

Group 2 - Official Executive and Staff Visit

Group of Data	Sub-Group of Data	MUIR Data Processing Activity	Collected Data (*Sensitive Data)	Data Subject	Data Controller
Group 2 ----- Official Executive and Staff Visit	Executive Visits	Visit MU Partner University/Organization Abroad	<ul style="list-style-type: none"> - Name - Date of birth - Gender - ID Card Number 	MU Executive and Staff	MUIR Officer (Only owner Project)
	International Exhibition, Seminar, Workshop and Conference	<ul style="list-style-type: none"> - APAIE - NAFSA - EAIE - QS APPLE - QS Seminar - THE Summit - Networks Conference (AUN, ASAIHL, SATU, etc.,) 	<ul style="list-style-type: none"> - Passport Number - MU Staff ID - Visa/ Copy of passport - Travel and Health Insurance - Nationality - Health and Disability information* - Religious beliefs* - Dietary Restriction 		
	International Training Programs	Executive Training at Partner University/Organization	<ul style="list-style-type: none"> - Position - Academic Position - Research Performance - Field of expertise - Original affiliation - CV/Resume - Telephone number - Email address - Addresses - Financial Documents - Credit Card Number - Images /Photos/Video - COVID-19 Vaccine Certificate - Presentation - Car Registration 		

Data collection and data processing

We will collect and process the following information about you upon your participation in the official executive and staff visit both before and after the trip is complete as the representative of Mahidol University. To prepare the budget management process, registration process, and reservation of flight tickets, vehicles, and hotels to facilitate you on the trip.

When the period for retaining your data expires, we will delete your personal information on all our platforms. Please note that we need to maintain the best interests of Mahidol University because you participated in the trip as a representative of Mahidol University. Accordingly, you will not be able to withdraw your consent during the trip.

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, identification number, passport number, MU Staff ID, email addresses, telephone numbers, original affiliation, car registration, credit card number, and financial documents	To identify you and to communicate with you To coordinate with the partner University/organization in the registration process To facilitate and manage the staff experience at/outside Mahidol University To prepare for the budget and facilitation of the trip process such as flight, vehicle and hotel reservation	- Fulfilment of a contract with you - Legitimate interests - 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, Copy of passport, and credit card number	To prepare the facilitation for the trip process such as the reservation your flight ticket, vehicle, and hotel	- Legitimate interests
- Your dietary requirements, health problems and special requirements or disabilities - Religious 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 Photos/Image/Video	To promote the international activities of Mahidol University (individual photo /group photo / activities)	- Legitimate interests
<i>* This might affect the limitation of our services during your participation in our activities</i>		

Retentions

For the activities organized by the University, we will only keep your data to meet the requirements of the budget management for a maximum of 10 years.

Information sources

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

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 will only permit 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.

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.

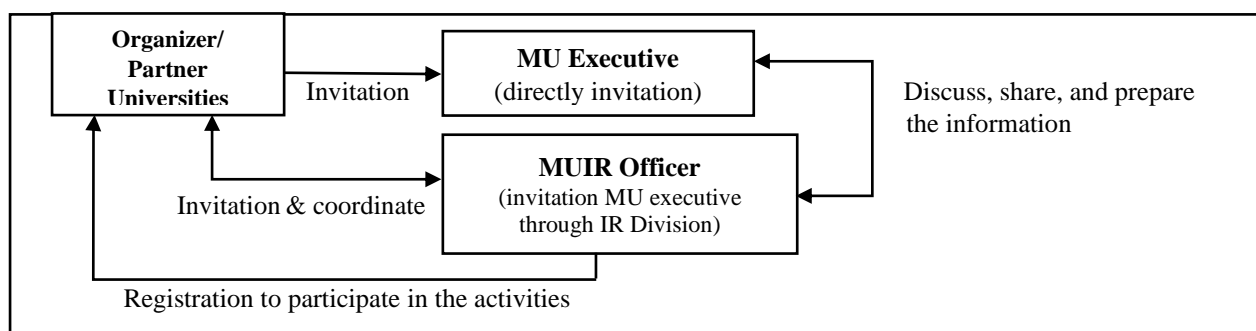
Organization name	The reason for sharing
The Organizer/Partner Universities	To exchange information To use for the registration process
The Agencies/Tour company for Flight tickets, vehicle, and hotel reservations)	To use for reservation of flight ticket, vehicle, and hotel to facilitate you on the trip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

Privacy Notice

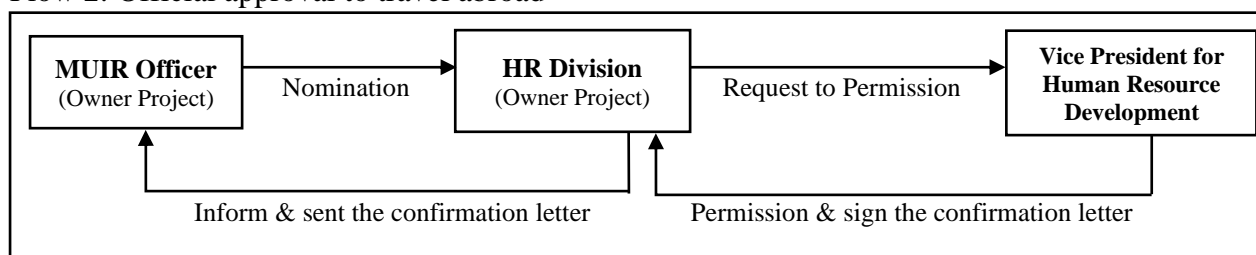
We will inform you before keeping and sharing your data with other organizations through the Mahidol University **PRIVACY NOTICE (for the official executive and staff visit) or directly contact you.**

Data Flow

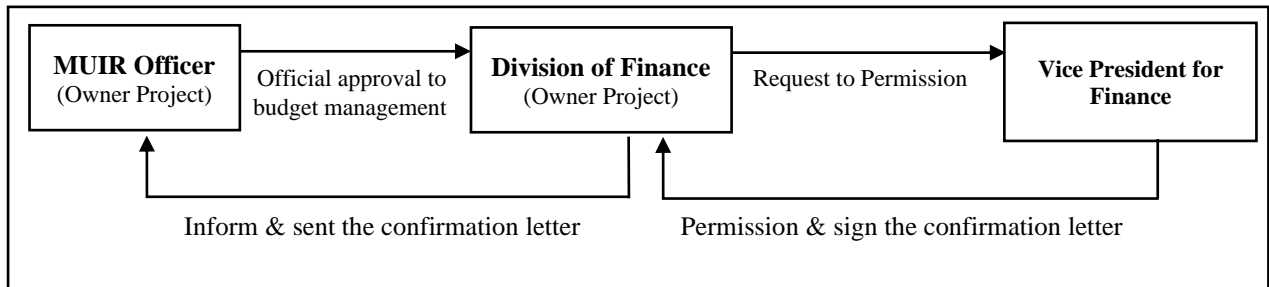
Flow 1: Pre-departure process



Flow 2: Official approval to travel abroad



Flow 3: Budget Approval Process



Flow 4: Reservation and Payment process

