



HY GROUP CO., LTD. (Head Office)  
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Onnut, Suanluang, Bangkok 10250, Thailand  
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## **INFORMATION SECURITY & DATA PROTECTION POLICY**

**Effective Date: 1 January 2026**

### **1. PURPOSE**

1.1 This policy establishes standards for protecting confidential information, personal data, and intellectual property.

### **2. SYSTEMS AND INFRASTRUCTURE**

2.1 The Company utilizes secure cloud-based systems including HubSpot CRM.

2.2 Two-factor authentication is mandatory for all staff.

2.3 Access to systems is role-based and restricted.

### **3. CONFIDENTIAL INFORMATION**

3.1 Client data is treated as confidential.

3.2 Information is not disclosed without proper authorization.

3.3 Confidentiality obligations are included in employment and client agreements.

### **4. DATA PROTECTION COMPLIANCE**

4.1 The Company complies with Thailand's Personal Data Protection Act.

4.2 Personal data is processed only for legitimate business purposes.

### **5. ACCESS CONTROL**

5.1 System access is granted according to role.

5.2 Access is revoked immediately upon termination of employment.

### **6. INCIDENT MANAGEMENT**

6.1 Security incidents must be reported immediately to management.

6.2 Appropriate corrective actions will be implemented.



Approved by:  
Umi Meder  
Managing Director

Signature: \_\_\_\_\_