

Privacy Statement for Members, Participants, and Coordinators

Thai Institute of Directors Association (“**IOD**”) takes into account your privacy and commits to taking care of the security of your Personal Data, and will only collect, store, use and disclose the Personal Data in accordance with this Privacy Statement for Members, Participants and Coordinators (“**Privacy Statement**”), in accordance with the Personal Data Protection Act B.E 2562 (2019) (“**PDPA**”).

This Privacy Statement will be used to protect your personal information as:

- (1) Individual members (“**Members**”) and individual members who are legal representatives of the common juristic member (“**Representatives of the Juristic Member**”).
- (2) Participants of any training, seminar, meeting, project or activity conducted by IOD (“**Activities**”) (“**Participants**”).
- (3) Attorneys of the person under (1) and (2) participating in Activities on behalf of or performing any other action on behalf of such person and those who participating in Activities or taking any other action on behalf of a juristic person (“**Representatives**”).
- (4) Coordinators of the above persons including the secretary or company secretary (“**Coordinators**”).

(Item (3) – (4) shall be collectively referred to as “**Related Person**”).

1. Type of Personal Data

“**Personal Data**” means any data relating to an individual which can identify such individual, directly or indirectly, excluding the data of a deceased individual or any other term, under its definition of the PDPA.

- 1.1 If you are Members or Representative of the Juristic Member, the Personal Data which IOD may collect from you is consisted of:

No.	Types of Personal Data	Details	
1.	“ Identity Data ”	(a) name, last name and nickname; (b) photo, video record; (c) identification number; (d) passport number; (e) date of birth; (f) occupation, position, and employer company name;	(g) company or organization name; (h) age; (i) nationality; (j) gender; (k) information indicating non-qualification, performance failure, or non-potential, such as bankrupt.
2.	“ Contact Details ”	(a) current address; (b) company address; (c) email; (d) phone number;	(e) fax number. (f) social application e.g. Facebook.
3.	“ Financial Data ”	(a) bank/branch, number and type of bank account. (b) credit or debit details.	
4.	“ Membership Data ”	(a) member ID; (b) member class;	

No.	Types of Personal Data	Details
		(c) member benefits; (d) financial transactions history of the Activities participation; (e) the start and end date of membership status; (f) membership period.
5.	“Qualification Data”	(a) Activities participation history; (b) work experience; (c) skills, expertise, aptitude; (d) achievements/honorable awards.
6.	“Preferences and Interests Details”	(a) sports or activities of interest; (b) food that you like or dislike.
7.	“Information Technology Data/IT Data”	(a) logfiles; (b) IP number; (c) Cookie.

1.2 If you are Participants, the Personal Data which IOD may collect from you is consisted of:

No.	Types of Personal Data	Details
1.	“Identity Data”	(a) name, last name and nickname; (b) photo, video record; (c) identification number; (d) passport number; (e) date of birth; (f) occupation and position, and employer company name; (g) company or organization name; (h) age; (i) nationality; (j) gender.
2.	“Contact Details”	(a) current address; (b) company address; (c) email; (d) phone number; (e) fax number; (f) social application e.g. Facebook.
3.	“Financial Data”	(a) bank/branch, number and type of bank account; (b) credit or debit details.
4.	“Qualification Data”	(a) Activities participation history; (b) work experience; (c) skills, expertise, aptitude; (d) achievements/honorable Awards.
5.	“Preferences and Interests Details”	(a) sports or activities of interest; (b) food that you like or dislike.
6.	“Information Technology Data/IT Data”	(a) logfiles; (b) IP number; (c) Cookie.

- 1.3 If you are Representatives or Coordinators, the Personal Data which IOD may collect from you is consisted of:

No.	Types of Personal Data	Details	
1.	“Identity Data”	(a) name, last name and nickname; (b) photo, video record; (c) identification number; (d) passport number; (e) date of birth; (f) occupation and position;	(g) company or organization name; (h) gender.
2.	“Contact Details”	(a) current address; (b) company address; (c) email; (d) phone number.	
3.	“Membership Data”	(a) member ID; (b) member class; (c) member benefits; (d) financial transactions history of the Activities participation.	
4.	“Preferences and Interests Details”	(a) sports or activities of interest; (b) food that prefers or dislike.	

If you wish to work or carry out any activities with IOD, IOD is required to collect your Personal Data. If you do not provide the Personal Data to IOD, IOD will not be able to recruit, evaluate, enter into a contract with you and/or perform any obligation thereunder or respond to your request, and to comply with its legal obligations.

If you provide Personal Data about other persons to IOD, you affirm that this Privacy Statement has been reviewed by such persons and that such persons have given their consent regarding the processing of their Personal Data. You have to present the consent letter of such other persons to IOD, as may be requested by IOD.

For the Personal Data collected before 1 June 2022, IOD will process such Personal Data in accordance with the PDPA. However, if you do not wish IOD to further collect and use such Personal Data, you can withdraw your consent at any time by contacting IOD or the Personal Data Protection Officer as detailed in Paragraph 8.

2. Collection of the Personal Data

IOD may, directly or indirectly, collect your Personal Data through the following:

- 2.1 **Application Form, Registration Form and/or Any Other Documents:** e.g. membership or chartered director application form and declaration form, membership renewal form, 71 checklists form and declaration of intention letter, application or registration form for participation of the Activities, any sponsorship confirmation letter for IOD’s projects, purchase and order form of any IOD’s products, of which IOD received such documents or via online channel e.g. the IOD’s website or applications or email.
- 2.2 **Any Communications:** This includes interviews, any communication with IOD in person, during Activity’s participation or via telephone, email, fax, postal service, or social media, etc., including any information that you may contact through the IOD’s website or applications, or which is administered by IOD.

- 2.3 **Coordinators:** IOD may collect your Personal Data from your Coordinators or your contact persons.
- 2.4 **Other Agencies or Organizations:** e.g. the Federation of Accounting Professions under the Royal Patronage of His Majesty the King, the Stock Exchange of Thailand, the Securities and Exchange Commission, including certified companies that published a project for IOD.
- 2.5 **IOD's Committees and IOD Member:** This includes other committees or other Members which has nominated your name in considering the qualifications of Member or selection.
- 2.6 **Public Sources:** This includes public websites e.g. websites of listed companies, government agencies, regulators, public directory or social media.

3. Retention Period

- 3.1 IOD will retain your Personal Data within the period appropriate and necessary to achieve the purposes specified in this Privacy Statement no longer than the period stated below. However, IOD may continue to retain the Personal Data as long as (a) it is permitted by PDPA and/or any applicable laws; (b) IOD is under contractual relationship with you; (c) IOD is under legal obligation to retain the Personal Data; (d) you have given your consent to IOD; and (e) it is lawfully necessary to complete the purposes of this Privacy Statement.

No.	Data Subject	Retention Period	
		Membership Data / Qualification Data	Other Information
1.	Members Representative of the Juristic Member	Not over the duration of the IOD's operation	Not over 10 years following the end of membership
2.	Participants	Not over the duration of the IOD's operation	Not over 10 years following the last Activity participation
3.	Related Persons	Not over the duration of the IOD's operation	Not over 10 years following the legal relationship between Member, Representative of the Juristic Member, or Participant (as the case may be) ended

4. Purpose of Personal Data Processing

The Personal Data shall be collected, used and disclosed only for the purposes stated below, including the purposes you have consented, or any other purposes as permitted or required in the PDPA and/or any applicable laws.

No.	Purpose	Personal Data	Section 24 Basis
1.	To process on membership process e.g. (a) to manage the membership registration; (b) to arrange the membership registration payment; (c) to prepare the database of Members and chartered directors;	<u>Members</u> (a) Identity Data (b) Contact Details (c) Financial Data (d) Membership Data (e) Qualification Data (f) Preferences and Interests Details	Contractual Basis

No.	Purpose	Personal Data	Section 24 Basis
	(d) to prepare and send membership cards; (e) to prepare the Activities participation history; (f) to manage and change membership status; (g) to manage renewal or termination of membership; and (h) to liaise with you for any required actions.		
2.	To process on juristic membership process e.g. (a) to manage common juristic members registration; (b) to arrange the membership registration payment; (c) to prepare a database; (d) to prepare and send membership cards; (e) to prepare the Activities participation history; (f) to manage and change membership status; (g) to manage renewal or termination of membership; (h) to arrange substitution of Representative of the Juristic Member; and (i) to liaise with you for any required actions.	<u>Representative of the Juristic Member</u> (a) Identity Data (b) Contact Details (c) Membership Data (d) Qualification Data (e) Preferences and Interests Details	Legitimate Interest
3.	To proceed on the company certification of Collective Action Coalition Against Corruption (CAC) and Declaration including required process e.g. (a) to liaise or request for additional information; and (b) to manage a renewal of certification.	<u>Representatives of the Juristic Member / Representatives</u> (a) Identity Data (b) Contact Details	Legitimate Interest
4.	To enter into a contract or any legal relationship with the juristic members or other juristic persons e.g. to	<u>Members / Participants</u> (a) Identity Data (b) Contact Details	Contractual Basis

No.	Purpose	Personal Data	Section 24 Basis
	purchase and order products, to liaise with you and to invoice and receive of payments.	<u>Representatives of the Juristic Member/ Representatives</u> (a) Identity Data (b) Contact Details	Legitimate Interest
5.	To prepare and disclose the chartered director directory on the IOD's website for public information and on IOD Director Search system and those who are interested in contacting with chartered directors.	<u>Members</u> (a) Identity Data (b) Contact Details (c) Qualification Data	Legitimate Interest
6.	To conduct Activities for Members and Participants e.g. (a) To manage the registration of those who are interested in Activities participation e.g. to support CGR project and to attend DCP courses; (b) to prepare the Participants database; (c) to arrange payments and verify the payment status; (d) to prepare and send the receipt; (e) to liaise with you for any required actions for the Activities; and (f) to arrange a facilitation e.g. to prepare name tag, to prepare food for your medical condition, to book flight ticket and accommodation.	<u>Members</u> (a) Identity Data (b) Contact Details (c) Financial Data (d) Membership Data (e) Qualification Data (f) Preferences and Interests Details <u>Participants</u> (a) Identity Data (b) Contact Details (c) Financial Data (d) Qualification Data (e) Preferences and Interests Details	Contractual Basis
7.	To conduct Activities for and accommodate Representatives for a participation e.g. CGR announcement events, lectures, CAC award events, including any required process e.g. (a) to verify the payment status; (b) to prepare and send the receipt; (c) to prepare the participants database; (d) to liaise with you for any required actions; and	<u>Representatives of the Juristic Member / Representatives</u> (a) Identity Data (b) Contact Details	Legitimate Interest

No.	Purpose	Personal Data	Section 24 Basis
	(e) to arrange a facilitation e.g. to prepare name tag, to prepare food, to book flight ticket and accommodation.		
8.	To verify the identity for the Activities attendance.	<u>Members / Representatives of the Juristic Member / Participants / Representatives</u> (a) Identity Data (b) Contact Details	Legitimate Interest
9.	To prepare and send the invitation letter for the annual general meeting and prepare the annual report.	<u>Members / Representatives of the Juristic Member</u> (a) Identity Data (b) Contact Details	Legal Obligation
10.	To verify your membership status and/or activity participations history to third parties e.g. Coordinators or your relevant persons, or the agency or organization to which you are involved.	<u>Members / Representative of the Juristic Member</u> (a) Identity Data (b) Membership Data (c) Qualification Data <u>Participants</u> (a) Identity Data (b) Qualification Data <u>Representatives</u> (a) Identity Data	Consent
11.	To consider the qualifications of Members according to the rules and regulation of IOD.	<u>Members / Representative of the Juristic Member</u> (a) Identity Data (b) Contact Details (c) Qualification Data	Legitimate Interest
12.	To select decent persons to hold a position of the IOD's directors which are qualified in line with the rules and regulation of IOD, or other committees, and to engage with any Activities with IOD e.g. to be a lecturer and consultant, including to contact with such persons for any required process for the nomination.	<u>Members / Representatives of the Juristic Member</u> (a) Identity Data (b) Contact Details (c) Qualification Data	Legitimate Interest
13.	To disclose information of the Participants to other Participants and/or the lecturer of that Activity for their information.	<u>Members / Representatives of the Juristic Member / Participants / Representatives</u> (a) Identity Data (b) Contact Details	Legitimate Interest

No.	Purpose	Personal Data	Section 24 Basis
14.	To collect the Personal Data of Coordinators for a management of membership or trainings and Activities application.	<u>Coordinators</u> (a) Identity Data (b) Contact Details (c) Preferences and Interests Details	Legitimate Interest
15.	To liaise with Coordinators for additional information of Members, Representatives of the Juristic Member, Participants, Representatives, or any person whom such Coordinators are involved with the legal relation with IOD, including to clarify details of the Activities.	<u>Coordinators</u> (a) Identity Data (b) Contact Details	Legitimate Interest
16.	To collect information and confirm membership status or Activities participation history throughout the operation of IOD.	<u>Members / Representatives of the Juristic Member</u> Membership Data <u>Participants</u> Qualification Data <u>Coordinators</u> Membership Data	Legitimate Interest
17.	To send or transfer to sponsors of IOD for disbursement and for their information regarding the Participants of Activities supported by such sponsors e.g. (a) The Stock Exchange of Thailand, sponsor of CGR Project. (b) The Securities and Exchange Commission, sponsor of ASEAN CG Scorecard project.	<u>Members / Representatives of the Juristic Member / Participants / Representatives</u> (a) Identity Data (b) Contact Details	Legitimate Interest
18.	To proceed direct marketing to send newsletter or advertise activities details that might be your interesting.	<u>Members / Representatives of the Juristic Member</u> (a) Identity Data (b) Contact Details (c) Membership Data (d) Qualification Data (e) Preferences and Interests Details (f) IT Data <u>Participants</u> (a) Identity Data (b) Contact Details	Consent

No.	Purpose	Personal Data	Section 24 Basis
		(c) Qualification Data (d) Preferences and Interests Details (e) IT Data <u>Representatives / Coordinators</u> (a) Identity Data (b) Contact Details	
19.	To process the Personal Data for marketing research to develop the Activities.	<u>Members / Representatives of the Juristic Member</u> (a) Identity Data (b) Membership Data (c) Qualification Data (d) Preferences and Interests Details (e) IT Data <u>Participants</u> (a) Identity Data (b) Qualification Data (c) Preferences and Interests Details (d) IT Data <u>Representatives / Coordinators</u> (a) Identity Data (b) Contact Details	Legitimate Interest
20.	To publish photos and video compilation of the Activities and promote the Activities via the IOD's website or social medias or which are administered by IOD, that are not target advertisement.	<u>Members / Representatives of the Juristic Member / Participants / Representatives</u> Identity Data	Legitimate Interest
21.	To coordinate and operate within IOD to increase the effectiveness of the IOD's operation as follows: (a) to conduct internal audit of IOD; and (b) to consult with legal, accounting, tax advisors on relevant matters.	<u>Members / Representatives of the Juristic Member</u> (a) Identity Data (b) Contact Details (c) Financial Data (d) Membership Data (e) Qualification Data (f) Preferences and Interests Details <u>Participants</u> (a) Identity Data (b) Contact Details	Legitimate Interest

No.	Purpose	Personal Data	Section 24 Basis
		(c) Financial Data (d) Qualification Data (e) Preferences and Interests Details <u>Representatives / Coordinators</u> (a) Identity Data (b) Contact Details	
22.	To prepare the membership database on the IOD's applications for your details.	<u>Members / Representatives of the Juristic Member</u> (a) Identity Data (b) Contact Details (c) Membership Data (d) Qualification Data	Legitimate Interest
23.	To comply with legal requirements e.g. (a) to arrange tax and accounting matters in compliance with the Revenue Code and the Accounting Act B.E 2543 (2000); (b) To audit and prepare financial statements certified by a licensed auditor. (c) To comply with court orders and/or orders from government agencies.	<u>Members / Representatives of the Juristic Member</u> (a) Identity Data (b) Contact Details (c) Financial Data <u>Participants</u> (a) Identity Data (b) Contact Details (c) Financial Data <u>Representatives</u> (a) Identity Data (b) Contact Details	Legal Obligation
24.	To maintain security and prevent accidents and crimes.	<u>Members / Representatives of the Juristic Member / Participants / Representatives / Coordinators</u> (a) Identity Data (b) Contact Details	Legitimate Interest

5. To Whom Personal Data is Disclosed

IOD may be disclosed your Personal Data to third parties and/or governmental authorities as follows:

- 5.1 sponsors of IOD both in terms of know-how and funds, e.g. the Stock Exchange of Thailand, The Securities and Exchange Commission, etc;
- 5.2 third parties who provide services to IOD e.g. Thailand Post or couriers, IA-CAC, IT service providers, marketing analytics service providers, airlines operators, accommodation operators or venue service providers, caterer, travel agencies, etc;
- 5.3 lecturers, speakers, and other Participants of that Activities conducted by IOD;

- 5.4 various committees outside of IOD e.g. the CAC committees, the CAC's certification committees, etc., including the secretary or coordinator of such committees;
- 5.5 third parties related to you or your company, such as Coordinator, attorney, secretary, agent, contact person and/or the agency or organization in which you hold a position of director;
- 5.6 third parties who wish to contact chartered directors; and
- 5.7 third parties and general guests who visit the IOD's website, social medias, or applications or which is administered by IOD.

6. Your Rights

Where permitted by the PDPA or applicable laws and under the relevant criteria/requirements specified thereunder, you have the rights with respect to your Personal Data to:

- 6.1 **Access and Obtain:** You have the right to access or request a copy of the Personal Data, which IOD is collecting, using or disclosing about you, including to disclose the acquisition of your Personal Data which IOD obtained without your consent.
- 6.2 **Data Portability:** You have the right to obtain your Personal Data, which IOD holds, in a structured, electronic format which is generally readable and applicable to tools or devices with automatic function to use or disclose the Personal Data by automatic means, and to send or transfer such Personal Data to third parties, or obtain the Personal Data which IOD has sent or transferred to the third parties, unless it is impossible to do so because of technical circumstances. The Personal Data shall be collected, used, or disclosed on the basis of your consent or to perform a contract with you, or the legal requirements.
- 6.3 **Objection:** You have the right to object the collection, use, and disclosure of the Personal Data in the case where your Personal Data is being processed for purposes of public task, legitimate interest, direct marketing or scientific, historical or statistic research.
- 6.4 **Deletion ('right to be forgotten'):** You have the right to request IOD to delete or destroy or de-identify your Personal Data.
- 6.5 **Restriction:** You have the right to restrict the processing of your Personal Data if IOD is under examination of your right exercising to rectify the Personal Data or object to the collection, use or disclosure of your Personal Data, or request IOD to restrict the use of Personal Data instead of deleting or destroying, or your Personal Data is no longer necessary but you request IOD to retain such Personal Data to establish, comply, exercise or defend legal claims.
- 6.6 **Rectification:** You have the right to have incomplete, inaccurate, misleading, or not up-to-date Personal Data which IOD collects, uses or discloses about you rectified.
- 6.7 **File a complaint:** You have the right to file a complaint with the Personal Data Protection Committee if you believe that there is violation of the PDPA.
- 6.8 **Withdraw Consent:** You have the right to withdraw consent to certain or all purposes given to IOD at any time, in accordance with the steps and procedure as stipulated by IOD. However, the withdrawal of consent shall not effect to the collection, use or disclosure of the Personal Data which you have lawfully consented before such withdrawal.

You may exercise these rights by contacting IOD or the Data Protection Officer as detailed in Paragraph 8 below.

If the withdrawal of consent causes any effect to you, IOD will inform such effect to you accordingly. Your withdrawal of any given consent shall not cause any impact on a conformity of the collection, use or disclosure on the basis of your consent prior to such withdrawal.

For the benefit of the Data Subject that IOD takes into account and commits to procure the security and protect the Personal Data, IOD may refuse to comply with your request if (a) the person submitting the request does not have evidence to verify that he/she is the data subject or does not has the authority to submit such request, (b) such request is unreasonable, e.g. the

person submitting the request does not have legal grounds to exercise the rights or the Personal Data is not in the possession of IOD, (c) such request is superfluous, i.e. requests of the same nature or of the same content repeatedly without justifiable reason, (d) IOD has compelling legitimate grounds to reject such request as required or permitted by the PDPA and/or any applicable laws.

7. Privacy Policy

IOD has published the Privacy Policy providing general information about the collection, use or disclosure of Personal Data of all types of Data Subjects and other details such as cross-border transfer, Cookies, and Personal Data security measures. The terms of the Privacy Policy will apply in addition to this Privacy Statement, and do not cancel, supersede or change any provision of this Privacy Statement. If there are conflicts or inconsistencies, the terms of this Privacy Statement shall prevail, as IOD has specifically provided it to you for your consideration whether to give your consent to these specific purposes or not. Please consider the Privacy Policy at www.thai-iod.com/th/aboutIOD.asp

8. Contact Us

Regarding all queries with respect to the Personal Data arising from this Privacy Statement, or the activities of IOD, including to the exercise of any right as set out in Paragraph 6, IOD and the Data Protection Officer can be contacted at the below address:

Thai Institute of Directors

To: Thai Institute of Directors Association
Address: CMA. Building2, 2/9 Moo 4 Northpark Project, Vibhavadi-Rangsit Road, Thung SongHong, Laksi, Bangkok 10210
Tel: +66-2-955-1155
Email: iod-pdpa@thai-iod.com

Data Protection Officer

To: Ms. Nisa Jirapongwanich
Address: CMA. Building2, 2/9 Moo 4 Northpark Project, Vibhavadi-Rangsit Road, Thung SongHong, Laksi, Bangkok 10210
Tel: +66-2-955-1155 ext. 100
Email: dpo@thai-iod.com

IOD reviewed this Privacy Statement from the first version announced.

This Privacy Statement shall be effective on 18 May 2023.