

Group 7 IR Recruitments

Group of Data	Sub-Group of Data	MUIR Data Processing Activity	Collected Data (*is Sensitive Data)	Data Subject	Data Controller
Group 7 ----- IR Recruitments	Staff Recruitment	- IR Staff - IAO Staff Part-time Staff	- Name – Last name - Date of birth - Gender	General Person	MUIR Officer (Only owner project) Note: • Email Notice • Application Form
	Student Assistant Recruitment /Liaison students	- MUIR Ambassador - Junior International Coordinator	- ID Card Number - Passport Number - Nationality - Health and Disability information* - Religious beliefs* - Academic Background - Academic Achievement - Employment History - Transcripts - CV/Resume - Telephone number - Email address - Addresses - Criminal Record - COVID-19 Vaccine Certificate - Images - CCTV footages	MU Student	

Data collection and data processing

We will collect and process the following information when you apply for a job at the International Relations Division (IR Division), International Affairs Office (IAO), and Mahidol University Student, Academic and International Services (MUSAIS) as an applicant (both before and after the examination test and the job interviews). We will communicate with you and facilitate your participation in the activity. In addition, we will work with the Division of Human Resources on the recruitment process.

When the period for retaining your data expires, we will delete your personal information on all our platforms. Please note that sharing your information with us will to protect your interests during the recruitment process.

The data or type of data we process	The purpose of processing that data	The lawful bases for processing this data
<p>- Your name, date of birth, gender, addresses, nationality, passport number, identification number, email addresses, telephone numbers, images, and country</p> <p>- Your educational background, academic position, academic achievement, the field of expertise, presentation, CV/Resume, dietary requirements, health problems, criminal record, COVID-19 Vaccine Certificate, special requirements or disabilities, religion and beliefs</p>	<p>To identify you and to communicate with you</p> <p>To verify your qualification for the recruitment process</p> <p>To facilitate and manage the participant experience with Mahidol University:</p> <ul style="list-style-type: none"> - Facilitate and manage your use of facilities and participation in the activity - Support your health, safety, and welfare requirements; - Inform the government department in our province; - 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>- 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>- CCTV footages (For on-site activities at Mahidol University)</p>	<p>For security management</p>	<p>- Legitimate interests (to maintain the building and personal security)</p>
<p><i>* This might affect the verification process of your qualifications during the application for work.</i></p>		

Retentions

We will be keeping your data to meet the requirements for a maximum of 5 years.

Information sources

The University will obtain your personal data directly from you through the application form.

Keeping your personal data safe

We will keep your data safe by using the username and password on the storage system. We restrict access to your data to members of the International Relations Division with who we need to share this data.

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.

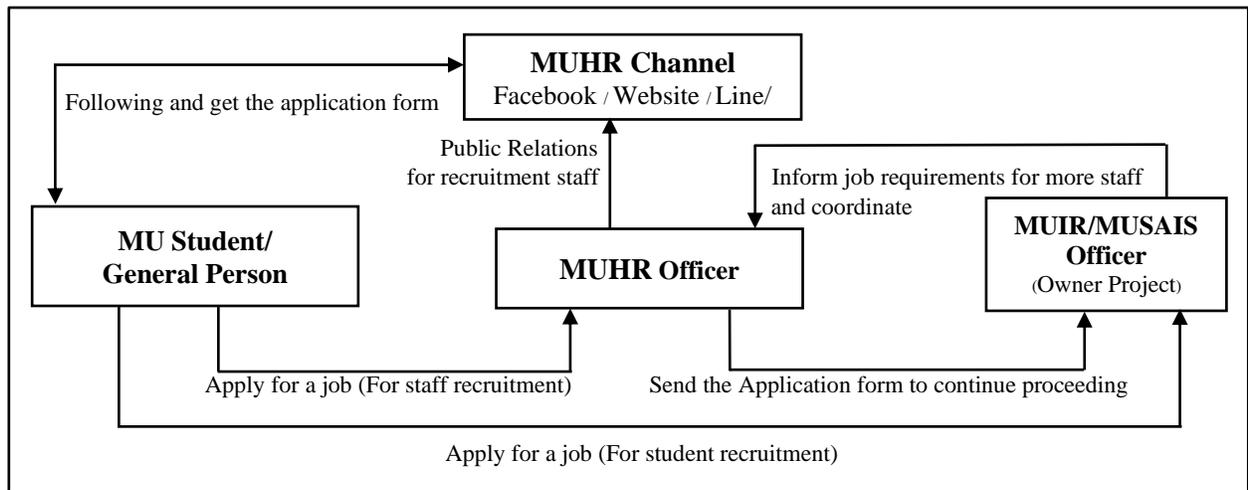
Organization name	The reason for sharing
Division of Human Resources	To exchange information and coordinate in the recruitment process
The Government Department in our province	To permission to organize the activity and protect the public vital interests

Privacy Notice

We will inform you before keeping and sharing your data with other organizations through **the Application Form or directly contacting you.**

Data Flow

Flow 1: Call for applicants for the recruitment process



Flow 2: Recruitment process and Announcement

