

Mahidol University PRIVACY NOTICE (for outbound 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 a registered 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, the purpose of processing data and lawful bases for processing data

We may collect and process the following information about you upon your registration to the University and subsequently manage your relationship with us as a registered staff (full-time) 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.

The data or type of data we process	The purpose of processing that data	The lawful bases for processing this data
<ul style="list-style-type: none"> - Your name, date of birth, gender, addresses, nationality, passport number, identification number, email addresses, phone numbers and country - Your educational background, academic position, academic achievement, research performance, field of expertise, original affiliation, employment history and CV/Resume 	<p>To identify and communicate with you</p> <p>For Education, Research, Academic Services and Extra Curriculars management</p> <p>To facilitate and manage the staff experience at/outside Mahidol University:</p> <ul style="list-style-type: none"> - Facilitate and manage your travel arrangement and your participation in events - Support your health, safety, and welfare requirements; - Operate security, disciplinary, complaint, and quality assurance processes and arrangements; <p>For data analytics and report</p>	<ul style="list-style-type: none"> - Fulfilment of a contract with you - Legitimate interests - Compliance with a legal obligation
<ul style="list-style-type: none"> - Your dietary requirements, health problems and special requirements or disabilities - Religion and beliefs* 	<p>To help you manage your health while you are participating in events overseas.</p>	<ul style="list-style-type: none"> - Where you have given us consent - Legitimate interests (to assist you if required)

- Amount of scholarship - Contracts (Suretyship Contract/Scholarship Contract) - Parental Consent form	For scholarship/budget management For data analytics To ask for permission to join a mobility program abroad/study aboard	- Contract - Contract, but not PDPA
- 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 safe) - Where you have given us consent - Legitimate interests
* This might affect the limitation of our services during your participation in our activities		

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 employment status To share details of your information
Division of Finance	For processing payments (e.g. scholarship payment, accommodation)
Partner institutions	To exchange information
Ministry of Higher Education, Science, Research and Innovation	To provide data on MU staff
Travel agencies	To share details of your information

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

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 a maximum of five (5) years. Minimal data will also be retained permanently and anonymously to ensure a record of your employment history and academic achievements/performances.

Your rights

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

- (1) Have access to and obtain a 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 using automated tools or equipment, and such format will be able to be used or disclosed by 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 to 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 that 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 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, if any change affects your rights and interests, we will notify you and clearly explain what this means for you.

**Please see the University's web pages 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**