

BYTECRUNCH PRIVACY POLICY

This privacy policy (“Policy”) outlines how Bytecrunch collects, maintains, stores and discloses personal information and data we hold about individuals (“Personal Data”). This Policy forms part of the Terms and Conditions of Use for all products, software and services provided by Bytecrunch.

For the purposes of this the Policy, please note that:

- I. “Bytecrunch” refers to Bytecrunch Technologies Co., Ltd.
- II. “We / Our / Ours / Us” refers to Bytecrunch and its respective employees, officers, servants, agents or contractors whether situated in or outside of Thailand.
- III. “Services” refers to the Bytecrunch products and services you have applied for or are using, including but not limited to payroll and staffing services, software, products, training and support provided by Bytecrunch.
- IV. Personal Data in this Policy includes any data about an individual who can be identified from that data such as the individual’s name, Thai Identity Card, passport or other identification number, their contact details, work experience, qualifications, aptitude test results, salary and payroll details, attendance details, incidents at the workplace, and other information obtained or received by us in connection with the Services.

How we use your Personal Data

1. We may collect, use and disclose Personal Data of your employees, directors, beneficial owners, shareholders and authorised representatives for one or more of the following purposes:
 - a. to establish their identity and background
 - b. processing an application for any products or services offered or distributed by us (including but not limited to third party products)
 - c. providing products and services requested by you or individuals associated with your organisation
 - d. generating marketing, regulatory, management, statistical or other related reports and performing analytics
 - e. meeting or complying with our (or our affiliated third party organisation’s) internal policies and procedures and any applicable laws or court orders
 - f. legal purposes
 - g. handling complaints or feedback
 - h. facilitating proposed or actual assignment, transfer, participation or sub-participation in an of our rights or obligations in respect of your relationship with us
 - i. for any insurance claim or proposal that requires disclosure of your personal information

- j. for our direct marketing and business development to you and your employees (including but not limited to third party products)
 - k. for other internal business purposes to allow us to improve our services to you and individuals associated with your organisation
 - l. conducting market research, surveys and data analysis relating to any service or product provided by us (whether or not conducted jointly with another party) which may be relevant to you or individuals associated with your organisation
 - m. other purposes which are reasonably related to the purposes above.
2. Personal Data of individuals is kept confidential. However to carry out the purposes listed above, Bytecrunch may share such Personal Data with its related or affiliated corporations, entities and contractors whether in Thailand or elsewhere. When doing so, we require them to ensure that the Personal Data disclosed is kept confidential and secure. Please note that technical or customer support involving access to personal data may be provided by Bytecrunch representatives located both in or outside Thailand.
3. Where you or an individual associated with your organisation applies for or holds a product or service which is jointly offered by Bytecrunch and a co-brand partner, Bytecrunch may also collect, use and disclose Personal Data for the purpose of sharing it with the co-brand partner for offering, marketing and promoting to you any products, services, offers or events which the co-brand partner thinks may be of interest to you or that individual.

Disclosure of your Personal Data

4. We may disclose Personal Data of individuals associated with your organisation to:
- a. Co-branded partners of Bytecrunch and related or trusted third parties
 - b. Our insurers
 - c. A professional association or body that has a legitimate interest in the disclosure of that person's Personal Data
 - d. The Thai Social Security Fund, Revenue Department, Labour Department or any other equivalent Government body.
 - e. Employees, officers, agents and contractors of Bytecrunch located within and outside Thailand to assist us in providing the Services
5. We will otherwise treat such Personal Data as private and confidential and apart from the parties stated above, we will not disclose such data to any other party except:
- a. where permission has been given by the individual
 - b. where we are required or permitted to do so by law
 - c. where required or authorised by any court order
 - d. where we are required to meet our obligations to any relevant regulatory authority

Security of Personal Data

6. Bytecrunch takes breaches of privacy very seriously. Our employees and contractors are trained to handle the personal data securely and with utmost respect and confidentiality, failing which they may be subject to disciplinary action. Employees and contractors of Bytecrunch located in and outside Thailand are contractually obligated to keep secure any personal data they may handle.
7. We store Personal Data in secure cloud storage facilities and paper-based files and other records and take reasonable steps in the circumstances to protect the personal information we hold from misuse, interference and loss, unauthorised access, modification or disclosure. We may need to maintain records for a significant period of time. However, when we consider information is no longer needed, we will delete all details that identify the individual and/or destroy all records of such Personal Data.
8. We ensure that Personal Data is managed in accordance with this Policy, with the Personal Data Protection Act 2019 and other similar legislation in the countries in which we operate.

Accuracy of Personal Data

9. We take reasonable steps to ensure that all Personal Data is up-to-date and accurate and recognise that contact details and other data may change frequently.
10. If an individual associated with your organisation wishes to delete their Personal Data held with us, please contact our team. Bytecrunch may retain certain information about individuals where required to do so by law.
11. An individual may request that we correct the Personal Data we hold about them if they deem it to be inaccurate, incomplete, out-of-date, irrelevant or misleading. We will take reasonable steps to correct the information as soon as practicable and send the corrected personal information to other organisations in accordance with the Personal Data Protection Act 2019.

Consent

12. If you do not agree with this Policy, please DO NOT continue to use or access the Services.
13. By disclosing or providing to us Personal Data relating to individuals associated with your organisation (such as employees), you represent and warrant that:
 - a. the consent of those individual(s) has been obtained for the collection, use and disclosure of the Personal Data for the purposes listed above;
 - b. you agree with this Policy; and
 - c. you have obtained the clear and unambiguous consent from such individuals that they may be contacted by us or our affiliates in relation to marketing or other purposes.

14. If an individual to which this Policy applies withdraws their consent, you agree to inform us in writing immediately. As a result of such withdrawal, Bytecrunch may not be in a position to continue to provide our products or services to you. The withdrawal may be considered a termination by you of any contractual relationship which you may have with us and a breach of your contractual obligations or undertakings, and our legal rights and remedies in such an event are expressly reserved.

Website cookies

15. We use cookies on our website. Cookies are files we put on your computer which record information about your visit and use of the website in order to enhance your viewing experience.
16. We use cookies for the following purposes:
 - a. to improve the user experience on the website;
 - b. to assist us in monitoring the performance of the website;
 - c. to remember your preferences;
 - d. to monitor traffic on the website;
 - e. to assist the website in functioning properly.
17. You can disable or enable cookies through your web browser settings. If you disable or block the cookies on our website, you may not be able to access the entire scope of functions ordinarily performed by our website.
18. Personal Data that we collect from you through our cookies may be passed onto third party service providers (whether within or outside Thailand), for managing or improving our website, for data hosting or backup or for one or more of the purposes set out in paragraph 16 above.
19. Your use of our website constitutes consent to the use of cookies by us as governed by this Policy.

Enquiries, requests and complaints

For enquiries, requests and complaints regarding Personal Data, please contact our sales team at sales@byte-crunch.com. Alternatively you may telephone us on any of the contact numbers listed on our website or send mail to Bytecrunch Technologies, 6/15 Somkid Place, Soi Somkid, Ploenjit Road, Lumpini, Pathumwan, Bangkok 10330