

**Mahidol University PRIVACY NOTICE**  
**(for the official executive and staff visit)**

According to Mahidol University Announcement Re: Personal Data Protection Policy B.E.2563 (2020), Mahidol University (the University) will be what's known as the 'Data Controller' of your personal data processed to facilitate, administer, and manage your time to join the activities with the University. This privacy notice will explain how the University will process your personal data.

**Legal basis for processing your personal data**

Since we are a public university under the Ministry of Higher Education, Science, Research and Innovation. We must have a legal basis for the processing of all personal and special categories data. An explanation of the legal bases, as defined in the Mahidol University Announcement Re: Personal data Protection Policy B.E.2563 (2020).

**Your personal data, the purpose of processing data and lawful bases for processing data**

We will collect and process the following information about you upon your attendance on the official executive trip's visit to Mahidol University (both before and after the trip is complete). To prepare the activities under the trip such as budget, registration, coordination with institutes for the program's visit, hotel reservation, flight or vehicle ticket.

| The data or type of data we process  | The purpose of processing that data  | The lawful bases for processing this data   |
|--|--|---|
| - Your name, date of birth, gender, academic position, addresses, nationality, passport number, email address, telephone number, and country | To identify you and to communicate with you<br><br>To coordinate with the organizer/partner universities in the registration or trip/activities arrangement.<br><br>To prepare for the budget and facilitation of the trip process such as flight, vehicle and hotel reservation | - Fulfilment of a contract with you<br><br>- Legitimate interests<br><br>- Compliance with a legal obligation |
| - Your educational background, academic achievement, research performance, the field of expertise, presentation, and CV/Resume               | To coordinate with the organizer/partner university  | - Legitimate interests  |
| - You travel and health Insurance, COVID-19 vaccine certificate, visa,   | To prepare the facilitation for the trip process such as reservation your flight ticket, vehicle, and hotel.   | - Legitimate interests  |

|  |  |   |
|--|--|---|
| Copy of passport, and credit card number   |  |   |
| - Your dietary requirements, health problems and special requirements or disabilities<br>- Religion and beliefs* | To help you manage your health while you are with us   | - Where you have given us consent<br><br>- Legitimate interests (to assist you if required) |
| - Your emergency contact   | To contact your family or close friends in case of emergency   | - To protect your vital interests   |
| - Your Photos/Image/Video  | To promote the international activities of Mahidol University (individual photo /group photo / activities) | - Legitimate interests  |
| <b><i>*This might affect the limitation of our services during your participation in our activities</i></b>      |  |   |

### **Who we share it with and why**

We may need to share information about you with the organizations listed in the table below, for the listed reasons.

| Organization name  | The reason for sharing  |
|--|---|
| The Organizer/Partner Universities   | To exchange information<br>To use for the registration process                            |
| The Agencies/Tour company for Flight tickets, vehicle, and hotel reservation | To use for reservation of flight ticket, vehicle, and hotel to facilitate you on the trip |
| Your secretary   | To exchange information   |
| Division of Finance  | To use for the budget approval  |
| Division of Human Resources  | To use for official approval to travel abroad   |

### **Information sources**

We will obtain your data directly from you through the communication process via email, messaging app (Line, WeChat, WhatsApp, etc.), your secretary or directly contact you.

### **Keeping your personal data safe**

We will keep your data safe by permitting only the International Relations Division members and who we need to share this data to access your data. If we need to keep your sensitive data, we will directly contact your to request your consent. Please see the University's Information Security webpages for more information at [www.privacy.mahidol.ac.th](http://www.privacy.mahidol.ac.th)

### **Retentions**

We will be keeping your personal data to meet the requirements of the budget management for a maximum of 10 years.

### **Your rights**

Please note that the ability to exercise these rights will vary and depend on the legal basis on which the process is being carried out. Under data protection legislation and as university personnel, you have a right to:

- (1) Access to and a obtain copy of the personal data related to you which is under the responsibility of the University or to request the disclosure of the acquisition of the personal data obtained without your consent.
- (2) Receive the personal data related to you. In this case, the University shall arrange such data in a readable or commonly used format with automatic tools or equipment, and such format can be used or disclosed for personal data through automated means. Additionally, the right to request the University to send or transfer the personal data in such format to another data controller if it can be done by the automated means, and the right to directly obtain the personal data in such format transferred by the University to another data controller except where it is technically infeasible.
- (3) Object to the collection, use, and disclosure of your personal data.
- (4) Request the University to erase, destroy or anonymize the personal data so that it can no longer be used to identify the data subject.
- (5) Request the University to restrict the use of personal data.
- (6) Request the University to keep your personal data accurate, up-to-date, and complete without misleading.

### **Changes to this notice**

The University may update this notice at any time and may also provide you with further detailed notices on the means of data collection/resources. These additional privacy notices are supplemental to this main Privacy Notice. You should check this notice regularly from our website and your email to be aware of any changes. However, where any change affects your rights and interests, we will bring this to your attention and clearly explain what this means for you.

**Please see the University's webpages for further information on your rights as a data subject: <https://privacy.mahidol.ac.th/>**

**If you wish to access your information or exercise any of these rights, please contact: [privacy@mahidol.ac.th](mailto:privacy@mahidol.ac.th)**