

Group 3 – Inbound Students and Staff Mobility

Group of Data	Sub-Group of Data	MUIR Data Processing Activity	Collected Data (*is Sensitive Data)	Data Subject	Data Controller
Group 3 ----- Student and Staff Inbound Mobility	MUSAIS (Non-Credit)	- Short-term Student - Short-term Staff - Visiting Student - Visiting Staff	- Name - Date of birth - Gender - Passport Number	Inbound Student and Staff	MUSAIS Team
	International Activities	- Tailor-made and Summer Program - Student and Staff Competitions - Academic Forum - Student Conference/Seminar - Education Fair - Symposium	- Copy of Passport - Nationality - Health and Disability information* - Religious beliefs* - Dietary Restriction - Position - Academic Position - Academic Achievement	Inbound Student	MUIR (Only owner project)
	Student Exchange (Credit-bearing)	Exchange at MU Faculty/College/Institute	- Employment History - Field of expertise - Original affiliation - Research Performance - Transcripts - CV/Resume	Exchange Student from Partner University	MUIR Officer (Region Team)
	International Staff Training Programs	- Work attachment - Supportive Staff Training - Academic Staff Training	- Phone number - Email address - Addresses - Emergency Contact - Car Registration - Travel Insurance - Health Insurance - VISA / Work Permit - COVID-19 Vaccine Certificate - Exam Results - Educational Records - Images /Photos/Video - CCTV footages	Inbound Student and Staff	MUIR & IAO Officer (Only owner project)

Data collection and data processing

We will 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 student (short-term and long-term) and staff (part-time or full-time) throughout your activity period at Mahidol University. 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 students and staff.

When the end of the period to retain your data, we will delete your personal information on all our platforms. Please note that your consent might affect the limitation of our services during your stay on campus.

The data or type of data we process	The purpose of the procession of that data	Lawful basis
<p>- Your name, date of birth, gender, addresses, nationality, passport number email addresses, phone numbers, home university, country, copy of passport, visa, and work permit</p> <p>- Your educational background, academic position, academic achievement, research performance, the field of expertise, original affiliation, employment history, travel insurance, health insurance, COVID-19 Vaccine Certificate, car registration, 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 student and staff experience at Mahidol University:</p> <ul style="list-style-type: none"> - Facilitate and manage your use of facilities and participation at events (e.g., computing, libraries, accommodation, gym, museums and praying room); - Support your health, safety, and welfare requirements; - Operate security, disciplinary, complaint, and quality assurance processes and arrangements; - Monitor your use of our networks to protect the security and integrity of the university's IT network and information and electronic communications systems <p>To provide data to internal/external audits such as the Ministry of Higher Education, Science, Research and Innovation</p> <p>For data analytics</p> <p>For tuition and fees collection purposes and scholarships</p>	<p>- Fulfillment of a contract with you</p> <p>- Legitimate interests</p> <p>- Compliance with a legal obligation</p> <p>- Fulfillment of a contract with you</p>
<p>- Your dietary requirements, health problems and special requirements or disabilities</p> <p>- Religious beliefs*</p>	<p>To help you manage your health while you are with us</p>	<p>- Where you have given us consent</p> <p>- Legitimate interests (to assist you if required)</p>
<p>- Your emergency contact</p>	<p>To contact your family or close friends in case of emergency</p>	<p>- To protect your vital interests</p>
<p>- Your English proficiency test and education background</p>	<p>To offer you the most appropriate courses</p>	<p>- Fulfillment of a contract with you</p>
<p>- Your educational records and test or exam results for credit-bearing</p>	<p>To manage your progress while studying with us</p>	<p>- Fulfillment of a contract with you</p>

- Your images / photos / video	To generate a staff and student 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)	- Fulfillment 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 the building and personal security)
<i>* This might affect the limitation of our services during your stay on campus.</i>		

Retentions

Please note, that we will be keeping your data to meet the requirements to keep records maximum of 3 years. Minimal data will also be retained permanently and anonymously to ensure a record of your educational achievements and qualifications. 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

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

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 member from the International Relations Division, Mahidol University Student, Academic and International Services (MUSAIS) with who we need to share this data can 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
International Affairs Office	To provide data on international staff
Division of Human Resources	To verify the registration status To generate staff ID To share details of your academic performance
Division of Academic Affairs	To verify the registration status To share details of your academic progress
Division of IT Division	To generate an Internet account

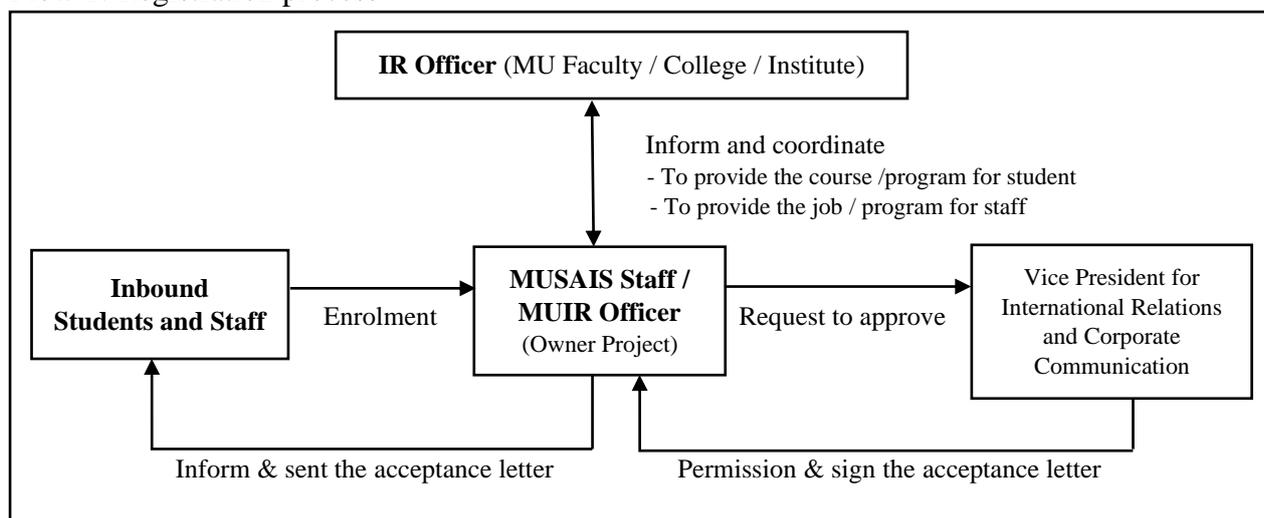
Division of Finance	For processing payments
Library and on-campus facilities	To facilitate the student experience at the university
Partner institutions	To exchange information
External examiners for academic administration and quality development	To provide data on international inbound students and staff
Ministry of Higher Education, Science, Research and Innovation	To provide data on international inbound students and staff

Privacy Notice

We will inform you before keeping and sharing your data with other organizations during the contact process through the **Mahidol University PRIVACY NOTICE (for short-term students, inbound staff, and exchange students)** or directly contact you.

Data Flow

Flow 1: Registration process



Flow 2: Coordination and facilitation process

