



**Policy of the Board of Directors of
General Environmental Conservation Public Company Limited**

Topic:	Guideline of Internal Data Protection and Guideline to Prevent the Use of Internal Data	
Resolution of the meeting:	Board of Directors No. 10/2007	
Date of approval:	October 18, 2007	Page: 1/1

**Guideline of Internal Data Protection and
Guideline to Prevent the Use of Internal Data**

- 1) All authorities should provide the strict storage system of internal information with the proper supervision.
- 2) Restrict the access to the information not being publicly disclosed only to the related and necessary individuals only.
- 3) Provide the security system in the workplace to protect the data file and confidential documents.
- 4) For any data or document, which could not be disclosed to the outsider, and/or as the trade secret, the employee is obliged to protect and not to disclose the data or document as the trade secret to the outsider.
- 5) If the employee discloses the data not being publicly disclosed to the public or as the company's secret to the outsider, it shall be deemed as the offense and subject to disciplinary and/or legal punishment as the case maybe.