

Data Flow and PDPA Guideline

Group 1 Contact Person

| Group of Data | Sub-Group of Data | MUIR Data Processing Activity | Collected Data | Data Subject | Data Controller |
|------------------------------------|-------------------|---|---|----------------------|-----------------|
| Group 1 ----- Contact Person | Internal Contacts | <ul style="list-style-type: none"> - MUIR Networks - Faculty/Institute/ College - MU Organization - Student Assistants | <ul style="list-style-type: none"> - Name - Position - Academic Position - Phone number - Fax number | MU Student and Staff | MUIR Officer |
| | External Contacts | <ul style="list-style-type: none"> - Partner Organization - University Networks - University Rankings Organization - Outsources | <ul style="list-style-type: none"> - Email address - Organization Address - Images | Partner of MU | |

Data collection and data processing

We will collect and process the following information about the contact person with the International Relations Officer to manage the collaboration communication and promote the news and events of the University.

When the end of the period to retain your data, we will delete your personal information on all our email lists on Outlook System and the document files on the computer and cloud. You can request to cancel the consent at any time by contacting opinter@mahidol.ac.th.

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

| The data or type of data we process | The purpose of the procession of that data | Lawful basis |
|--|--|----------------------|
| <ul style="list-style-type: none"> - Name - Position - Academic Position - Phone number - Fax number - Email address - Organization Address - Images | <ul style="list-style-type: none"> - To manage the collaboration of the University - To communicate with staff or student - To promote the news and events of the University - To appointment for meeting and inform the policy for work | Legitimate Interests |

Retentions

We will keep your data for a maximum of 5 years in order to keep records.

Information sources

We will obtain your data directly from you through the communication process.

Keeping your personal data safe

We will keep your data safe by using the username and password to access your data on the storage system. We only permit the members of the International Relations Division can access your data. If we need to keep your sensitive data, we will use the consent form or directly contact you to request your permission.

Privacy Notice on Email

We will indicate the Email Privacy Notice at the end of the contact person's letter as follows:

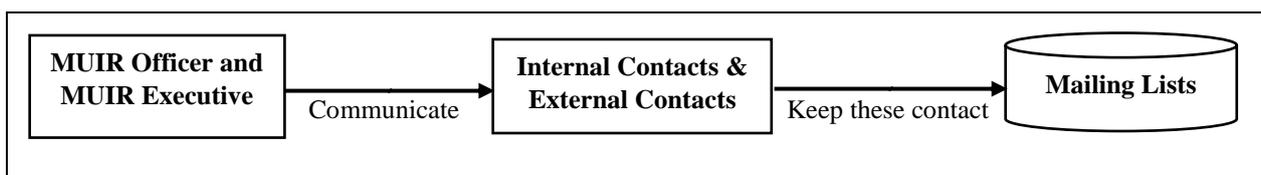
English Language

We will collect your contact information as the contact person throughout our collaboration or activity period to comply with the PDPA regulations. Please note that your name, position, academic position, telephone number, fax number, email address, and the organization address will be collected in our contact list to manage our collaborations or activities and promote educational activities or events and news of Mahidol University. You can request to cancel your consent at any time by contacting: opinter@mahidol.ac.th

Thai language

สำหรับการคุ้มครองข้อมูลส่วนบุคคล เราจะรวบรวมข้อมูลติดต่อของท่าน ได้แก่ ชื่อ-นามสกุล ตำแหน่ง ตำแหน่งทางวิชาการ หมายเลขโทรศัพท์ หมายเลขโทรสาร อีเมลและที่อยู่สถานที่ทำงาน ในรายการอีเมลผู้ติดต่อของเรา เพื่อใช้ในการติดต่อประสานงาน พร้อมทั้งการประชาสัมพันธ์ข่าวสารและกิจกรรมด้านต่าง ๆ ของมหาวิทยาลัยมหิดล หากท่านมีความประสงค์เพิกถอนความยินยอม สามารถติดต่อได้โดยตรงที่อีเมล opinter@mahidol.ac.th

Flow 1: MUIR ⇔ Internal Contacts / External Contacts



Flow 2: Internal Contacts / External Contacts ⇔ MUIR

