

**INDIAN OVERSEAS BANK**  
**PRIVACY NOTICE FOR BANK PERSONNEL**

Last updated 15 September 2021

Pursuant the Personal Data Protection Act B.E. 2562, including any further amendments thereof (“**PDPA**”), and other related laws, **Indian Overseas Bank**. (The “**Bank**”) hereby provides this Privacy Notice (“**Notice**”) to inform you of the details with regard to the collection, use and disclosure of your Personal Data by pursuant to the PDPA. This Notice shall apply to all Bank Personnel.

**DEFINITIONS:**

“**Personal Data**” means any information relating to a natural person, which enables the identification of such person, whether directly or indirectly, but not including the information of the deceased persons.

“**Sensitive Personal Data**” means Personal Data pertaining to racial, ethnic origin, political opinions, cult, religious or philosophical beliefs, sexual behavior, criminal records, health data, disability, trade union information, genetic data, biometric data, or of any data which may engender the unfair discrimination against the data subject or affect the data subject in the same manner as prescribed by data protection laws.

“**Legal Basis**” means the justifiable ground to collect Personal Data as prescribed in the PDPA.

“**Bank Personnel**” means persons who work or perform any tasks for the Bank and receive wages, benefits, and other forms of compensations, regardless of what they are called, in return for their works or performances. For examples, country head manager, department managers, employees, trainees, and any other persons of similar nature, including their family members and other third persons whose Personal Data is provided by the Bank Personnel to the Bank pursuant to the purpose of this Notice.

**CATEGORIES OF PERSONAL DATA WHICH THE BANK COLLECTS**

The Bank will collect all or part of your Personal Data as specified in this Notice, as necessary for proceeding with the purposes of the Bank which informed in Privacy Notice.

**1. General Personal Data**

- **Personal identification and general contact information** such as full name, gender, date of birth, age, address, nationality, email address, mobile phone number, Thai ID card/ passport/ driving license number, signature, etc.
- **Financial and bank account information** such as wages information, bank account number, etc.
- **Information contained in official documents** such as information of the social security card, identification card, passport, tax identification card, Thai work permit or Thai professional license, military discharge/exemption letter, driving license, house registration, academic credential, degree certificate, degree certification documents, family certificate, business card, social security registration form, consent letter for background check, result report of the background check, employment agreement and its related documents, and other documents which are provided to the Bank etc.
- **Information regarding educational qualification** such as educational qualification, year of passing, percentage GPA, etc.
- **Information regarding work experience** such as qualification, current designation, salary, etc.

- **Information regarding welfare and benefits you received from working with the Bank** such as social security information, provident fund information, group life/health insurance information etc.
- **Interview assessment and performance assessment information by the Bank** such as skills assessment result, comments to the applicant, interview result, appointed position, probationary period, salary, and other conditions related to offer for employment, probation evaluation result, annual evaluation result, behavioral and disciplinary record, holiday and leave record etc.
- **CCTV information** such as motion picture or still images recorded by CCTVs.
- **Personal Data of the related persons of the Bank Personnel** such as persons whom the Bank Personnel referred to e.g., Spouse's name, Children's name, date of birth, and age etc.

2. **Sensitive Personal Data** such as religion, blood group, fingerprints, and facial features, medical check-up report etc.

(Unless otherwise specified in this Notice, personal data and sensitive data about you above will be collectively called "**Personal Data**")

**Remark:** In the case where you provide Personal Data of any third person or such Personal Data appear in the documents that the Bank collects from you in accordance with this Notice, you are required to inform such third person that you have provided his/her information to the Bank together with the relevant details in this Notice which related to such person.

### **SOURCE OF PERSONAL DATA**

The Bank will collect your Personal Data directly and indirectly from the following sources:

- From you directly and verbally such as through in-person meetings, or through telephone, via documents, for examples, job application form, cover letter, curriculum vitae/resume or other documents relating to the job application procedures of the Bank. This shall include any other communication channels such as email, fax, online network e.g. recruitment websites in which you have provided your Personal Data for applying for a vacancy with the Bank, etc.
- From other sources such as recruitment agencies, persons referred to in your job application to inquire regarding your work, other organizations you have/ had worked for, government organizations, medical facility that provided your health examination, commercial bank, any other organization responsible for providing you with benefits e.g. provident fund management company, life insurance company, the head office, other branches within Indian Overseas Bank Group, government agencies that are required by law to collect and disclose your Personal Data , etc.

### **PURPOSES OF PERSONAL DATA COLLECTION**

The Bank shall solely collect your Personal Data for use and/or disclosure in compliance with the objectives and the legal basis under this Notice. In the case of necessity where the Bank is required to collect additional Personal Data or use Personal Data for other purposes apart from the stipulated objectives within this Notice, the Bank is obliged to inform you on the Personal Data collection and/or notify the new objectives, respectively. If required by laws, The Bank may request for additional consent on collecting, using, and disclosing of your Personal Data according to PDPA.

PURPOSE OF COLLECTION	LEGAL BASIS
<p>1.Information relevant to entering into employment agreement, secondment agreement (if any). This shall include the entering into such agreement and amendment and termination of such agreements.</p>	<p><b>General Personal Data</b></p> <ul style="list-style-type: none"> <li>- For performance of a contract or entering into a contract.</li> <li>- For the legitimate interest of the Bank.</li> </ul> <p><b>Sensitive Personal Data</b></p> <ul style="list-style-type: none"> <li>- Explicit consent.</li> </ul>
<p>2. Checking the legal qualifications relevant to your work. For examples, laws on working and career of foreigners which are subject to regulatory requirements, and helping you to acquire such qualification, such as filing of application for work permits, filing of application for professional license and submission of visa application. This shall include reviewing and collecting other required information or documents to consider the eligibility and suitability of your position for the purpose of labor protection and welfare.</p>	<p><b>General Personal Data</b></p> <ul style="list-style-type: none"> <li>- For compliance with the laws enforced on the Bank.</li> <li>- For the legitimate interest of the Bank.</li> </ul> <p><b>Sensitive Personal Data</b></p> <ul style="list-style-type: none"> <li>- For the necessity of legal compliance to achieve the objectives required by law.</li> <li>- Explicit consent.</li> </ul>
<p>3. The proceeding for contacting and operating the Bank's business in accordance with your position such as creating a business card, use and disclosure your information to liaise with customers, business partners, government agencies. Traveling abroad for the performance of duties as assigned, including the delegation of power to act on behalf of the Bank in some cases.</p>	<p><b>General Personal Data</b></p> <ul style="list-style-type: none"> <li>- For performance of a contract or entering into a contract.</li> <li>- For the legitimate interest of the Bank or third parties (such as corporate customers, suppliers).</li> </ul> <p><b>Sensitive Personal Data</b></p> <ul style="list-style-type: none"> <li>- Explicit consent.</li> </ul>
<p>4. Human resource management of the Bank, such as controlling and checking of work attendance, absence and leave, assessment of productivity and working capability, promotion consideration, disciplinary action consideration, termination of employment and informing news and policies of the Bank. For the interest in monitoring and management of employees pursuant to the working regulations of the Bank and in the event, there is a legal requirement.</p>	<p><b>General Personal Data</b></p> <ul style="list-style-type: none"> <li>- For performance of a contract or entering into a contract.</li> <li>- For the legitimate interest of the Bank.</li> <li>- For compliance with the laws enforced on the Bank.</li> </ul> <p><b>Sensitive Personal Data</b></p> <ul style="list-style-type: none"> <li>- For the necessity of legal compliance to achieve the objectives required by law.</li> <li>- Explicit consent.</li> </ul>
<p>5. Opening a bank account for receiving salary, paying for wage, bonus, reimbursement, the proceeding, which is regarded to social security, providing various welfares in accordance with the employment agreement, secondment agreement (if any) such as health insurance, annual health check, annual travel etc. This shall include the disclosing your information to government agencies such as the Social Security Office, the Revenue Department, including other agencies such as commercial banks,</p>	<p><b>General Personal Data</b></p> <ul style="list-style-type: none"> <li>- For performance of a contract or entering into a contract.</li> <li>- For compliance with the laws enforced on the Bank.</li> <li>- For the legitimate interest of the Bank or third parties (such as customers, vendors/ service providers or your employer).</li> <li>- Request for explicit consent (for providing you the welfare).</li> </ul> <p><b>Sensitive Personal Data</b></p>

PURPOSE OF COLLECTION	LEGAL BASIS
insurance companies, provident fund managers, travel agencies for the said purposes.	<ul style="list-style-type: none"> <li>- For the necessity of legal compliance to achieve the objectives required by law.</li> <li>- Explicit consent.</li> </ul>
6. To conduct skills training internally or externally for Bank Personnel in Thailand or overseas, including disclose information to other third parties for the said purpose such as other branches in Indian Overseas Bank Group, external training organizer, airline companies.	<p><b>General Personal Data</b></p> <ul style="list-style-type: none"> <li>- For the legitimate interest of the Bank (in the event of compliance with the Bank's policy).</li> <li>- Request for explicit consent.</li> </ul> <p><b>Sensitive Personal Data</b></p> <ul style="list-style-type: none"> <li>- Explicit consent.</li> </ul>
7. Administrative management of the Bank, such as the proceeding upon employees' requests. This shall include the organizational management and business operation of the Bank. For examples, sale and acquisition of business, merger and acquisition of business and business restructuring.	<p><b>General Personal Data</b></p> <ul style="list-style-type: none"> <li>- For the legitimate interest of the Bank.</li> </ul>
8. Security within the Bank's premises such as CCTV surveillance inside the Bank, etc.	<p><b>General Personal Data</b></p> <ul style="list-style-type: none"> <li>- For the legitimate interest of the Bank.</li> </ul>
9 . Health examination and recording your health data such as collecting your medical check-up report, temperature checks, etc.	<p><b>General Personal Data</b></p> <ul style="list-style-type: none"> <li>- For the legitimate interest of the Bank.</li> <li>- For preventing and suppressing danger to life, body, and health of a person.</li> </ul> <p><b>Sensitive Personal Data</b></p> <ul style="list-style-type: none"> <li>- For preventing or suppressing danger to your life, body, or health in the event where you are unable to give consent.</li> <li>- For the necessity of legal compliance to achieve the objectives required by law (in the event there is a legal requirement e.g., law regarding public interest in respect of public health).</li> <li>- Explicit consent (in the case there is no specific law supporting the Bank to collect the Sensitive Personal Data without a consent).</li> </ul>
10. Collecting and storing your Personal Data on the Bank's database as evidence and reference for employment and performance of employment contract such as records of the job application form, records of the Bank entry and exit data, collection of annual health check-up results which is a benefit provided by the Bank. This shall include storing such information to comply with legal requirements enforced on the Bank. For examples, storing	<p><b>General Personal Data</b></p> <ul style="list-style-type: none"> <li>- For performance of a contract or entering into a contract.</li> <li>- For the legitimate interest of the Bank (in the case of storing on the database).</li> <li>- For compliance with the laws enforced on the Bank (in the case of collection due to legal requirements).</li> </ul>

PURPOSE OF COLLECTION	LEGAL BASIS
documents and disclosing to government agencies as required by laws or reporting information to government agencies.	<p><b>Sensitive Personal Data</b></p> <ul style="list-style-type: none"> <li>- For the necessity of legal compliance to achieve the objectives required by law (in the case of collection due to legal requirements).</li> <li>- Request for explicit consent (in the case of storing on the database).</li> </ul>
11. Collecting and storing your Personal Data for issuing an employment certificate as per requested by you.	<p><b>General Personal Data</b></p> <ul style="list-style-type: none"> <li>- For performance of a contract or entering into a contract.</li> <li>- For compliance with the laws enforced on the Bank</li> <li>- Explicit consent (in the case of storing your Personal Data after your relationship with the Bank either under employment agreement, secondment agreement, or any other hiring agreement, has been terminated)</li> </ul>
12. Protect the legitimate rights of the Bank, or dispute allegations against the Bank such as legal action, initiation of legal proceeding, litigation, alternative dispute resolution and other proceedings to protect the legitimate rights of the Bank or dispute allegations against the Bank as permitted by law.	<p><b>General Personal Data</b></p> <ul style="list-style-type: none"> <li>- For the legitimate interest of the Bank.</li> </ul> <p><b>Sensitive Personal Data</b></p> <ul style="list-style-type: none"> <li>- To establish rights to a legal claim, compliance or exercise of rights to claim as permitted by law; or for dispute allegations.</li> </ul>

**IMPACT FROM THE REFUSAL IN PROVIDING PERSONAL DATA**

The Bank will collect your Personal Data for compliance with employment agreement or secondment agreement (if any) this shall include the legitimate interest for the business operation of the Bank and third party which the Bank has a business relationship with. In the event that you do not provide Personal Data to the Bank, the Bank may not be able to perform its duties as an employer, or as a contract party with your employer or with third parties which the Bank has a business relationship with. This may affect how you work with the Bank. However, in some cases, the Bank may request for your consent to collect Personal Data. For examples, the Bank is required to obtain your consent to collect your Personal Data to provide you with benefits e.g. health insurance. However, if you do not provide your consent or later withdraw your consent, the Bank may not be able to proceed to achieve the objectives which the Bank has informed you. This may result to the possibility that you may not receive certain benefits provided by the Bank. **Nonetheless, you may choose to give or not give consent or withdraw your consent voluntarily and independently. Whereby such refusal or withdrawal of consent will not affect the evaluation of your work performance and ability to work with the Bank.**

**LOCAL AND INTERNATIONAL DISCLOSURE, TRANSMISSION OR TRANSFER OF PERSONAL DATA**

To achieve the objectives of Personal Data collection as stated in this Notice, the Bank may in some cases be required to disclose your Personal Data to persons or organizations including but not limited to the following:

- Customers, business partners, and service providers of the Bank. For examples, IT service providers, auditors, legal consultants, business consultants, or other external expertise consultants.
- Other branches within Indian Overseas Bank group, including external service providers, business partners and agents of such branches.
- Reference persons whom you have specified in the document used to collect Personal Data.
- Government agencies and regulators. For examples, Bank of Thailand, Anti-Money Laundering Office, the Social Security Office, the Revenue Department, the Ministry of Commerce, the Customs Department, the Immigration Office, Embassies, Royal Thai Police, police stations, etc.
- Private sectors. For examples, commercial banks, insurance companies, provident fund managers, airline companies, travel companies, business card companies, SMS broadcast service companies; hospitals, etc.
- Police officers, courts, arbitrators, lawyers and persons or organizations associated with the judicial process and dispute resolution.

In some circumstances where it is necessary for the Bank to send or transfer your Personal Data to the head office in India, and other branches or other organizations situated abroad for the objectives specified above, the Bank will ensure that the destination country has adequate Personal Data protection measures in conjunction with conforming to current data protection laws.

Where it is necessary for the Bank to send or transfer Personal Data to a country which does not have the protective measures required by law or in the event where such measures are not legally recognized, the Bank is required to comply with the additional conditions stipulated in the PDPA for transferring Personal Data. This shall include requesting for your consent, if necessary, or taking other appropriate measures for you to exercise your rights, for example providing effective legal remedies in accordance with the legal requirements.

#### **RETENTION PERIOD OF PERSONAL DATA**

The Bank will collect your Personal Data in accordance with the following period:

- The Bank will collect and store your Personal Data throughout the entire period of the employment agreement, secondment agreement (if any), and after the end of your relationship as our Bank Personnel for up to 5 years.
- In case of information related to annual health check and group insurance, the Bank will remove or destroy such information within 5 years from the date of termination of the employment agreement.
- For the purpose of issuing an employment certificate to you, we will store Personal Data relating to your employment with us which include your full name, date of joining, positions, salary, and date of employment termination for the period of 5 years after the termination of your employment with us.

Nonetheless, the Bank may retain all or part of your Personal Data for a duration beyond the period specified above for compliance with the law, any undertaking for debt collection, and to protect the legitimate rights of the Bank, or to rebut any allegations made against the Bank. In such case, the Personal Data may be retained for as long as it is necessary for the Bank to abide with the specified objectives and/or for the duration stipulated by law.

## **YOUR RIGHTS AS A DATA SUBJECT**

As a data subject under PDPA, you have the following rights:

1. **Right on withdrawal of consent** - You may withdraw some or all your given consent for the collection, use, and disclosure at any time throughout the period the Bank keeps the Personal Data. Notwithstanding, the withdrawal of consent shall not affect the completeness or accuracy of the collection, use, or disclosure of Personal Data by the Bank that you have already given consent prior to the withdrawal.
2. **Right to access and request for a counterpart of Personal Data** – you are entitled to request access to and obtain a copy of the Personal Data related to you, or to request the disclosure of the acquisition of the Personal Data obtained without your consent.
3. **Right on the portability in sending or transferring of Personal Data** – you have the right to request the Bank to send or transfer the Personal Data concerning you to another person pursuant to the condition prescribed by law.
4. **Right to object on the collection, use or disclosure of Personal Data** – you are entitled to object to the collection, use or disclosure of your Personal Data by the Bank pursuant to the condition prescribed by law.
5. **Right on the erasure of Personal Data** – you have the right to request the Bank to erase, destroy or anonymize the Personal Data to become anonymous data which cannot identify you pursuant to the condition prescribed by law.
6. **Right to restrict processing of Personal Data** – you have the right to request the Bank to restrict the use of your Personal Data pursuant to the condition prescribed by law.
7. **Right on rectification of Personal Data** – you have the right to request the Bank to rectify incorrect information or input data to any incomplete information.
8. **Right to complaint** – you are entitled to file a complaint with the personal data protection committee if the Bank or employee or contractor of the Bank violates or does not comply with the PDPA.

In this regard, you can exercise your rights by notifying the Bank in writing to the Bank's contact information below. In the case where the Bank cannot fulfill such request, the Bank shall provide a reason of the refusal along with the response.

## **CONTACT INFORMATION OF THE BANK**

Indian Overseas Bank

Address: No.221, Rajawongse Road, Chakkawat, Sub-District, Samphanthawong District, Bangkok 10100

Telephone number: 02 224 5411-14 Ext. 24

Fax Number 02 224 5405

Email address: HR@iob.co.th