



Privacy Notice – Visa Application for Visitors/Employees

Lufthansa Services (Thailand) Ltd. is collecting your personal data in order to support your application of Thai Visa in regard to your business visit to Thailand. When we collect personal data, we are obliged legally to provide you with certain information, it is called the “Right to be Informed”. That information is contained in the below Notice. If any of the information we provide to you is not clear enough, there is a contact detail for Lufthansa Services (Thailand)’s Data Protection team further down this Notice, please do not hesitate to make contact and ask for further information.

1. Why we need it - the purpose of processing?

We are collecting your personal data for issuing the company invitation letter, so that you can submit the letter together with your application for Thai Non-Immigrant Visa.

2. What data do we hold?

We hold a range of personal data about you, some of which you provide to us directly and some of which we receive from third parties such as Airline Customers or third-party companies.

Examples of categories of personal data which we hold:

- Personal details such as name, surname, title etc.
- Contact details such as address, telephone number and personal email address
- Passport and Personal ID
- Date of Birth
- Gender
- Nationality
- Business details such as position, company name etc.
- Period and Reason of Visiting to Thailand

3. Why we’re allowed to process your personal data in this way – the legal basis?

For processing a Visa invitation letter, the legal basis is contractual necessity.



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4. Who we will share your personal data with?

We may only share your personal data within our Human Resources department where it is necessary to process the company Visa invitation letter.

5. Where and how long will your personal data will be stored?

Most of the time we do not maintain any personal data once the visa application process is over. We will hold your personal data on our systems only for as long as is necessary to provide the service in regard to Human Resource purposes.

6. Are we using automated decision making or profiling with regards to your personal data?

No, for the purposes of Visa Application no automated decision making or profiling is taking place.

7. Your rights

You are entitled to request the following from Lufthansa Services (Thailand) Ltd. These are called your Data Subject Rights:

- Right of access. This enable you to find out what kind of personal we hold about you and what we do with that data.
- Right to rectification. This enable you to update or correct any inaccurate personal data of you.
- Right to erasure. This enable you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Right to object to processing. This enable you to ask us to stop processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.



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If you have any questions, or wish to contact us and ask us to look at your rights at any time, please contact us at dpc@lst-thai.com.

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Lufthansa Services (Thailand) Ltd.