



Privacy Notice - Job Applicants

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Prepared By	Data Protection Officer (DPO)
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Approved By	Managing Director (MD)
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Document Revision History

Version	Date	Description of Change	Prepared – Reviewed –Approved
01	21 September 2026	Initial release	PIMS Working Team – MD – MD



02	19 October 2026	– Corporate document format applied (TH SarabunPSK, cover metadata, revision history, table of contents, approval block) – Content rebuilt from the ROPA (recruitment and selection): personal data, purpose, lawful basis, recipients, transfers and retention (up to 2 years for unsuccessful applicants) – Lawful basis corrected to pre-contractual steps under s.24(3) (was s.24(2)) – Removed: retention of profiles for future vacancies with consent, statement that no AI or automated scoring is used, sources of data (LinkedIn, recruitment agencies, referees) – Blank contact and retention fields completed; pre-publication instruction note removed – Personal data aligned with the Application for Employment form (V4): positions applied for, race, ID card, marital and military status, residence type, family information, emergency contact, previous salaries and reasons for leaving, skills and interests, health (serious illness or contagious disease), source of application, references and attachments; sensitive data (race, health) with explicit consent, used solely for evaluating the application; sources of personal data and personal data of other persons added – Contact telephone changed to 02-105-3296 and added to Your rights – Recipients regrouped by category (IT and cloud service providers, recruitment agencies, background-check providers); Adobe Inc. (Adobe Acrobat Sign), Make (Celonis SE), Amazon Web Services (AWS) and Airtable added as service providers and to transfers outside Thailand	DPO – MD – MD
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		– Criminal-record checks removed from recruitment (now a post-hire check for employees, PIMS-AN-002); race used only for anonymous, aggregate workforce statistics; religion shown on the ID card copy added as sensitive data; explicit consent given on form PIMS-FM-001-A; background-check providers removed from recipients; applicant consent kept in the HR recruitment mailbox for up to 2 years	



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Purpose

This notice explains how DailiTech collects, uses, discloses and protects your personal data, and the rights you have under the Personal Data Protection Act B.E. 2562 (2019).

1. Privacy Notice

1.1 Who we are

DailiTech Co., Ltd. ("DailiTech", "we") is the data controller. This notice applies to individuals who apply for a position with DailiTech. You can contact our Data Protection Officer at privacy@dailitech.com, telephone 02-105-3296, or The Parq, 6th Floor Unit, East Wing, 88 Ratchadaphisek Road, Klongtoey, Bangkok 10110, Thailand.



1.2 What we collect, why, and on what lawful basis

Activity	Personal data	Purpose	Lawful basis
Recruitment and Selection	Full name, positions applied for, contact details (address, mobile number, email), date of birth, age, sex, nationality, race, national ID card number and expiry date, marital status, military service status, type of residence, family information (names, ages and occupations of parents, spouse and siblings; spouse's workplace and position; number of children; number of siblings and birth order), emergency contact (name, relationship, telephone number, address), education history, employment history (including previous salaries and reasons for leaving), expected salary, language, typing and computer skills, driving ability and driving licence validity, hobbies, favourite sports, willingness for temporary out-of-town assignments, history of serious illness or severe contagious disease, source of application, previous applications to DailiTech, DailiTech employees known to you, self-introduction, resume, transcript, copy of ID card (which may show your religion), test results, personal essay, signature, interview results	Receive, screen, interview and select applicants for employment; verify the accuracy of the information provided; contact your emergency contact when necessary; assess suitability for the role (health); compile anonymous, aggregate workforce statistics (race only)	Contract (PDPA s.24(3)) (pre-contractual); explicit consent (PDPA s.26) for race, religion shown on the ID card copy and health (history of serious illness or severe contagious disease), given on form PIMS-FM-001-A with the application

Sensitive personal data: Recruitment and Selection – race, religion shown on the copy of your ID card, and health (history of serious illness or severe contagious disease), collected with your explicit consent on form PIMS-FM-001-A. Race is used only for anonymous, aggregate workforce statistics and never in hiring decisions; religion is not used for any purpose. DailiTech does not



carry out criminal-record checks on applicants. We process sensitive data only with your explicit consent or where permitted by PDPA Section 26.

Sources of personal data: We collect personal data directly from you through the application form (submitted electronically via Adobe Acrobat Sign), your resume and attached documents, tests and interviews, and from other sources such as job websites, friends or acquaintances who referred you, and DailiTech employees you name in the application.

Personal data of other persons: The application form asks for personal data of other persons (parents, spouse, siblings, emergency contact and DailiTech employees you know). Please inform them of this notice before providing their data.

1.3 Who we share it with

- IT and cloud service providers: Microsoft Corporation (Microsoft 365), Adobe Inc. (Adobe Acrobat Sign), Make (Celonis SE), Amazon Web Services (AWS), Airtable
- Recruitment agencies: where used

1.4 Transfers outside Thailand

Some of our service providers store or process data outside Thailand. We transfer data only with appropriate safeguards (data processing agreements with standard contractual clauses):

- Microsoft Corporation – Microsoft global cloud (data residency: Southeast Asia)
- Amazon Web Services, Inc. – Singapore (ap-southeast-1), Thailand (ap-southeast-7), United States (us-east-1)
- Airtable, Inc. – United States
- Adobe Inc. (Adobe Acrobat Sign) – Adobe cloud (data centre region of DailiTech's Acrobat Sign account)
- Make (Celonis SE) – European Union (Czech Republic)

1.5 How long we keep it

- Recruitment and Selection: Up to 2 years after the selection ends (unsuccessful) / moved to the employee file (successful); application e-mails and consent forms are kept in the HR recruitment mailbox, which deletes them automatically after 2 years



1.6 Your rights

You have the right to access and obtain a copy of your data, data portability, objection, erasure, restriction and rectification, to withdraw consent where processing is based on consent, and to lodge a complaint with the Personal Data Protection Committee. To exercise your rights, contact privacy@dailitech.com, telephone 02-105-3296, or use form PIMS-FM-002. If you do not provide personal data needed for a contract or legal obligation, we may be unable to enter into or perform the contract or comply with the law.

Document Approval

Prepared by	Reviewed by	Approved by
Signature  (Sura Rodpongpun) PIMS Working Team and DPO Date 19 / 10 / 2026	Signature  (Vit Niennattrakul) Managing Director Date 19 / 10 / 2026	Signature  (Vit Niennattrakul) Managing Director Date 19 / 10 / 2026