



Privacy Notice

PTG Energy Public Company Limited

Privacy Notice Regarding Personal Data Protection
For Customers / Business Partners / Contractual Parties
PTG Energy Public Company Limited

1. General Information

To comply with the Personal Data Protection Act B.E. 2562 (2019), PTG Energy Public Company Limited ("the Company") has issued this Privacy Notice to explain how the Company processes personal data that can directly or indirectly identify individuals in accordance with personal data protection laws.

This notice outlines how the Company collects, uses, discloses, and processes personal data, including recording, organizing, storing, modifying, retrieving, transferring, sharing, restricting access, deleting, or destroying data. Additionally, this notice informs individuals of: The purpose of data processing, The retention period, Their rights as data subjects. The Company encourages all individuals to carefully read and understand the Privacy Notice as detailed below.

2. Personal Data Collected by the Company

The Company collects, uses, and discloses various types of personal data, including but not limited to the following:

General Personal Data:

- Personal Identification Data: Full name, title, gender, date of birth, national ID number, age.
- Contact Information: Address, phone number, mobile number, email, company name.
- Transaction Data: Information related to purchases and sales.
- Financial Data: Bank account number, transaction records, dividend payments.
- Property Data: Leased property details appearing in land title deeds.
- Other Personal Data:
 - o Family-related information.
 - o IT system and website usage data.
 - o CCTV recordings and audio recordings from meetings.

Sensitive Personal Data:

- Religious beliefs and ethnicity.
- Health information, such as medical conditions or disabilities.

The Company collects and processes sensitive personal data only with explicit consent or when legally required.

The Company does not intend to collect or process the personal data of minors under 10 years old, legally incapacitated persons, or individuals requiring legal guardianship. If such individuals need to use the Company's website, request information, or provide personal data, their legal guardian or authorized representative must provide consent and act on their behalf. If the Company discovers that personal data has been collected from a minor without proper legal consent, it reserves the right to reject any related requests and permanently delete such data, unless legal grounds allow for processing without consent.

3. Sources of Personal Data

The Company may collect personal data from you directly, such as through business card exchanges, submission of information for contract qualification assessments, or other means.

Additionally, the Company may receive your personal data from other sources, such as: Sales representatives from other business units, Business partners, Affiliated companies, Customers or agents who refer you to the Company.

4. Purpose and Legal Basis for Processing Personal Data

4.1 The Company processes personal data for the following purposes, under the corresponding legal bases:

No.	Purpose	Legal Basis
(1)	For commercial property tenants (corporate representatives/tenants): - Collect information for contact and contract processing. - Collect rent payments in accordance with contracts. - Receive original land title deeds and other supporting documents for safekeeping (e.g., house registration copies, national ID card copies, company registration certificates for corporate entities). - Draft and execute lease agreements, ensuring proper documentation.	Necessary for contract fulfillment
(2)	For commercial property tenants (corporate representatives/tenants): - Manage construction projects with contractors and handle permit applications. - Process land-related payments and fees for lease registration with the Land Office. - Receive original land title deeds and supporting documents for safekeeping.	Necessary to comply with legal obligations
(3)	For commercial property tenants (corporate representatives/tenants): - Receive original land title deeds and supporting documents for safekeeping (e.g., house registration	Legitimate business interest

	copies, national ID card copies, company registration certificates for corporate entities).	
(4)	For oil storage tenants (corporate representatives and authorized directors): - Collect and use data for contact and contract execution. - Store original contract documents.	Necessary for contract fulfillment
(5)	For oil storage tenants (corporate representatives and authorized directors): - Retain legal documents as evidence.	Necessary to comply with legal obligations and legitimate interests
(6)	For: - Franchisees (Dealers) - End users who use oil for business operations - Wholesale fuel customers (Jobbers) - Small fuel station operators (Other Brand) - Issue fuel delivery tickets at storage facilities and arrange for delivery. - Store data in LAB Analysis System (including contract person's email for future contact). - Issue invoices and collect payments for goods. - Prepare contracts for franchisees and certain end users to determine product pricing through other business units.	Necessary for contract fulfillment
(7)	For: - Franchisees (Dealers) - End users who use oil for business operations - Wholesale fuel customers (Jobbers) - Small fuel station operators (Other Brand) - Conduct promotional and marketing activities, such as E-coupons, giveaways, discounts, or travel incentives (data sourced from Business Intelligence (BI)).	Consent-based processing
(8)	For: - Franchisees (Dealers) - End users who use oil for business operations - Wholesale fuel customers (Jobbers) - Small fuel station operators (Other Brand) - Inspect fuel stations to ensure they meet quality standards, then submit reports to the sales and operations departments. - Draft contracts with franchisees and selected end users to set product pricing through other business units (BUs) on-site.	Necessary to comply with legal obligations and legitimate interests
(9)	For Contractors (Repairs, Construction, or Technical Equipment Procurement) - Individuals and Legal Entities: - Open bidding processes or procurement contracts. - Contact, hire, and evaluate contractors. - Record data in the VRM system. - Issue bid announcements to contractors.	Necessary for contract fulfillment

	- Verify contractor qualifications and information. - Supervise construction projects. - Create BOQ/PR for construction projects and record them in the VRM system.	
(10)	For Contractors (Repairs, Construction, or Technical Equipment Procurement) – Individuals and Legal Entities: - Verify work permits for confined spaces. - Submit contractor information for construction permit applications.	Necessary to comply with legal obligations
(11)	For General Business Partners (Individuals and Legal Entities): - Open Vendor List, PR/PO for procurement. - Record data in the VRM system. - Order goods and coordinate supplier evaluation. - Procure materials for Atlas, PTG Group, Punthai Coffee, and GFA.	Necessary for contract fulfillment
(12)	For Oil Traders (Major and Minor): - Authorized company representatives and sales agents. - Contact and evaluate vendors. - Open vendor accounts and coordinate procurement within the energy sector. - Open POs and maintain original contract documentation. - Procure for subsidiaries within the PTG Group.	Necessary for contract fulfillment
(13)	For Finance and Accounting Staff: - Retain copies of national ID cards of procurement officers for contract execution and contact records.	Consent required for sensitive personal data
(14)	For Finance and Accounting Staff: - Submit monthly reports to the Department of Energy Business. - Provide customs documents for fuel exports and report to the Department of Energy Business.	Necessary to comply with legal obligations
(15)	For Landlords of Oil Storage Facilities, Office Buildings, or Employee Residences: - Contact landowners for warehouse space. - Prepare lease agreements with landlords. - Maintain contact with landlords. - Oversee maintenance and repairs of oil storage facilities.	Necessary for contract fulfillment
(16)	For Security Service Providers: - Hire and evaluate security service vendors. - Contract security firms for protection services.	Necessary for contract fulfillment
(17)	For Drivers / Fuel Collection Staff: - Verify individuals collecting fuel.	Necessary for contract fulfillment

(18)	For Drivers / Fuel Collection Staff: - Maintain and share Blacklist data (e.g., fuel theft records) with company fuel depots.	Legitimate interest (for fraud prevention purposes)
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4.2 Since the Company processes your personal data for the purposes stated above, particularly when it relates to legal compliance, contract execution, or contractual necessity, this data is essential for achieving these objectives. If you refuse to provide the required personal data, it may result in legal implications or make it impossible for the Company to fulfill its contractual obligations with you. This could mean: The Company cannot proceed with contract execution, The Company may need to deny services, benefits, or entitlements related to you, either partially or entirely, depending on the circumstances.

4.3 If the Company intends to process your personal data for purposes other than those explicitly stated above, it will: Implement an additional policy or notice on personal data protection, Provide a formal notification explaining the new data processing purposes. In such cases, you are encouraged to review the new policy, notice, or notification along with this Privacy Notice.

5. Disclosure of Personal Data

5.1 The Company will not disclose your personal data unless: You have provided explicit consent, or It is legally required to disclose the data to relevant parties without prior consent.

5.2 The Company may disclose your personal data under the specified purposes and legal requirements to the following:

1. Internal Company Entities:

- Executives, managers, employees, and staff involved in processing your personal data.

2. Business Partners and Service Providers:

- Third-party service providers authorized to process data on behalf of the Company, such as:
 - Healthcare service providers (for employee health screenings).
 - IT service providers (for technology support).
 - Courier services (for document handling).
 - Training providers (for professional development).
- Financial institutions, such as banks, hospitals, insurance companies (for transaction processing, risk management, and compliance).

3. Legal and Regulatory Authorities:

- Legal advisors, accountants, and auditors (both internal and external).
- Government agencies and regulatory bodies, such as:
 - Department of Labor Protection and Welfare
 - Department of Skill Development
 - Department for Empowerment of Persons with Disabilities
 - Revenue Department
 - Social Security Office
 - Department of Provincial Administration
- Law enforcement or judicial authorities, when required by legal processes.

4. Business Contacts:

- Customers, partners, and contractual parties with whom you interact in a professional capacity.
- Any other entities or individuals to whom you have granted consent for personal data disclosure.

5.3 The Company will only disclose personal data: Within the scope of the specified purposes, As permitted by law. If legal provisions require explicit consent, the Company will seek your approval before disclosure.

5.4 When disclosing your personal data to third parties, the Company will implement appropriate safeguards to: Protect the data from unauthorized access, use, or modification, Ensure compliance with data protection laws. If personal data is transferred internationally, the Company will ensure that: The recipient meets adequate data protection standards, The data transfer complies with legal requirements, In some cases, the Company may request explicit consent before transferring data abroad.

5.5 The Company may share your personal data with affiliated companies or third parties for purposes such as: Auditing, Legal consultation, Litigation, Recruitment for the Company or its affiliates, Other business operations necessary to achieve the objectives outlined in this Privacy Notice.

6. Data Retention, Storage Duration, and Security Measures

The Company retains personal data only as necessary to fulfill the purposes stated in this Privacy Notice. Data retention is based on: Contractual duration, Legal statutes of limitation, Regulatory requirements, Legal claims or dispute resolutions.

The Company will not retain personal data longer than 10 years after the end of its relationship with you or after the last interaction with the Company, unless a final court ruling extends this period. To protect personal data, the Company applies appropriate security measures covering: Physical security (for paper records), Electronic and IT security, International data protection standards. These safeguards are designed to prevent unauthorized access, loss, modification, or disclosure of personal data.

The Company also restricts access to personal data and uses security technologies to protect against cyberattacks, unauthorized system access, or data breaches. If data is shared with third parties for processing, the Company ensures that they comply with strict data protection standards.

7. Your Rights as a Data Subject

As a data subject, you have the following rights under the Personal Data Protection Act:

7.1 Right to Access Personal Data

You have the right to:

- Access your personal data,
- Request a copy of your personal data, in compliance with legal requirements.

7.2 Right to Data Portability

You may request to:

- Receive your personal data in a structured format,
- Transfer your data to another data controller, unless technically unfeasible.

7.3 Right to Object to Data Processing

You can object to the processing of your personal data under conditions specified by data protection laws.

7.4 Right to Erasure ("Right to be Forgotten")

You may request the Company to:

- Delete, destroy, or anonymize your personal data, where required by law.

7.5 Right to Restrict Data Processing

You may request the Company to suspend the processing of your personal data under certain legal conditions.

7.6 Right to Rectification of Personal Data

You have the right to request corrections to your personal data if:

- The data is incorrect, outdated, incomplete, or misleading.

7.7 Right to Withdraw Consent

If the Company relies on your consent to process your personal data, you have the right to withdraw your consent at any time. However:

- Legal or contractual limitations may apply.
- Withdrawal of consent does not affect previous lawful data processing.

7.8 Right to Lodge a Complaint

If you have concerns or questions regarding how the Company processes your personal data, you can contact the Company using the contact details provided below.

If you believe the Company has violated data protection laws, you have the right to file a complaint with the Expert Committee appointed by the Personal Data Protection Commission, following the legal procedures.

Your rights are subject to legal restrictions. In some cases, the Company may have to deny your request, but it will provide justifications for the refusal.

To exercise your rights, you may contact the Data Protection Officer (DPO) through the contact details below. The Company will review and respond within 30 days of receiving your request. If your request is denied, the Company will provide an explanation for the decision.

8. Cookies and Their Use

The Company may place cookies on your device to: Ensure website functionality, Enhance user experience. Some cookies are essential for the website's operation, while others improve browsing convenience. For more details, please refer to the Company's Cookie Policy.

9. Contact Information

For General Inquiries, Data Access, or Complaints

PTG Energy Public Company Limited
Address: 90 CW Tower A, 33rd Floor, Ratchadaphisek Road, Huai
Khwang, Bangkok 10310
Phone: 02-168-3377, 02-168-3388
Website: www.ptgenergy.co.th

For Data Protection Inquiries

Data Protection Officer (DPO)
Address: 90 CW Tower A, 33rd Floor, Ratchadaphisek Road, Huai
Khwang, Bangkok 10310
Email: dpo@pt.co.th

10. Review of the Privacy Notice

The Company may periodically review and update this Privacy Notice or its related practices to ensure compliance with applicable laws and regulations.

If there are any updates, modifications, or amendments, the Company will publish the revised Privacy Notice on its official website: <https://www.ptgenergy.co.th>

If any changes require your consent, the Company will request additional consent from you as necessary.