

Privacy Notice – Work Permit Application

Lufthansa Services (Thailand) Ltd. is collecting your personal data in order to support your application of Work Permit in regard to your working relation with us in 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 the purpose of processing Work Permit application in Thailand for you.

2. What data do we hold?

We collect 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.

Examples of categories of personal data which we hold:

- Personal details such as name, surname etc.
- Contact details such as address both in your hometown and in Thailand, telephone number and personal email address
- Passport and Personal ID
- Date of Birth
- Gender
- Nationality
- CV, Transcription, school and university certificate
- Full employment record including contract, terms and conditions, job titles, work history
- Medical Certificate
- Photograph

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

For processing a Work Permit application, the legal basis is contractual necessity.

4. Who we will share your personal data with?

We may only share your personal data with;

- Our Human Resource team where it is necessary to process the application
- Relevant public authorities in order to obtain a work permit
- Our service provider who arrange an application process

Our service provider who process your personal data according to our purpose is required to sign the commissioned data processing agreement and to take appropriate security measures to protect your personal data in line with our policies. We do not allow our service provider to use your personal data for its own purposes, but to process your personal data for specified purposes and in accordance with our instructions.

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

In general, we will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Once your Work Permit application is successful, personal data gathered during this process will be transferred to your Personnel File (P-File) and retained during your employment plus 6 years following the end of your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

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

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.

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.

01.06.2019

Lufthansa Services (Thailand) Ltd.