

Regulations for Confidential Information / Personal Information	
Purpose	<p>Chapter 1 General</p> <p>Article 1 These regulations are aimed at ensuring the most effective and proper means of acquiring and managing confidential and personal information that is acquired, managed or used in our business activities, and will therefore enable smoother business operations.</p>
Definition	<p>Article 2 Definitions for the terms used in these regulations are as follows:</p> <p>(1) "Confidential Information" means any information which is controlled by the company and publicly unavailable (normally cannot be acquired outside our administration), but doesn't include Personal Information.</p> <p>(2) "Personal Information" means any information that contains names, birth dates or other descriptions by which a living individual can be identified (including references that facility highlight other information and consequently make it possible for specific individuals to be identified). This applies to information relating to individuals from our company, and also publicly available information.</p> <p>(3) "Management Information" means Confidential Information and Personal Information.</p> <p>(4) "Employee" means any persons engaging in the company's business activities under the direct or indirect control of the company (including temporary employees).</p> <p>(5) "Electromagnetic Record" means any record made electronically, magnetically (e.g. Floppy disk, CD-ROM, DVD USB, ect.)</p> <p>(6) "Management Standards" means the Information Security Guideline and ATSG (All Toyota Security Guideline).</p>
Scope	<p>Article 3 These regulations apply to Employees of the Company, Employees of the Company shall comply with these regulations, and to that decreed by law, in handling Management Information.</p>
Officer in Charge of Information Management	<p>Article 4 (1) Managing Director positions that are fully responsible for the management of company-wide Management Information are appointed as Officer in Charge of Information Management. ("the Officer")</p> <p>(2) "The Officer" is responsible for the overall management involved with providing the education and training required for Employees to be able to comply with these regulations, implementing safety measures and other provisions for related rules, and implementing measures for reviewing the information management system, etc. Other than these, Officer in Charge of Information Management must take full responsibility for directing the management of company-wide Confidential Information and protecting Personal Information.</p> <p>(3) "The Officer" can assign IT Department, Human Resource Department to conduct proper information Management.</p>

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		<p align="center">Chapter 2 Management of Confidential Information</p>
Compliance with laws and regulations	Article 5	Employees shall comply with relevant laws and regulations, these regulations, and the "Management Standards"
Compliance rules for handling Confidential Information	Article 6	<p>Employees must handle Confidential Information as follows unless "the Offgives prior approval"</p> <p>(1) It must be handled in confidential.</p> <p>(2) It must not be offered or exposed to anyone other than the persons that have been approved in accordance with its Confidential Information classification as stipulated in Information Security Guideline.</p> <p>(3) It must not be handled beyond its stipulated purpose or place.</p> <p>(4) It must not be copied or replicated.</p>
Retired persons	Article 7	Even after losing their position in the company, Ex-Employees must comply with the obligations prescribed in these Regulations.
Handling of Third Party Confidential Information	Article 8	<p>(1) When an Employee acquires or uses publicly unavailable information that is owned by a third party (hereafter called "Third Party Confidential Information"), the Employee must manage it in pursuant to regulations prescribed for confidential information.</p> <p>(2) When information is to be acquired from a third party, if it is certain whether the said information is Third Party Confidential Information or not, or even if it is not certain whether the said third party has the legal authority to disclose the information, then these suspicions must be investigated and confirmed with the said third party what conditions and constraints will be imposed on the company when using and disclosing the said information.</p>
		<p align="center">Chapter 3 Personal Information Management</p>
Compliance with laws and regulations	Article 9	Employees shall comply with relevant laws and regulations ,and these regulations.
Identifying the Objectives for Use	Article 10	Specify in advance, the objectives for using Personal Information (hereafter called Objectives for Use), within the extent necessary to our business activities.
Proper Acquisition	Article 11	Personal Information must be obtained by appropriate and fair means.
Controls on Providing Personal Information to Third Parties	Article 12	Personal Information must not be provided to any third party except when decreed by law.
Securing Accurate Personal Data	Article 13	Employees shall guarantee Personal Data to be as new and accurate as possible within the extent necessary for achieving the Objectives for Use.
Safety Management Measures	Article 14	To ensure the prevention of inappropriate access to Personal Data, leaks, disappearance or destruction of Personal Information, and to ensure secure management of Personal Data, the Officer shall implement organizational, personal, physical, and technological safety measures.

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	Chapter 4 Common Elements	
Promissory letters	Article 15	Whenever the Officer considered necessary, a promissory letter to protect the confidentiality shall be submitted by any employee.
Disposing of Confidential Information	Article 16	Confidential Information or Personal Data that is no longer necessary must be disposed in accordance with the Regulations for documents.
Management Standards for Confidential Information	Article 17	(1) Concerning any items not stipulated in these regulations or any additional details relating to the articles in these regulations, the Management Standards shall apply. (2) The Human Resource Department are responsible to control the Management Standards.
	Chapter 5 Miscellaneous Rules	
Responsible Department	Article 18	The responsible department of these regulations is Human Resource Department.
In the Event of Doubt	Article 19	Any doubts as to interpretation and/or application of these Rules, and any matters not specified herein, shall be settled by Human Resource Department.
Revision or Abolition	Article 20	These Regulations may be revised or abolished with the approval of the BOD.
Enforcement	Article 21	These Regulations shall become effective from 1 st August 2019

Responsible by : Benjamas
(Human Resource)

Agreed by : Ratta Umsaporn
(Managing Director)

Agreed by : 周國英
(President)