

Policy on Personal Data Protection

SCG Decor Public Company Limited

The Company's Board of Directors Meeting No. 200 (4/2022) on December 1, 2022, resolved to approve the Supplier Code of Conduct for the first time which later resolved at the Board of Directors' Meeting No. 1/2023 on June 9, 2023, to guarantee the continued use of the Code of Conduct after the transformation into a public limited company.

SCG Decor (as defined below) respects the privacy rights of our customers, shareholders, and SCG Decor employees, and persons related to SCG Decor, and to ensure that such persons will receive complete protection of their rights according to personal data protection laws, the meeting of the Board of Directors of SCG Decor Public Company Limited (the "Company") has resolved to approve SCG's Personal Data Protection Policy to make clear and appropriate criteria, mechanisms, measures for supervision and management of personal information.

1. Scope of application

This Personal Data Protection Policy applies to SCG Decor, SCG Decor employees, and persons involved in processing personal data at the direction of or on behalf of SCG Decor.

2. Terminology

- 2.1 Processing means any operation with personal data such as collecting, recording, organizing, structuring, keeping, updating, changing, retrieving, using, disclosing, forwarding, publishing, transferring, mixing together, deleting, destroying.
- 2.2 Personal Data (Personal Data) refers to information relating to a natural person which enables the identification of that person, whether directly or indirectly, such as first name, last name, email address, telephone number, IP address, picture, race, religion, political opinions, genetic information, Biometric data.
- 2.3 Data subject means an individual whose personal data can identify that person, whether directly or indirectly.
- 2.4 Data Controller means an individual or juristic person who has the authority to make decisions regarding the processing of personal data.
- 2.5 Data Processor means a natural person or juristic person who carries out the processing of personal data according to the order or on behalf of the personal data controller.
- 2.6 SCG Decor means SCG Decor Public Company Limited and its subsidiaries according to the consolidated financial statements of SCG Decor Public Company Limited.)

3. Personal Data Protection Policy: Governance of Personal Data Protection

- 3.1 SCG Decor will provide a personal data governance structure to determine appropriate methods and measures for complying with the law as follows.
- (1) Establish an organisational structure including clearly defining roles, missions, and responsibilities of relevant agencies and operators to create governance, control, accountability, operations, enforcement, and monitoring personal data protection measures in accordance with the law, and SCG Decor's personal data protection policy.
 - (2) Appoint SCG Decor Data Protection Officer: SCG Decor DPO with roles and duties as specified in SCG Decor's Personal Data Protection Policy.
- 3.2 SCG Decor will prepare policies, standards, guidelines, procedures and other documents related to personal data protection in accordance with the law and SCG Decor Personal Data Protection Policy.
- 3.3 SCG Decor will have a Policy Management Process in place to continuously oversee compliance with SCG's Personal Data Protection Policy.
- 3.4 SCG Decor will conduct regular training for SCG Decor employees to create awareness of the importance of personal data protection and to ensure that all SCG Decor employees have undergone the training and have knowledge and understanding of personal data protection and comply with SCG Decor's Personal Data Protection Policy.

4. Personal Data Protection Policy: Personal Data Processing

- 4.1 SCG Decor will process personal data both as a personal data controller and as a personal data processor in a lawful, fair, transparent, and taking into account the accuracy of personal data. In this regard, the determination of the scope of the purpose of processing personal data, and the period for storing personal data shall be done as necessary under the legitimate purposes and business practices of SCG Decor and will adequately maintain the confidentiality, accuracy, integrity, and security of personal information.
- 4.2 SCG Decor will provide processes and controls to manage personal data at every step in accordance with the law, and SCG Decor's personal data protection policy.
- 4.3 SCG Decor will create and maintain Records of Processing (RoP) for records of various transactions and activities related to personal data processing in accordance with the law and will update personal data processing records when there are changes to the related programs or activities.
- 4.4 SCG Decor will provide a clear process to ensure that notification of the purpose of collection and details of

privacy notices and requesting consent from personal data subjects is in line with applicable laws and provide measures to take care of and inspect such matters.

- 4.5 SCG Decor will provide a mechanism for checking the accuracy of personal information as well as a mechanism for correcting personal information.
- 4.6 In the event that SCG Decor sends, transfers, or allows other persons to use personal information, SCG Decor will make an agreement with the person who receives or uses that personal information to determine their rights and duties in accordance with the law and the personal data protection policy of SCG Decor.
- 4.7 In the case of SCG Decor sends or transfers personal information abroad, SCG Decor will comply with comply with the law.
- 4.8 SCG Decor will destroy personal information upon expiration of the period in accordance with the law and SCG Decor's business practices.
- 4.9 SCG Decor will assess risks and create measures to mitigate risks and reduce impacts on personal data processing.

5. **Personal Data Protection Policy: Data Subject Rights**

SCG Decor will provide measures, channels, and methods for personal data owners to exercise their rights as required by law, including recording, and evaluating responses to data owners' requests for exercising their individual rights.

6. **Personal Data Protection Policy: Personal Data Security**

- 6.1 SCG Decor will provide adequate measures to maintain the security of personal information and take steps to prevent personal information leakage and unauthorized use of personal information.
- 6.2 SCG Decor will provide privacy incident management policy and incident response program in order to be able to identify and deal with unusual events related to personal information in a timely manner.
- 6.3 SCG Decor will provide a process for notifying the owner of personal data as well as government officials who control personal data (in cases where SCG Decor is a personal data processor or joint personal data controller) and other persons in accordance with the law.

7. **Personal Data Protection Policy: Personal Data Protection Compliance**

- 7.1 SCG Decor will provide a follow-up process in case the law changes and continually improve personal data

protection measures to be up-to-date and consistent with the law.

7.2 SCG Decor will regularly organize a review and improvement of policies, standards, guidelines, procedures, and other related documents to personal data protection to keep it up-to-date and up to every situation.

8. Roles, duties and responsibilities

8.1 The Board of Directors has the following roles, duties and responsibilities:

- (1) Direct the creation of a personal data governance structure and related internal controls of SCG Decor to ensure legal compliance and SCG Decor's Personal Data Protection Policy.
- (2) Supervise and support SCG Decor implements personal data protection efficiently and in accordance with the law.

8.2 Privacy Committee

Risk Management Committee acts as the Personal Data Protection Committee, with the following roles, duties, and responsibilities.

- (1) Establish a personal data governance structure and related internal controls, including privacy incident management policy and incident response program, so that unusual events related to personal data can be identified and dealt with in a timely manner.
- (2) Evaluate the efficiency of compliance with SCG's personal data protection policy and report the results of such assessments to the Board of Directors on a regular basis at least once a year, as well as supervise and ensure that various risks related to personal information are managed and that risk management guidelines are in place appropriate.
- (3) Set and review standards and guidelines so that SCG Decor's operations are consistent with the law and SCG Decor's personal data protection policy.
- (4) Appointment of SCG Decor Personal Data Protection Officer (SCG Decor DPO)

8.3 Executives have roles, duties, and responsibilities in monitoring and controlling the departments in charge of compliance with SCG Decor's personal data protection policy and promoting awareness among SCG Decor employees.

8.4 Personal Data Protection Officer of SCG Decor (SCG Decor DPO) has roles, duties and responsibilities as required by law, which includes the following duties

- (1) Report the status of personal data protection to the Personal Data Protection Committee regularly and make recommendations to improve SCG Decor's personal data protection to be up-to-date and consistent with the law.
- (2) Give advice to SCG employees Decor about legal compliance and SCG Decor's Personal Data Protection Policy.
- (3) Inspect the operations of departments in SCG Decor to be in accordance with the law and SCG Decor's personal data protection policy.

8.5 SCG Decor employees have the following roles, duties and responsibilities:

- (1) Comply with SCG Decor's Personal Data Protection Policy, standards, guidelines, procedures and other documents related to personal data protection.
- (2) Report unusual events related to personal data protection and non-compliance with laws and SCG's personal data protection policies to supervisor.

9. Penalties for not complying with SCG Decor's Personal Data Protection Policy

Failure to comply with SCG Decor's Personal Data Protection Policy may result in an offense and disciplinary action as well as penalties as stipulated by law.

This code of conduct will be effective from June 9, 2023 onwards.