

# Data Subject Request Form

Date: .....

## 1 Information of Applicant

Name: .....

Address: .....

Contact Number: .....

Email: .....

## 2 Applicant is:

- the data subject
- acting on behalf of the data subject

Information of the data subject (only where the applicant acts on behalf of the data subject)

Name: .....

Address: .....

Contact Number: .....

Email: .....

## 3 Supporting Documents

The following documents are herewith enclosed by the applicant for the purpose of identification of the data subject and the applicant (in case the applicant acts on behalf of the data subject) as well as the authorisation for submitting this request, to ensure that Coffee Concepts Retail Co., Ltd. (the “**Company**”, “**we**” or “**us**”) duly proceeds with the exercise of data subject’s rights as requested:

### **Identification document of the data subject and applicant**

- a copy of identification card (in case of Thai nationality)
- a copy of passport (in case of non-Thai)
- other papers such as a copy of driving license (in case a copy of identification card or passport is not available)

### **Document of authorisation** (only where the applicant acting on behalf of the data subject)

- a power of attorney in which the data subject authorises the applicant to contact and request to exercise the data subject’s rights on behalf of the data subject according to this request which is executed by the data subject and applicant and dated on or before the submission date of this request.

The Company reserves the right to request for additional information or documents from the applicant as we deem appropriate to verify identity of the applicant and data subject. If the

information as requested fails to indicate that the applicant is the data subject or is authorised to submit this request, the Company reserves the right to reject the request submitted by the applicant.

#### 4 Relationship between the Data Subject and the Company

- The data subject is a customer of the Company or a shareholder, director or employee of a customer of the Company (please specify name of corporate customer)

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- The data subject is a supplier, vendor, contractor or service provider of the Company or a shareholder, director or employee of a supplier, vendor, contractor or service provider of the Company (please specify name of corporate supplier, vendor, contractor or service provider)

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- The data subject is a shareholder, director, or employee of the Company (Please specify job title, employee ID number, Department or Store where the data subject operates.)

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- The data subject is a job applicant for a position in the Company (please specify the position applied with the Company)

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- Others (please specify)

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#### 5 The Right(s) Requested by the Data Subject:

- Right to consent withdrawal:** where you have given your consent for the processing of your personal data, you have the right to withdraw your consent at any time.
- Right to access:** you can obtain information relating to the processing of your personal data, and a copy of such personal data.
- Right to data portability:** where legally applicable, you have the right to have the personal data you have provided to us be returned to you or, where technically feasible, transferred to a third party. The right to data portability only applies if our data processing is based on your consent or if the personal data is processed for the performance of a contract.
- Right to object:** you can object to the processing of your personal data, on grounds relating to your particular situation. You have the absolute right to object to the processing of your personal data for direct marketing purposes, which includes profiling related to such direct marketing. You also have a right to object if (a) we are processing your personal data based on legitimate interests or for the performance of a task in the public interest; or (b) if your personal data is being processed for scientific or historical research or statistical purposes.

- **Right to erasure:** you can require the deletion of your personal data, to the extent permitted by law. Note that this is not a blanket right to require all your personal data to be deleted. We will consider each request carefully in accordance with the requirements of any laws relating to the processing of your personal data.
- **Right to restrict:** you can request the restriction of the processing of your personal data in certain circumstances. This right arises: (a) if you are disputing the accuracy of your information; (b) if the processing of your information is unlawful but you requested for a restriction of processing instead of an erasure of personal data; (c) if your information is no longer necessary but you require the personal data to be retained to establish, exercise or defend a legal claim; or (d) if we require your information in assessing your request to object processing of information
- **Right to rectify:** where you consider that your personal data are inaccurate or incomplete, you can request that such personal data be modified accordingly.

**6 Particulars of the Requested Right(s)**

No.	Personal Data	Requested Action
1.		
2.		

Please explain the reason in support of the above request together with any relevant documents, information, and evidence so that the Company will further proceed in accordance with the request of the applicant.

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**7 Disclaimer**

The applicant should be noted that the Company may need to reject the request of the applicant in accordance with the relevant law in case of the following events:

- (1) the applicant fails to indicate that it is the data subject or is authorised to submit the request
- (2) the request is unreasonable, e.g., there is no such personal data retained by the Company or the data subject is not entitled to the requested right, etc.
- (3) the said request is repetitive, e.g., the request is of the same nature or has the similar or repetitive content without any reasonable grounds
- (4) the Company has legitimate ground to reject the request of the data subject; in this regard, the relevant details are contained in the Privacy Notice which is available at the [Employee Privacy Notice](#)

Generally, no cost will be charged by the Company in proceeding with the right exercise request of data subject. However, if the request is unreasonable or excessively repetitive, the Company may charge the cost in respect of the proceeding as appropriate.

After completing the consideration of the requested right of the data subject, the Company will notify the outcome to the applicant and the data subject and will take the relevant proceeding within 30 days from the receipt date of the request. Occasionally it may take us longer than 30 days if the request is particularly complex or the applicant has made a number of requests. In this case, we will notify and keep the applicant updated.

## 8 Acknowledgment

The Company will collect from this data subject request the personal data of the data subject and/or the applicant acting on behalf of the data subject and will use such personal data solely for the purpose of proceeding with the request of the data subject as prescribed under the Personal Data Protection Act B.E. 2562 (2019) (the “**PDPA**”). The information contained in this request may be disclosed to subsidiaries or affiliates of the Company or a member under the same group to the extent necessary for the above purpose, and will be retained until the proceeding with the request of the data subject is completed, or until the process of objection or rejection in respect of the request is settled in case where the Company is unable to proceed with the request of the data subject on reasonable grounds as prescribed by the PDPA.

The applicant has read and understand the content of this request in whole and hereby confirms that the information which has been notified to the Company is correct and true. The applicant understands that the verification to confirm the authority and identity of the applicant and the data subject is necessary for the consideration and proceeding with the request. Should the applicant intentionally give any fault information, the Company may take legal actions against the applicant. The Company may request additional information from the applicant for the purpose of such verification to ensure that request to exercise the rights of the data subject is properly handled.

Signed \_\_\_\_\_ Applicant  
( \_\_\_\_\_ )

**Note:** Please completely fill in and submit the request form together with all supporting documents to the Company at [recruitment-th@coffee-concepts.co.th](mailto:recruitment-th@coffee-concepts.co.th) Should you have any question regarding the request form, please contact us at