

**Privacy Note**

**Annual General Meeting of Unitholders (AGM)**

**BA Airport Leasehold Real Estate Investment Trust**

Bangkok Reit Management Company Limited (the Company) as the REIT Manager of BA Airport Leasehold Real Estate Investment Trust ("BAREIT") recognizes the significance in protecting personal data of unitholders and/or proxy. The Company therefore prepared this notice, to inform you of your rights as owner of personal data and details in data processing as follows:

**1. The Collection of Personal Data**

The Company needs to collect your personal data for the purpose of AGM arrangement and AGM attendance as follows:

- Name, surname, age, nationality, address, ID number or passport number
- Unitholder's registration number
- Photographs and video recording of the AGM

In the case of granting a proxy, it is necessary for the Company to collect a copy of unitholder's personal identification card which may contain religion data and blood group data that is considered as Sensitive Data. The Company has no intention to collect such Sensitive Data. Accordingly, you can redact such data.

**2. Objectives and Lawful basis for processing**

The Company processes personal data in accordance with the objectives and legal basis as follows:

**2.1. Legal Obligations**

- for the purpose of calling, arranging, and conducting the AGM including verifying your identification and sending any related documents and carrying out any action according to the AGM's resolutions and the laws as well as carrying out any other

activities to comply with the laws and any order of the governmental authorities, and any other laws.

## **2.2. Legitimate interest**

- for the purpose of preparing the minutes of AGM, and keeping evidences of your attendance to the AGM as well as for any activity as necessary and related to the legitimate interest of the Company and other person to the extent that it is within the scope of the objectives which you can reasonably expect.
- takes photograph and records video recording during the AGM for the use of reporting and publicizing the AGM via electronic means and printing. You may appear in the photograph or video recording of the AGM but the details of your identity will not be identified. If you do not wish to be included, please notify the Company to suspend the publicity of such photograph or video.

## **3. Source of Personal Data**

The Company collects your personal data directly from you, your proxy and from Thailand Securities Depository Co., Ltd. which is the securities registrar of the Company.

## **4. Personal Data Disclosure**

The Company may be required to disclose your personal data for the purpose of AGM arrangement and AGM attendance as follows:

- Government agencies, related regulatory authorities e.g. Ministry of Commerce, The Stock Exchange of Thailand.
- Service provider of AGM meeting system, responsible for data processing
- Members of printed and electronic media to use for publicity the AGM and Minutes of AGM

## **5. Personal Data Retention**

The Company will keep your personal data so long as it is necessary for the accomplishment of the objectives as stated above, the Company will retain the Personal Data as may be expected per data retention of 10 years from the date that the Company receives your personal data. In order to

comply with the above objectives, upon the lapse of those respective periods, the Company will destroy your personal data or anonymize such data.

## 6. Rights of Data Subject

You as Data Subject has the rights to access and receive the copy of your personal data, to object the collection, use, or disclosure of the data, to correct your personal data, to erase your personal data within the prescribed period, to restrain from using your personal data and to complain in case the collection for use or disclosure of personal information has been illegally conducted and other rights as specified by laws.

If you wish to exercise your rights, please contact the Company through the following channels:

Compliance and Risk Management Department

Bangkok Reit Management Company Limited

99, Vibhavadi Rangsit Road, Chom Phon, Chatuchak, Bangkok 10900

telephone: 02-265-5892

e-mail: [danusorn@bangkokreit.com](mailto:danusorn@bangkokreit.com)

The Company shall consider and respond to your request as quickly as possible. If the Company does not comply with Personal Data Protection Act, you reserve the rights to file a complaint with the Office of Personal Data Protection Commission.