

Mahidol University PRIVACY NOTICE
(for international academic activity and in-house training)

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

International Relations Division will collect and process the information upon your registration to participate in the International Academic Activity and In-house training organized by MU. This process of information collection will be used to prepare the budget process, communicate, and facilitate you when you are participating in the activity.

Once the period of retaining data comes to an end, we will delete your personal information on all platforms. Please note that the information you share with us will be protected in order to protect your interests during the application process.

Type of data we process	The purpose of processing the data	The regulations for processing the data
<p>- Name, date of birth, gender, addresses, nationality, passport number, email addresses, phone numbers, home university, and country</p> <p>- Educational background, academic position, academic achievement, research performance, the field of expertise, presentation and CV/Resume</p>	<p>To identify and communicate with you</p> <p>To verify the qualification and provide the appropriate activity</p> <p>To facilitate and manage the participant experience with Mahidol University:</p> <ul style="list-style-type: none"> - Facilitate and manage your use of facilities and participation in the activity; - Support health, safety, and welfare requirements; - Operate security, disciplinary, complaint, and quality assurance processes and arrangements; - Monitor the use of networks to protect the security and integrity of the university's IT network and information and electronic communications systems 	<p>- Fulfillment of a contract</p> <p>- Legitimate interests</p>

	To provide data to an internal/external audit such as the Ministry of Higher Education, Science, Research and Innovation For data analytics For tuition, fees collection, or deposit	- Compliance with a legal obligation - Fulfillment of a contract
- Educational records (test score or exam results)	To manage progress while participating in our activity.	- Fulfillment of a contract
- Dietary requirements or restrictions, health problems and special requirements or disabilities - Religious beliefs*	To help manage your health while you are with us Facilitate and manage the use of facilities and participation in the activity (e.g., accommodation and praying room)	- Consent required - Legitimate interests (to assist you if required)
- Images/photos/videos	To maintain security To promote educational activities and show prospective staff (individual) To promote educational activities and show prospective staff (group photo / activities)	- Legitimate interests (for keeping our staff and students safe) - Consent required - Legitimate interests
- CCTV footages (For on-site activities at Mahidol University)	For security management	- Legitimate interests (to maintain the building and personal security)
<i>* This may affect the limitation of our services to your participation in the activity.</i>		

Who we share it with and why

Your information will be shared with the organizations along with the reasons listed in the table below.

Organization name	The reason for sharing
Speakers/Moderators/Teachers/Partner Institutions	To exchange information
Division of Finance	For the budget management process
MU Corporate Communication Unit, General Administration Division	To make the promotional materials To take a photo or record the video
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 data will be obtained directly from you through the registration system or communication via e-mail, or Line Application.

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

Your data will be kept for a maximum of 10 years according to the finance regulations.

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 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**