

## **Privacy Policy for Shareholder**

Siam City Cement Public Company Limited (referred to as “**SCCC**”) realizes the importance of personal data of shareholders and the proxies; it therefore announced this Privacy Policy for the collecting, using, processing, retention and rights of data owners, as follows:

### **What personal data can be collected by us?**

Personal data of shareholders that the SCCC directly received from Thailand Securities Depository Co., Ltd. (TSD), received from proxies or from video recording of the shareholders meeting. For example, name-surname, ID number, passport number, gender, age, occupation, address, e-mail address, phone number, bank account, shareholder number and number of shares, including information from taking photo or recording voice or video. As for the Health information and health related travelling information, this will be collected by SCCC only as necessary for the COVID-19 preventive measure.

### **Who do we process the personal data?**

SCCC collects, uses, processes and discloses your personal data for performing its legal obligations in relation to the holding of shareholders meeting, the communication and other services for shareholders such as delivery of documents by post mail or e-mail, communication, identification for attending the meeting, minutes taking. The collection of information from the COVID-19 screening serves the purpose of preventing the disease in compliance with the safety measures for COVID-19, including other legal obligations.

### **To whom do we disclose your personal data?**

SCCC may disclose your personal data to the service providers of the shareholder meeting system, internet provider, software provider, website developer, regulatory and judicial authority required by law or legal consultant, financial advisors, lawyer, external accountant, relevant to legal compliance, and may be disclosed to public through SCCC’s website.

In such case, SCCC will take necessary measures to ensure appropriate safeguards of your personal data pursuant to the law of Thailand in force at that time.

### **How long do we retain your personal data?**

SCCC retains your personal data as long as we have the obligation as mentioned herein, i.e., personal data relating to arrangement and attending the shareholders meeting will be retained for 1 month after the shareholder meeting date. After the required period, SCCC will erase or destruct your personal data at the end of retention period with safe procedure in accordance with the legal requirement. For other personal data, such as the data included as a part of the minutes of the meeting will be retained or public according to document retention policy of SCCC Group Companies or legal compliance.

### **How do we notify any changes to the Policy?**

SCCC will review the Policy to be in accordance with our practices and applicable laws. In case of any change to the Policy, SCCC will post the change on the Company's website.

### **What are your rights?**

Before the end of our retention period and legal obligation of the Company, you have the rights to access to, correct, delete or restrict the data processing or transfer your personal data. In such case, kindly contact the Company at the contact details below.

### **Reservations of the Company**

The Company reserves the rights to consider your request and may refuse your request in order to comply with the relevant law, such as, in the case that the requester cannot prove that he/she is the owner of such data, or the request is not reasonable or repetitive, or the implementation upon your request would have negative impact on others, or the Company has to process such data according to legal obligation, or the Company has already deleted such data as the retention period has lapsed.

### **Contact Details**

#### **Siam City Cement Public Company Limited**

**Address:** Company Secretary  
199 Column Tower, 12<sup>th</sup> Floor, Ratchadaphisek Road,  
Klongtoey, Bangkok 10110

**Tel:** 02-797-7000 extension 7044, 7045, 7047 and 7048

**Email:** [Companysecretary@siamcitycement.com](mailto:Companysecretary@siamcitycement.com)