

TotalEnergies Company in Thailand PRIVACY NOTICE FOR BUSINESS PARTNERS

Pursuant to the Personal Data Protection Act B.E. 2562 and other related laws, including the future amendments thereof (“**Personal Data Protection Laws**”), **TotalEnergies Company in Thailand**¹ (the “**Company**”) hereby provide this Privacy Notice (“**Notice**”) to inform you of the details regarding the collection, use and disclosure of your Personal Data, as you are a **Business Partner or Relevant Persons of Business Partner**.

1) DEFINITION

“**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.

“**Business Partner**” means a person who sell products and/or provide services to the Company and/or may propose to sell products and/or provide services to the Company, such as service providers, freelancers, consultants, specialists, contractors or any other persons with similar nature, and shall include the Relevant Persons of Business Partner but exclude the Company's customers.

“**Relevant Persons of Business Partner**” means a person relevant or representing the Business Partner e.g. executive, shareholder, employee, representative or any persons representing or acting on behalf of the Business Partner.

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

2) CATEGORIES OF PERSONAL DATA WHICH THE COMPANY COLLECTS

The Company shall collect all or part of your Personal Data as specified in this Notice as necessary for proceeding with the purposes of the Company which informed in this Notice.

- **Identity information**, such as prefix, name, surname, nickname, age, sex, date of birth, nationality, picture, signature etc.
- **Contact information**, such as address, personal phone number, personal email address, Line ID, information on contact persons, etc.
- **Information regarding work**, such as position, department, workplace etc.
- **Information related or contained in the supporting documents for registration of Business Partner's account and/or payment process**, such as account code of Business Partner, information appears on name card, copy of ID card, copy of passport, copy of tax identification card, copy of Business Partner's company affidavit, copy of bankbook, contract or sale and purchase of products and/or service agreement, quotation, invoice, tax invoice, receipt, and other related documents, etc.
- **Sensitive Personal Data**, such as religious, blood group as appeared on copy of identification card etc.
- **Other information**, such as photo or video recorded by CCTV, date and time of visiting the Company, information that shows your opinion or interest in the Company's services, behavior or potential in the use of the Company's services, technical information, e.g. IP Address, Cookies, logfile, etc.

¹ **TotalEnergies Company in Thailand** means (1) TotalEnergies Marketing (Thailand) Co., Ltd. and/or (2) TotalEnergies Renewables (Thailand) Co., Ltd.

3) SOURCE OF PERSONAL DATA

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

- **From you directly; via verbally**, such as through face to face interactions, telephone or other online communication channels; **via documents**, such as in the case that you delivers the documents to the Company in person and where the documents appear your Personal Data; **via other communication channels**, such as in the case where you send the information or documents to the Company via e-mail, fax or other online communication channels, etc.
- **From other sources or third party**, such as juristic or individual person who is your employer (including other personnel of your employer), customers, other Company's business partners, distributors, or service providers of the Company, including public source (e.g. websites of data searching or business information provider), etc.

4) PURPOSE OF PERSONAL DATA COLLECTION

The Company 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 Company is required to collect additional Personal Data or use Personal Data for other purposes apart from the stipulated objectives within this Notice, the Company is obliged to inform you on the Personal Data collection and/or notify the new objectives respectively. If required by laws, the Company may request for additional consent on collecting, using, or disclosing of your Personal Data according to the Personal Data Protection Laws.

PURPOSE OF COLLECTION	LEGAL BASIS
1. For communication and other proceedings for negotiation prior to entering into a contract (e.g. meeting appointment, bidding, pitching and negotiation on scope of agreement, etc.).	General Personal Data <ul style="list-style-type: none"> - For performance of contract or entering into the contract (in case you are a direct contracting party) - For the legitimate interests of the Company and the Business Partner (in case you are either representing or acting on behalf of the Business Partner)
2. For entering into a contract, registering new Business Partner's account as well as performing the contract (e.g. communication, coordination, purchase of products or receive services under the contract, including changing in condition or other details, etc.).	General Personal Data <ul style="list-style-type: none"> - For performance of contract or entering into the contract (in case you are a direct contracting party) - For the legitimate interests of the Company and the Business Partner (in case you are either representing or acting on behalf of the Business Partner) Sensitive Personal Data <ul style="list-style-type: none"> - Request for explicit consent
3. For payment of goods and/or service fee under the contract, and other proceedings for debt collection in case you fail to deliver products or services, etc.	General Personal Data <ul style="list-style-type: none"> - For performance of contract or entering into the contract (in case you are a direct contracting party) - For the legitimate interests of the Company and the Business Partner (in case you are either representing or acting on behalf of the Business Partner) Sensitive Personal Data <ul style="list-style-type: none"> - Request for explicit consent
4. For business operation of the Company in the event of purchasing products and/or services from the Business Partners is for the purpose of implementing a project or providing services under an agreement between the Company and the Company's customers, such as disclosing	General Personal Data <ul style="list-style-type: none"> - For the legitimate interests of the Company, business Partners and the Company's customers

PURPOSE OF COLLECTION	LEGAL BASIS
information of the Business Partner to the customers upon request.	
5. For compliance with the laws applicable to the Company, e.g. taxation laws, personal data protection law, and for the fulfillment of lawful orders of government agencies and related authorities, e.g. preparation of accounting documents, storage and disclosure of accounting information to the Revenue Department, etc.	General Personal Data - For compliance with the law applicable to the Company.
6. For maintaining safety and sanitary within the Company, e.g. monitoring the Company's premises by surveillance camera, body temperature check.	General Personal Data - For the legitimate interest of the Company. - For compliance with the laws applicable to the Company. Sensitive Personal Data - For the necessity of legal compliance to achieve the objectives required by law (e.g. laws on public interest of public health)
7. For protecting the legitimate rights of the Company or dispute allegations against the Company, such as legal action, initiation of legal proceeding, litigation, alternative dispute resolution and other proceedings to protect the legitimate rights of the Company or dispute allegations against the Company as permitted by law.	General Personal Data - For the legitimate interest of the Company. Sensitive Personal Data - To establish rights to a legal claim, compliance or exercise of rights to claim as permitted by law; or for dispute allegations.
8. For other purposes necessary and useful to you or directly related to the foregoing purposes.	General Personal Data - For the legitimate interest of the Company and Business Partner. Sensitive Personal Data - Request for explicit consent

5) IMPACT OF NOT PROVIDING PERSONAL DATA

The Company will collect your Personal Data for communication purposes in respect of entering into contracts or proceeding to fulfil the contract made with you, or a natural or juristic person which you are either representing, or acting on behalf, or being an employee thereof. This shall also include complying with relevant legal requirements. In the event you do not provide your Personal Data to the Company, you or a natural or a juristic person which you are either representing, or acting on behalf may be inconvenienced with regard to communications of entering into contracts or abiding with the contract. In some cases, the Company may not be able to perform or fulfil the contracts entered with you, or a natural or a juristic person which you are either representing, or acting on behalf, or an employee thereof and subsequently be unable to comply with applicable laws.

6) DISCLOSING, SENDING OR TRANSFERRING OF PERSONAL DATA

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

- Company's affiliates, both in and outside Thailand, including their executives, directors, staffs, employees and/or relevant personnel, to the extent necessary on a need-to-know basis for the Processing of Personal Data;
- Customers, other Business Partners, service provider of the Company, including the persons or entities that the Company has assigned to execute or Process the Personal Data by order or on behalf of the Company, such as service providers on IT system or other databases, website and

- application, delivery service, or other services which may be useful to you or related to the Company's business operations, e.g. commercial banks, etc.
- Consultants, such as legal consultants, lawyer, auditors, business consultants, or other external expertise consultants;
 - Government agencies, such as Revenue Department, Court, Arbitration Bureau, Legal Execution Department, etc.;
 - Other persons or entities to which you have provided your consent for disclosure of your information

Notwithstanding, the Company will disclose your Personal Data to third parties to the extent necessary for the purposes specified herein. In addition, in the case where the consent is required by law, the Company will request for your prior consent accordingly.

Further, upon disclosing of your Personal Data to third parties, the Company will arrange and implement appropriate safeguard to protect your Personal Data according to the Personal Data Protection Laws. However, in case the company is necessary to send or transfer your Personal Data outside Thailand or international organizations, the Company will ensure that the recipient country, the international organization or such overseas recipient has a sufficient standard for the Personal Data protection. In some cases, the Company may request your consent for the transfer of your Personal Data outside Thailand, subject to the requirements under the Personal Data Protection Laws.

7) RETENTION PERIOD OF PERSONAL DATA

The Company will collect and retain your Personal Data for no longer than 10 years after the end of the legal relationship with you or the persons which you are representing or acting on behalf.

After the specified period is expired, the Company will delete or destroy your Personal Data from our storage or system of the Company, or anonymous your Personal Data, unless the Company is able to retain your Personal Data in accordance with the Personal Data Protection Laws or other applicable laws.

8) RIGHTS OF DATA SUBJECT TO THE PERSONAL DATA

You have the following legal rights to your Personal Data collected by the Company:

- 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 Company 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 Company that the 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 Company 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 Company pursuant to the condition prescribed by law;
- 5. Right on the erasure of Personal Data** – you have the right to request the Company 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 Company 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 Company 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 in the event that the Company or employee or contractor of the Company violates or does not comply with the Personal Data Protection Laws.

In this regard, you can exercise your rights by notifying the Company in writing to the Company's contact information below. In the case where the Company may not make such request, the Company shall provide a reason on the refusal along with the response.

9) AMENDMENT OF THE PRIVACY NOTICE

The Company reserves the right to rectify this Notice as appropriate. This Notice was last updated on 31 May B.E. 2565 (2022).

10) CHANNEL AND CONTACT INFORMATION OF THE COMPANY

TotalEnergies Marketing (Thailand) Co., Ltd.
Address: 173/5, Asia Centre Building, 12th Floor,
South Sathorn Road, Thungmahamek,
Sathorn, Bangkok 10120 Thailand
Telephone number: 02 – 1636364
Email address: dpth@totalenergies.com