers, email addresses, user names and passwords for TCEB's various systems.
- 13) To manage and take action relating to the welfare and benefits of Employees and their families.
- 14) To manage salaries and other compensation, overtime, accommodation and travel expenses, as well as provident fund and other Employee benefits.
- 15) To manage Employee tax commitments, such as withholding tax.
- 16) To manage Employee activities such as New Year parties, workplace visits, seminars, or other social events that organised for Employees.
- 17) To monitor time attendance, management of holidays and leave entitlements, absences, and lateness.
- 18) For TCEB's media and public relations management that may feature Employees as presenters or as part of any advertising material.
- 19) For announcements of new Employees, and outstanding Employees, long-service Employees, Employee promotions and internal transfers.
- 20) For setting work-related goals, and evaluating Employees' performance for promotions, salary adjustments, and bonuses.
- 21) For attending training, and testing purposes.
- 22) To investigate allegations or instances of behaviour that contravenes the law, or the rules, regulations and workplace standards of TCEB, and impose disciplinary action or punishment as appropriate.

23) To complete and submit reports on instances of Employee fraud to the relevant regulators and authorities under the law, including the Anti-Money Laundering Office, Office of the National Anti-Corruption Commission, the Revenue Department, the Legal Execution Department, the Royal Thai Police, etc.

24) To communicate with Your emergency contacts.

TCEB may use Your Sensitive Personal Data for the following purposes:

1) Religion: for the purposes of identity verification and welfare benefits, for example food preparation, religious holidays

2) Health Data: to be Processed before being hired as an Employee, for emergency care, annual medical check-ups, and analysis of Employees' health care

3) Biometric Data: to allow access to restricted areas and record attendance and absence

4) Criminal record: to assist in decision-making on working with prospective partners, for the organisation's image management, and to prepare profiles of prohibited persons for safety purposes

8. Types of Persons to whom TCEB discloses your Personal Data

For the purposes as mentioned above, TCEB may disclose your Personal Data to the following persons:

Type of Person Receiving Data	Details
8.1 Government agencies or authorised persons to whom TCEB must disclose Data for legal or other important reasons, such as performing actions in the public interest.	Law enforcement agencies or others with supervisory or other authority such as the Cabinet, Ministers, Department of Provincial Administration, Revenue Department, Royal Thai Police, the Courts, Office of the Public Prosecutor, Department of Disease Control, etc.
8.2 Contractor who is dealing with the welfare of TCEB Employees	Third parties contracted by TCEB to carry out matters relating to Employees' welfare, for example insurance companies, hospitals, payroll companies, banks, telephone service providers, etc.

Type of Person Receiving Data	Details
8.3 Business partners	TCEB may disclose Your Data to persons working with the organisation and involved in the operations of TCEB, for example educational institutes, training institutes, non-governmental organisations who are contract partners, hotels, temples, foundations, etc.
8.4 Service providers	TCEB may assign a third party to provide services on its behalf, or to support the operations of TCEB, such as data storage providers, (e.g. cloud, document warehouses), software system developers, applications, websites, courier services, payment service providers, internet service providers, telephone service providers, digital ID service providers, social media service providers, risk management service providers, external consultants, transport service providers, etc.
8.5 Other types of recipients of Data	TCEB may disclose Your Data to other recipients such as TCEB contacts, family members, non-profit foundations, temples, hospitals, educational institutions, or other agencies for the operational purposes of TCEB; for training, receiving awards, making merit, donations, etc.
8.6 The public disclosure	TCEB may disclose Your Data to the public where necessary, for example TCEB actions that must be published in the Government Gazette, or Cabinet resolutions, etc.
8.7 Insurance companies	For the purposes of group insurance for TCEB Employees.

9. Sending/Receiving Personal Data to/from Overseas

In some cases, TCEB may need to send or transfer Your Personal Data to foreign countries, for example sending Personal Data to the cloud where the platform or server is located abroad (e.g. Singapore, the USA, etc.), and to support information technology systems located outside Thailand.

If TCEB needs to send or transfer Your Data abroad, TCEB will ensure that the Personal Data transmitted or transferred is adequately protected in accordance with international data protection standards, or take the necessary actions in order to legally transmit or transfer such Data. In cases where the destination country's standards of data protection do not meet the required standards – as announced by the Personal Data Protection Committee - You will be contacted and Your consent received before any transmission or transfer takes place.

10. Collection Period of your Personal Data

TCEB will retain Your Personal Data only for such period as necessary to achieve the purpose for which it was collected. After the retention period for which Your Personal Data was collected has expired, TCEB will destroy, delete, or make unidentifiable Your Personal Data in accordance with the international manner and standards of destruction of Personal Data announced by the committee, or as stated by law. In the event of a dispute over the exercise of rights or lawsuits related to Your Personal Data, TCEB reserves the right to retain such Data until such time as the dispute has been resolved, or a final order or judgement on the dispute has been handed down. In general, TCEB will collect Your Data as follows:

1) Personal Data of unsuccessful job applicants will be kept for a period of one (1) year from the date that TCEB received the Personal Data

2) Personal Data of TCEB Employees will be kept throughout the term of employment, and for a period of ten (10) years after termination of the employment contract

11. Personal Data Security

TCEB has measures in place to protect Personal Data by limiting access to only authorised persons and those who need to use such Data for the purposes for which the Personal Data Subject has been informed. Such persons must strictly adhere to, and comply with, the security measures TCEB has instituted to protect Personal Data, and to maintain the confidentiality of Personal Data to which they have access in the performance of their duties. Both TCEB's organisational and technical security measures meet international standards.

Additionally, TCEB has instituted a Privacy Notice that has been announced throughout the organisation, along with a set of security guidelines on the Processing of Personal Data that ensure confidentiality, accuracy, and availability of such Data. This Privacy Notice, as well as this announcement, are reviewed from time to time.

12. Data Protection Officer

TCEB has appointed a Data Protection Officer to inspect, direct, and supervise the Processing of Personal Data, including co-operating and co-ordinating with the Office of the Personal Data Protection Commission to ensure compliance with the Personal Data Protection Act 2019.

13. Your Rights under the Personal Data Protection Act

The Personal Data Protection Act B.E. 2562 provides for a number of rights for Personal Data Subjects. These rights will become effective when the relevant law comes into force. Details of various rights are as follows:

1) The Right to Request Access to Your Personal Data

You have the right to request access to, to receive a copy of, and to know the source of any of Your Personal Data that TCEB has collected from any source other than Yourself. TCEB may refuse such request on legal grounds or when prevented by court order, or in the event that the exercise of Your rights may cause damage to the rights and freedoms of others.

2) The Right to Request that Your Personal Data is Correct, Complete, and Up-to-date

If You find that Your Personal Data is inaccurate, incomplete, or not up-to-date, You have the right to request that the Data be amended to make it accurate, complete, current, and unambiguous.

3) Right to have Your Personal Data Deleted or Destroyed

You have the right to request that TCEB delete or destroy Your Personal Data, or to make Your Personal Data unidentifiable. However, the exercise of this right is subject to the conditions as stipulated by law.

4) The Right to Request the Suspension of the use of Your Personal Data

You have the right to request the suspension of the use of Your Personal Data in the following cases:

a) During the period when TCEB is conducting an investigation, upon the request of the Personal Data Subject, to ensure that the Personal Data is correct, complete, and up-to-date.

b) Where the Personal Data Subject's Data has been Processed unlawfully.

c) When the Personal Data Subject's Data no longer needs to be kept according to the purposes for which TCEB originally informed the Personal Data Subject, but the Subject desires that TCEB retain the Data for the exercise of his/her legal rights.

d) During the period when TCEB is verifying the legality of the reason for Processing the Personal Data of Data Subject, or investigating the necessity for the Data Processing a, or investigate the necessity to collect, use, or disclose Personal Data for the public interests, related to the Data Subject has objected the such Personal Data.

5) The Right to Object to the Processing of Your Personal Data

You have the right to object to the Processing of Your Personal Data, except in the case where TCEB has legitimate grounds to refuse said request (such as if TCEB can demonstrate that the Processing of Your Personal Data is lawful, or for the establishment of legal claims, or for legal compliance, or for the exercise of legal claims for the public benefit.

6) The Right to Withdraw Consent

In the event that You have given TCEB consent to Process Your Personal Data, You have the right to withdraw Your consent at any time during the period that TCEB keeps such Data, unless there is a legal limitation of rights that requires TCEB to keep the information, or there is a contract between You and TCEB that benefits You.

7) The Right to Request to Send or Transfer Your Personal Data

You have the right to obtain Your Personal Data from TCEB in a format that is readable, or on an easily usable or automatic device which can disclose Data by automatic means, or You may request TCEB to send Your Personal Data in such formats to other personal data controllers. The exercise of this right must comply with applicable laws.

8) The Right to know what Personal Data of Your Exists, and how it is being used

You have the right to request to know what Personal Data of Your exists, the nature of that Personal Data, and the purpose for its use by TCEB.

9) The Right to know the source of your Personal Data

You have the right to know from where Your Personal Data was acquired in the case of Data for which you did not give Your consent to collect or keep.

6. Penalties for non-compliance with the Privacy Notice

Failure to comply with this Privacy Notice may be an offence and may be subject to disciplinary action in accordance with the rules and regulations of TCEB (for Employees of TCEB), or in accordance with the Personal Data Processing Agreement (for personal data processors). Depending on the individual case and the offender's relationship with TCEB, the offender may be liable to prosecution under the Personal Data Protection Act.

7. Complaints to Supervisory Authorities

In the event that You find that TCEB has not complied with the Personal Data Protection Law, You have the right to complain to a panel of experts or the supervisory authority appointed by the Personal Data Protection Committee or by legal means. Before making such complaints, TCEB requests that You contact TCEB directly so that it has the opportunity to know the facts of the case and has the opportunity to clarify any misunderstandings and address Your concerns at the first opportunity.

8. The Amendment and Updates to the Privacy Notice

TCEB may improve, amend, or change this Privacy Notice at its discretion and will notify You of any changes through the website <https://www.businesseventsthailand.com>. The effective date of each and every revision will be indicated, however TCEB recommends that You regularly review the Privacy Notice for updates, especially before You disclose any Personal Data to TCEB.

9. Contact for Enquiries or to Exercise Your Rights

If You have any questions, suggestions, or concerns with respect to TCEB's Processing of Your Personal Data, or about this Privacy Notice, or You wish to exercise Your rights under the Personal Data Protection Act, contact us at:

1) Data Controller

Name: Thailand Convention & Exhibition Bureau (Public Organization)

Contact Address: 989 Siam Piwat Tower, 25th – 26th Floors, Units A2, B1 & B2,
Rama I Road., Pathumwan sub-district, Pathumwan district, Bangkok 10330

Contact: info@tceb.or.th

Call Centre: 1105

2) Data Protection Officer

Contact Address: 989 Siam Piwat Tower, 25th – 26th Floors, Units A2, B1 & B2,
Rama I Road., Pathumwan sub-district, Pathumwan district, Bangkok 10330

Contact: dpo@tceb.or.th

Call Centre: 1105

This Privacy Notice for Human Resources Management is effective on 30 May 2022 onwards.