

Guidelines regarding Personal Data Processing For the Meeting of Trust Unitholders No.1/2024

SCCP REIT Company Limited (“Company” or “REIT Manager”) as the REIT Manager of Thailand Prime Property Freehold and Leasehold Real Estate Investment Trust (TPRIME) values the importance of personal data protection and therefore, has established and is hereby notifying you of the guidelines regarding personal data processing for the Meeting of Trust Unitholders No.1/2024 (“**Trust Unitholders Meeting**”) to describe the purposes and practices of how the Company will treat your personal data pursuant to the Personal Data Protection Act B.E. 2562 (2019) (PDPA), as follows:

Personal Data to be collected, used, disclosed and/or retained

The Company will collect, use, disclose and/or retain (“**Process**”) your, including your proxy holder’s (if any), personal data, namely, name-surname, date of birth, identification number / passport number, shareholder’s registration number, address, telephone number, email address (if any), and photos including video recordings of the Trust Unitholders Meeting conducted.

Remark: *Any identification documents submitted to the Company, such as a copy of an ID card or other official documents, may contain sensitive personal data, e.g., race, blood type, and religion, which is not required for the purpose of Trust Unitholders Meeting. You may redact that sensitive personal data prior to submitting those documents to the Company. In the case that the Company receives documents containing sensitive personal data, the Company reserves the right to redact that sensitive personal data for and on behalf of you, and, in such case, the Company shall be deemed to not have collected such sensitive personal data from the submitted documents.*

Sources of Personal Data

The Company may collect your personal data from the following sources:

1. Personal data directly collected from you as it appears in the registration documents and proxies (if any);
2. Personal data collected from the Company’s unitholder list as of the record date, which the Company received from Thailand Securities Depository Company Limited (TSD) as the securities registrar;
3. Personal data collected in the form of photos and videos which are taken and recorded throughout the Trust Unitholders Meeting conducted.

Purposes and Necessity of Personal Data Processing

The Company is required to collect your personal data for the following purposes:

1. Identifying the unitholders' right to attend the Trust Unitholders Meeting, convening the Trust Unitholders Meeting, registering unitholders to attend the Trust Unitholders Meeting, and calculating the Trust Unitholders Meeting quorum and votes in each agenda item (If any).
2. Preparing the systems involved during the Trust Unitholders Meeting, including video and audio recordings and live broadcasting.
3. Recording your name-surname in the Trust Unitholders Meeting minutes (in case you express any suggestions or raise any questions during the Trust Unitholders Meeting).

In addition, the Trust Unitholders Meeting documents might be disclosed through the TPRIME's website, as well as submitted to relevant regulatory agencies upon request or as required by law.

Period of Personal Data Retention

The Company will retain your personal data for the entire period as is necessary to use it for the purposes as specified in this document, and for the duration required by laws and regulations, in order to comply with the objectives of holding the Trust Unitholders Meeting. The Company may also retain your personal data as backup information and for inspection in case of necessity for 10 years from the date of receipt of your personal data, except as otherwise specified by law.

International transfer of Personal Data

The Company may disclose or transfer your Personal Data to third parties or servers located overseas, which the destination countries may or may not have the same equivalent level of protection for Personal Data protection standards. The Company takes steps and measures to ensure that your Personal Data is securely transferred and that the receiving parties have in place an appropriate level of protection standards or other derogations as allowed by laws. The Company will request your consent where consent to cross-border transfer is required by law.

Data Subjects' Rights

Data subjects are entitled to (1) withdraw consent given for personal data processing; however, the withdrawal of consent shall not affect the collection, use, or disclosure of personal data to which the data subjects have already given consent; (2) request access to and a copy of their personal data; (3) request correction of their personal data; (4) request deletion or anonymization of their personal data; (5) request cessation of the use of their personal data; (6) request personal data relocation and sending or transfer of any personal data to another data controller; (7) object to processing of their personal data; and (8) lodge complaints about the Company's actions with the Personal Data Protection Committee (PDPC).

You, as the data subject, may exercise the aforementioned rights by submitting your request in writing to the Company through the following channels:

Postal delivery: Data Protection Officer (DPO) SCCP REIT Company Limited

388 Exchange Tower 39th Floor Unit 3903 Sukhumvit Road, Klongtoey,
Klongtoey, Bangkok 10110

Email: info@sccpreit.com

For additional information regarding personal data protection, please see our privacy policy as linked in the QR code below.



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