

**Privacy Notice**  
**for 2022 Annual General Meeting of Shareholder via electronic means of**  
**PTT Oil and Retail Business Public Company Limited (“AGM”)**

PTT Oil and Retail Business Public Company Limited (the “**Company**”) is greatly aware of the importance of personal data protection of each shareholder, proxy holder, or attorney of those persons. We would like to inform you of the details of procedure for protecting and treatment apply to your personal data which are in line with the personal data protection law as follows.

**Data Controller Information:** PTT Oil and Retail Business Public Company Limited. The contacting details are as appeared in the invitation to AGM of the Company.

**1. Personal Data collected by the Company**

The Company needs to collect your personal data for the purpose of AGM arrangement and AGM attendance as follows:

**(A) General Personal Data**

- 1) **Contacting Information:** address, telephone number, cellphone number, e-mail, social media user accounts (i.e., Line ID, Facebook account).
- 2) **Identifying Information:** name, surname, gender, nationality, occupation, date of birth, status, photographs, signatures, identification number, passport number or data on any similar cards issued by government or any government departments.
- 3) **Other information:** data from still pictures and/or motion pictures and voice that recorded during the AGM and activities relevant to the preparation and conducting of the AGM.

**(B) Sensitive Personal Data:** nationality, religious, labour union information, biochemical information (such as face recognition and fingerprint), health information or body or mental information and criminal record.

**2. Objectives and Legal basis for the Company to collect, use, process, or disclose your personal data**

The Company collects, uses, processes, or discloses your personal data in accordance with the legal basis as follows:

**(A) Legal Obligation**

The Company collects, uses, processes, or discloses your personal data under 1 (A) and 1 (B) for the purpose of calling, conducting the AGM, including verifying your identity, sending any related documents, and carrying out any action according to the AGM’s resolutions and the laws, as well as carrying out any other activities to comply with the laws and any order of the governmental authorities in accordance with the Public Limited Companies Act B.E. 2535 (A.D. 1992), the Civil and Commercial Code, and any other laws.

**(B) Legitimate Interest**

The Company collects, uses, processes or discloses your personal data under item 1 (A) for the purpose of preparing the minutes of AGM, and keeping evidence of your attendance to the AGM, as well as for any activity as necessary and related to the legitimate interest of Company and other person, to the extent that it is within the scope of the objectives which you can reasonably expect.

The Company collects, uses, processes, or discloses your personal data under item 1 (B) in compliance with the measures and guidelines of AGM.

The Company records still pictures, motion pictures and voice in relation to the convening and conducting AGM for registration purpose, preparation of minutes of the AGM and the public relation for AGM via electronic means and publication, still pictures and motion pictures of the AGM may show your photo during the meeting.

**3. Source of Personal Data**

The Company collects your personal data directly from you, from the proxy appointed by you and from Thailand Securities Depository Co., Ltd.

**Remark:** *the personal data that you have sent to the Company such as copy of identification card or any other governmental documents may appear sensitive personal data e.g. religious, nationality, blood type etc. which are not necessary for the AGM. Therefore, the Company wishes not to keep such sensitive personal data appeared on the identification card, you are requested to delete/ conceal such information before making a copy and send such data to the Company. If you could not conceal such sensitive personal data, the Company reserves the rights to conceal the received sensitive personal data and it shall be deemed that the sensitive personal data are not kept.*

**4. Personal Data Disclosure**

In order to proceed with the objectives as described in this notice, the Company may disclose your personal data to the following persons:

- Law enforcement agencies, law enforcement agencies, courts, government agencies, and other supervisory agencies (i.e., the Ministry of Commerce, the Office of Securities and Exchange Commission and the Stock Exchange of Thailand etc.) or other person when there is a reasonable and necessity for complying with the laws or protecting the right of the Company, third party's rights or for personal safety, including for performing as necessary in relation to the transfer or accept the right and/or the Company's obligations;
- Personal data processor;
- Service providers, advisors; and
- Electronic and print media used for reporting minutes of meeting and publicizing the meeting.

**5. Period of Personal Data Storage**

The Company will keep your personal data so long as it is necessary for the accomplishment of the objectives for collection of such personal data. In this regard, the Company expects to keep your personal data under item 1 (A) for a period of 10 years, and under item 1 (B) for a period of 6 months from the date that the Company receives your personal data. In order to comply with the above objectives, upon the lapse of those respective periods, the Company will destroy your personal data or anonymize such data. However, the Company may store your personal data for a longer period if it is required by the relevant law.

**6. Right of Data Owner**

Under the stipulated laws and exceptions under the relevant laws, personal data owner has the rights to access and/or receive the copy, transfer, correct, erase, destroy, or anonymize your personal data, as well as to object and restrain the collection, use, or disclosure of the personal data in certain case. If the Company requires your consent, you may revoke your consent and still have the right to request the Company to disclose the source of the personal data that you did not consent for collection. Further, if you would like to exercise any of your rights, please contact the Company and the Company will consider your request and contact you as soon as possible. If the Company fails to comply with the laws related to personal data protection, you can file a complaint to the relevant government authority under the relevant law.

**7. Data Protection Measure**

The Company has the proper data protection measures for your personal data, including management protective measure, technical protective measure, and physical protective measure with regard to the accessibility and controllability of personal data in order that the data remains secret, accurate, complete, and being ready for use and that the data shall not be loss, accessible, useable, changeable, amendable, or disclosable by others without the authority or unlawfully in accordance with the applicable laws.

**8. Contact Us**

If you have any question or queries or would like to exercise any of your rights with regard to your personal data, please contact us or our data controller at:

Data Controller  
PTT Oil and Retail Business Public Company Limited  
555/2 Energy Complex, Building B, 12<sup>th</sup> Floor  
Vibhavadi Rangsit Road, Chatuchak Subdistrict, Chatuchak District, Bangkok 10900  
Email: [dpo@pttor.com](mailto:dpo@pttor.com)

If you would have any question, please contact the Company by 5 April 2022, at 17.00 hrs. so that the Company could therefore proceed with any necessary steps.