

## **Mahidol University PRIVACY NOTICE (for inbound staff)**

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 as an inbound staff 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, purpose of processing data and lawful bases for processing data**

We may collect and process the following information about you upon your enrolment at the university and subsequently to manage your relationship with us as an inbound staff (part-time or full-time staff) throughout your activity period. Please note that some of the information listed below will only be collected in specific situations and will not therefore be collected in respect of all staff.

<b>The data or type of data we process</b>	<b>The purpose of processing that data</b>	<b>The lawful bases for processing this data</b>
<p>- Your name, date of birth, gender, addresses, nationality, passport number email addresses, phone numbers, home university and country</p> <p>- Your educational background, academic position, academic achievement, research performance, field of expertise, and CV/Resume</p>	<p>To identify you and to communicate with you</p> <p>For Education, Research, Academic Services and Extra Curriculars management</p> <p>To facilitate and manage the staff experience at Mahidol University:</p> <ul style="list-style-type: none"> <li>- Facilitate and manage your use of facilities and participation at events (e.g., computing, libraries, accommodation, gym, museums and praying room);</li> <li>- Support your health, safety, and welfare requirements;</li> <li>- Operate security, disciplinary, complaint, and quality assurance processes and arrangements;</li> <li>- Monitor your use of our networks to protect the security and integrity of the university's IT network and information and electronic communications systems</li> </ul>	<p>- Fulfilment of a contract with you</p> <p>- Legitimate interests</p>

	To provide data to internal audit / external audit such as the Ministry of Higher Education, Science, Research and Innovation  For data analytics	- Compliance with a legal obligation
- Your dietary requirements, health problems and special requirements or disabilities - Religion and beliefs*	To help you manage your health while you are with us	- Where you have given us consent  - 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 images	To generate a staff ID card  To maintain security  To promote our educational activities and show prospective staff (individual)  To promote our educational activities and show prospective staff (group photo / activities)	- Fulfilment of a contract with you  - Legitimate interests (for keeping our staff and students safe)  - Where you have given us consent  - Legitimate interests
- CCTV footages	For security management	- Legitimate interests (to maintain building and personal security)
<b>* This might affect the limitation of our services during your stay on campus</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
Division of HR Division	To verify the registration status To share details of your academic performance
Division of IT Division	To generate Internet account
Division of Finance	For processing payments (e.g. scholarship payment, accommodation)
Library and on campus facilities	To facilitate your experience at the university
Partner institutions	To exchange information
External examiners for academic administration and quality development	To provide data on international students
Ministry of Higher Education, Science, Research and Innovation	To provide data on international students

**Information sources**

The University will obtain your personal data directly from you through your application and the registration process, during your time with us.

**Keeping your personal data safe**

The University has a series of technical and organizational measures in place to ensure that your personal data is protected and safeguarded. Please see the University's Information Security webpages for more information at [www.privacy.mahidol.ac.th](http://www.privacy.mahidol.ac.th)

**Retentions**

After the completion of studies, please note that the University will be required to retain some data to meet requirements to keep records for maximum 3 years. Minimal data will also be retained permanently and anonymously to ensure a record of your educational achievements and qualifications.

**Your rights**

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

- (1) Access to and obtain copy of the personal data related to you which is under 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 an automatic tools or equipment, and such format can be used or disclosed the 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 technically infeasible.
- (3) Object the collection, use, and disclosure of your personal data.
- (4) Request the University to erase, destroy or anonymize the personal data to become the data which cannot identify the data subject.
- (5) Request the University to restrict the use of the 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 means on 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)**