

### **Group 6 International Academic Activity and In-house Training**

<b>Group of Data</b>	<b>Sub-Group of Data</b>	<b>MUIR Data Processing Activity</b>	<b>Collected Data (*Sensitive Data)</b>	<b>Data Subject</b>	<b>Data Controller</b>
<b>Group 6</b> ----- <b>International Academic Activity and In-house Training</b> (Organized by MU)	Training Program	<ul style="list-style-type: none"> <li>- IR Staff Training</li> <li>- English Camp</li> <li>- IR English Communication Training</li> <li>- One-day Trip</li> <li>- Knowledge Management Series</li> <li>- Special Lecture</li> </ul>	<ul style="list-style-type: none"> <li>- Name – Last name</li> <li>- Gender</li> <li>- ID Card Number</li> <li>- Passport Number</li> <li>- MU Student ID</li> <li>- MU Staff ID</li> <li>- Nationality</li> <li>- Health and Disability information*</li> <li>- Religious beliefs*</li> <li>- Dietary Restriction</li> </ul>	MU Student, MU Staff and people outside Mahidol University	MUIR / MUSAIS Officer  (Only project owner)
	Language Course	<ul style="list-style-type: none"> <li>- English Language</li> <li>- Korean Language</li> <li>- Chinese Language</li> <li>- German Language</li> <li>- Japanese Language</li> <li>- IELTS Master Online</li> </ul>	<ul style="list-style-type: none"> <li>- Position</li> <li>- Academic Position</li> <li>- Research Performance</li> <li>- Academic Achievement</li> <li>- Field of expertise</li> <li>- Employment History</li> </ul>		
	International Workshop	<ul style="list-style-type: none"> <li>- International Database Workshop (e.g., Incites etc.)</li> <li>- Research Workshop (MU-MQ, MU-CMU, MU-NCKU)</li> <li>- MUSAIS Activities (Communication Skill, Good Health and Well-Being, Cultural Workshop, Friday's Conversation)</li> </ul>	<ul style="list-style-type: none"> <li>- Telephone Number</li> <li>- Email address</li> <li>- Financial Documents</li> <li>- Contracts</li> <li>- Presentation</li> <li>- Exam Result</li> <li>- Project Proposal</li> <li>- Publications</li> <li>- Images /Photos/Videos</li> <li>- Original affiliation</li> </ul>		
Note: IELTS Master, Workshop and Conference are activities that allow people outside of Mahidol University to participate.					

#### **Data collection and data processing**

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"> <li>- Facilitate and manage your use of facilities and participation in the activity;</li> <li>- Support health, safety, and welfare requirements;</li> <li>- Operate security, disciplinary, complaint, and quality assurance processes and arrangements;</li> <li>- Monitor the use of networks to protect the security and integrity of the university's IT network and information and electronic communications systems</li> </ul> <p>To provide data to an internal/external audit such as the Ministry of Higher Education, Science, Research and Innovation</p> <p>For data analytics</p> <p>For tuition, fees collection, or deposit</p>	<p>- Fulfillment of a contract</p> <p>- Legitimate interests</p> <p>- Compliance with a legal obligation</p> <p>- Fulfillment of a contract</p>
<p>- Educational records (test score or exam results)</p>	<p>To manage progress while participating in our activity.</p>	<p>- Fulfillment of a contract</p>
<p>- Dietary requirements or restrictions, health problems and special requirements or disabilities</p> <p>- Religious beliefs*</p>	<p>To help manage your health while you are with us</p> <p>Facilitate and manage the use of facilities and participation in the activity (e.g., accommodation and praying room)</p>	<p>- Consent required</p> <p>- Legitimate interests (to assist you if required)</p>
<p>- Images/photos/videos</p>	<p>To maintain security</p> <p>To promote educational activities and show prospective staff (individual)</p> <p>To promote educational activities and show prospective staff (group photo / activities)</p>	<p>- Legitimate interests (for keeping our staff and students safe)</p> <p>- Consent required</p> <p>- Legitimate interests</p>

- 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>		

### **Data Retention**

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

### **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**

Your data will be safe by using the username and password interface to access the data on the storage system. Only permitted International Relations Division officers and personnel are allowed to access the data. The request for consent will be sent to you; if sensitive data is required.

### **Who we share it with and why**

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

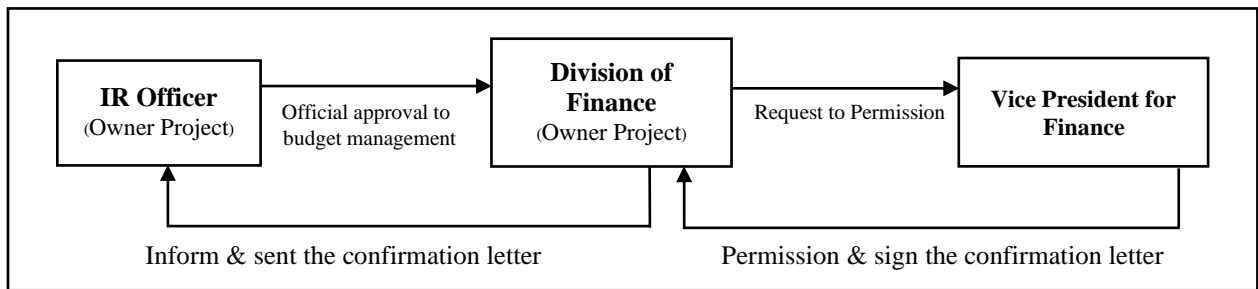
<b>Organization name</b>	<b>The reason for sharing</b>
Speakers /Moderators/Teachers/Partner Institutions	To exchange information
Division of Finance	For the budget management process
MU Corporate Communication Unit, General Administration Division	To make the promotional materials To take a photo or 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

### **Privacy Notice**

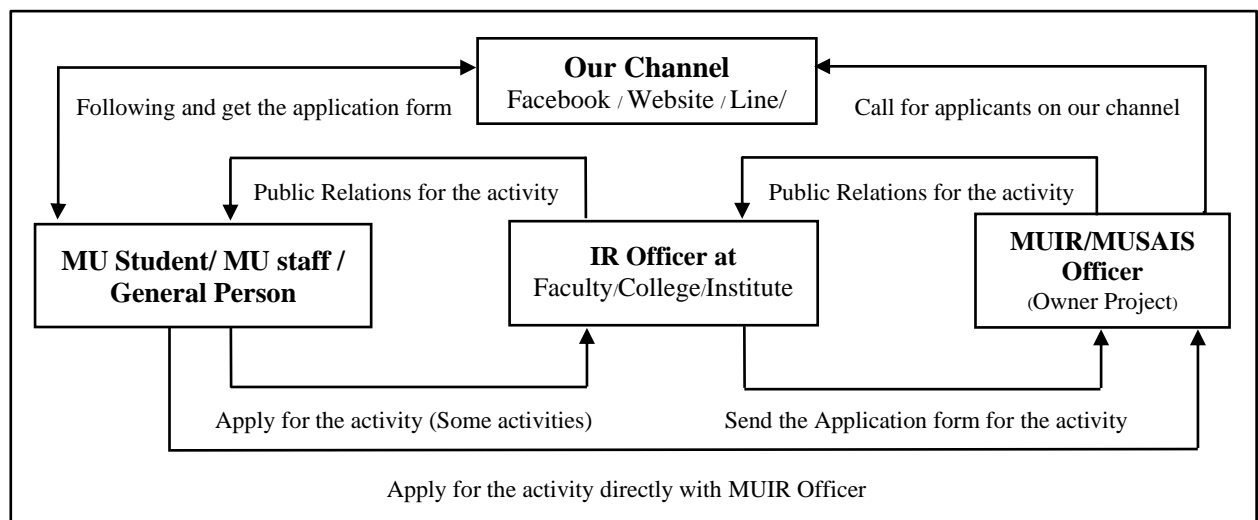
We will inform you before keeping and sharing your data with other organizations through the **Application Form for each activity, Mahidol University PRIVACY NOTICE (for International Academic Activity and In-house training) or contact you directly.**

**Data Flow**

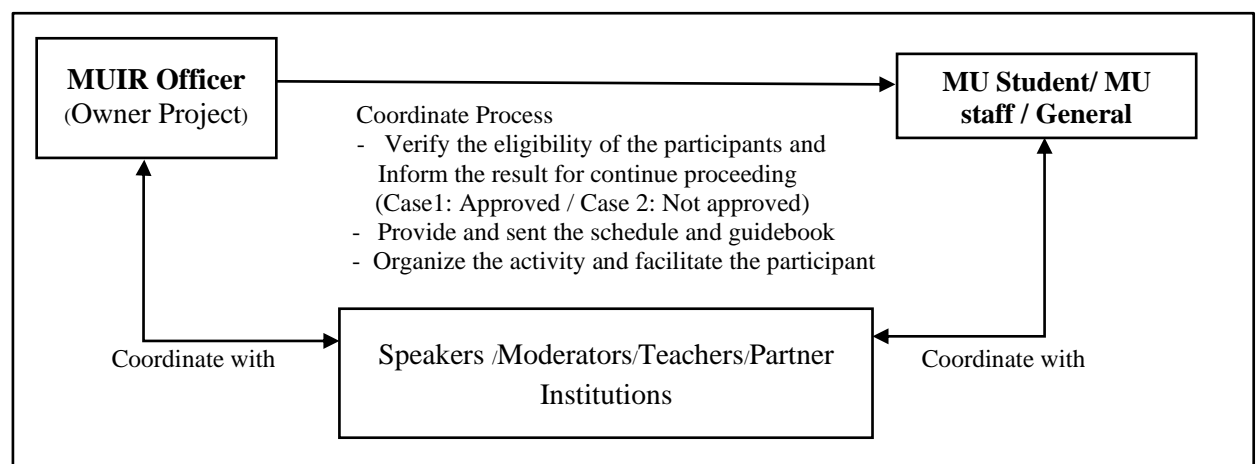
Flow 1: Budget Management Process



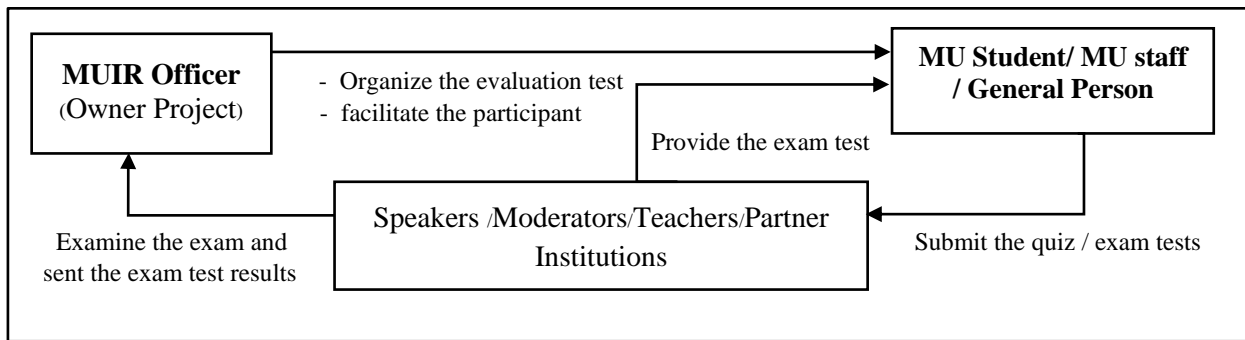
Flow 2: Call for applicants



Flow 3: Verify the eligibility of the participants and organize the activity



Flow 4: Organize the evaluation test



Flow 5: Provide the certificate for participants

