

Group 4 - Student & Staff Outbound Mobility

Group of Data	Sub-Group of Data	MUIR Data Processing Activity	Collected Data (*is Sensitive Data)	Data Subject	Data Controller
Group 4 ----- Student & Staff Outbound Mobility	Student Exchange (Non-Credit/ Credit-bearing)	<ul style="list-style-type: none"> - Short-term /long-term Student - Exchange program with the partner university 	<ul style="list-style-type: none"> - Name - Date of birth - Gender - ID Card Number - Passport Number - MU Student ID - MU Staff ID 	MU Student	MUIR Officer (Only owner project)
	International Activities	<ul style="list-style-type: none"> - Tailor-made and Summer Program - Student and Staff Competitions - Academic Forum - Student Conference/Seminar - Education Fair - Symposium 	<ul style="list-style-type: none"> - Copy of passport - Nationality - Health and Disability information * - Religious beliefs* - Dietary Restriction - Position - Academic Position - Research Performance - Academic Achievement 		
	Staff Exchange	Short-term/long-term staff exchange	<ul style="list-style-type: none"> - Employment History - Transcripts - CV/Resume - Telephone number - Email address - Addresses - Emergency Contact - Travel Insurance - Health Insurance - COVID-19 Vaccine Certificate - Images /Photos/Video - Amount of scholarship - Contracts - Financial Documents - Parental Consent form - Original affiliation 	MU Staff	
	International Staff Training Programs	<ul style="list-style-type: none"> - Work attachment - Supportive Staff Training - Academic Staff Training 			

Data collection and data processing

We will collect and process the following information about you upon your enrollment in the exchange and training program or participation in the international activities at the partner institutions and subsequently manage your relationship with us as an outbound student (short-terms or long-terms) and staff (part-time or 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 students and staff.

When the period for retaining your data expires, we will delete your personal information on all our platforms. Please be aware that providing your consent may limit our services during your participation in our activities.

The data or type of data we process	The purpose of the procession of that data	Lawful basis
<ul style="list-style-type: none"> - Your name, date of birth, gender, addresses, nationality, passport number, identification number, email addresses, phone numbers, student ID, staff ID, financial documents, and copy of passport - 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, and CV/Resume 	<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 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>To provide data to internal/external audits such as the Ministry of Higher Education, Science, Research and Innovation</p> <p>For data analytics and reports</p> <p>For tuition and fees collection purposes and scholarships</p>	<ul style="list-style-type: none"> - Fulfilment of a contract with you - Legitimate interests - Compliance with a legal obligation - Fulfilment of a contract with you
<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 with us</p>	<ul style="list-style-type: none"> - Where you have given us consent - Legitimate interests (to assist you if required)
<ul style="list-style-type: none"> - Your emergency contact 	<p>To contact your family or close friends in case of emergency</p>	<ul style="list-style-type: none"> - To protect your vital interests
<ul style="list-style-type: none"> - Your English proficiency test and education background 	<p>To offer you the most appropriate courses</p>	<ul style="list-style-type: none"> - Fulfilment of a contract with you
<ul style="list-style-type: none"> - Your educational records and test or exam results for credit-bearing 	<p>To manage your progress while studying with us</p>	<ul style="list-style-type: none"> - Fulfilment of a contract with you
<ul style="list-style-type: none"> - Amount of scholarship - Contracts (Suretyship Contract/Scholarship Contract) - Parental Consent form 	<p>For scholarship/budget management</p> <p>For data analytics</p> <p>To ask for permission to join a mobility program abroad/study aboard</p>	<ul style="list-style-type: none"> - Contract - Contract, but not PDPA
<ul style="list-style-type: none"> - Your emergency contact 	<p>To contact your family or close friends in case of emergency</p>	<ul style="list-style-type: none"> - To protect your vital interests

- Your images/photos/video	<p>To generate a staff and student ID card</p> <p>To maintain security</p> <p>To promote our educational activities and show prospective staff (individual)</p> <p>To promote our educational activities and show prospective staff (group photo / activities)</p>	<p>- Fulfilment of a contract with you</p> <p>- Legitimate interests (for keeping our staff and students safe)</p> <p>- Where you have given us consent</p> <p>- Legitimate interests</p>
* This might affect the limitation of our services during your participation in our activities		

Retentions

Please be aware that we will keep your data for a maximum of 5 years in order to comply with legal requirements. 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

During your contact with us, the University will obtain your data directly from you through your application and the registration 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 with whom 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 do we share it with and why

We may need to share the information about you with the organizations listed in the table below, for the listed reasons.

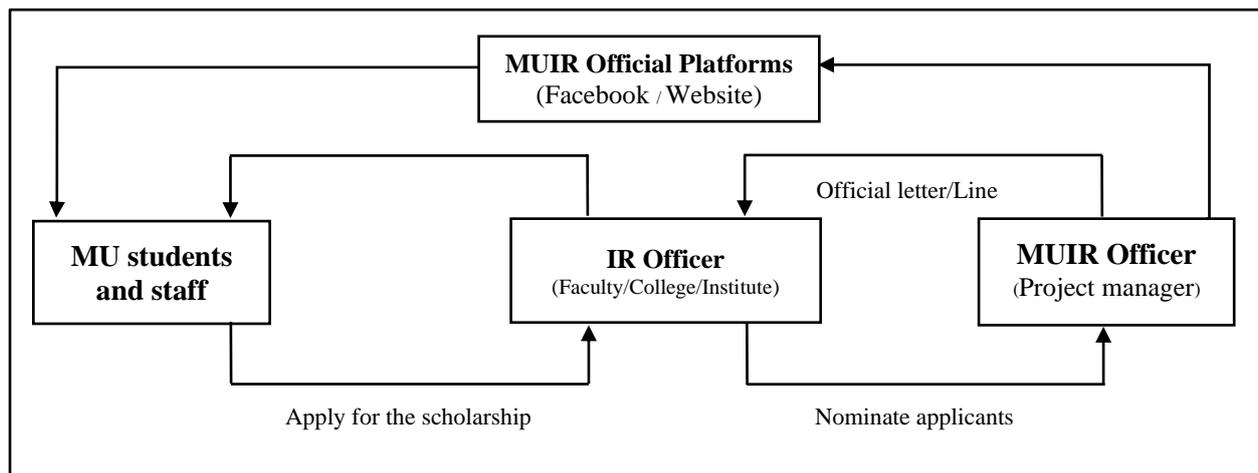
Organization name	The reason for sharing
Division of Human Resources	For the official approval to work abroad To share details of your information
Division of Academic Affairs	To verify the registration status To share details of your academic progress
Division of Finance	For the budget management process
Partner institutions	To exchange information
External examiners for academic administration and quality development	To provide data on international outbound students and staff
Ministry of Higher Education, Science, Research and Innovation	To provide data on international outbound students and staff
Travel agencies	To share details of your information

Privacy Notice

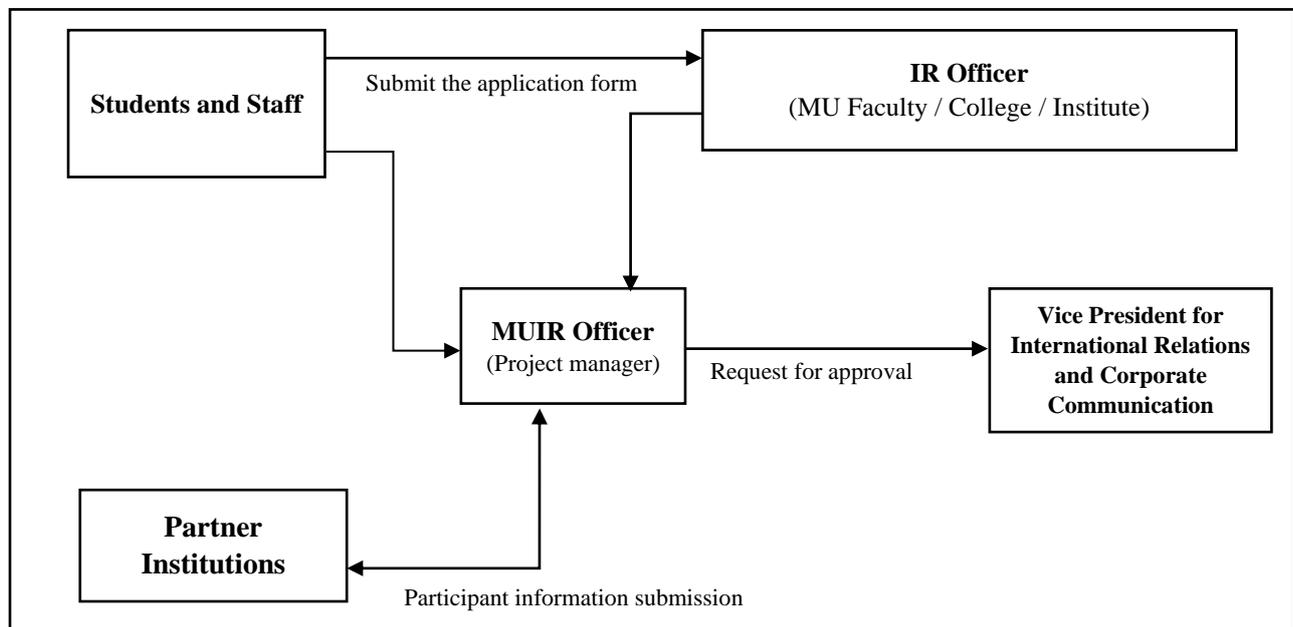
We will inform you before keeping and sharing your data with other organizations during the contact process through the **Mahidol University PRIVACY NOTICE (for outbound students, outbound staff, and exchange students)** or directly contact you.

Data Flow

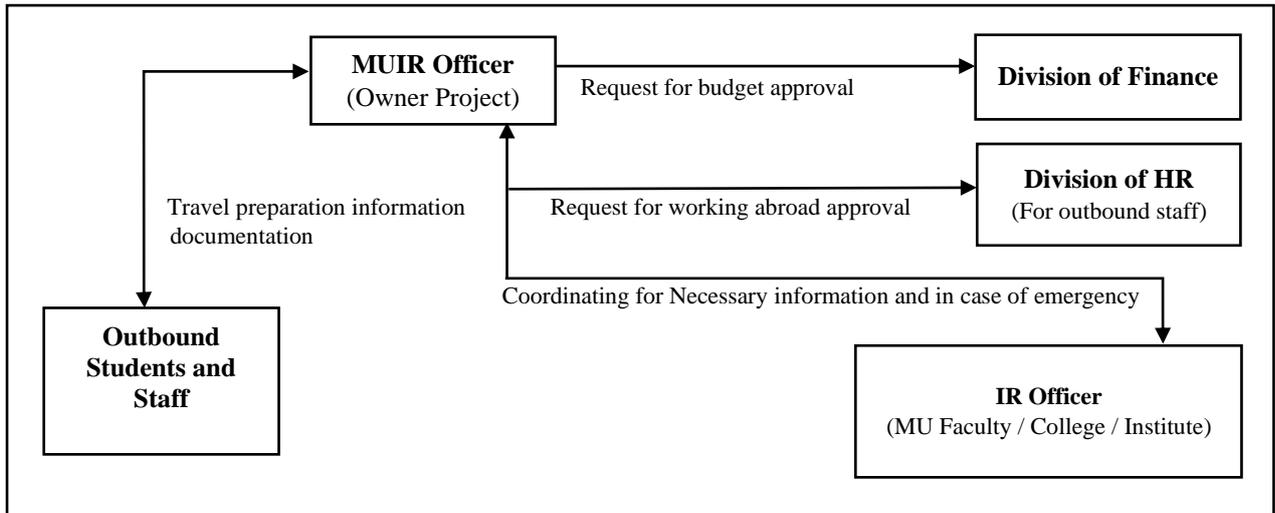
Flow 1: Call for application



Flow 2: Participant recruitment process



Flow 3: Pre-departure preparation



Flow 4: Final report/Evaluation

