



Privacy Notice of Data for Job Applicants  
 Mahidol University International College (MUIC)  
 Version 1.0  
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## **Privacy Notice of Data for Job Applicants**

### **Mahidol University International College**

Mahidol University International College (hereafter referred to in this Privacy Notice of Data as “MUIC”) respects the privacy of job applicants. To ensure that the job applicants’ personal data are protected, MUIC issued this Privacy Notice of Data to inform the details of personal data collection, use and disclosure (hereafter collectively referred to as “processing”), including deletion and disposal of the job applicants’ personal data on the online and other channels as prescribed in the Personal Data Protection Act B.E. 2562 (2019).

The privacy notice of data for job applicants applies to the personal data directly received from the job applicants and from other related persons or organizations, by which MUIC needs to notify the job applicants thereof within 30 days. Please read and get familiar with MUIC’s process regarding the job applicants’ personal data.

In case of any change of the privacy notice of data for job applicants, MUIC will inform the new privacy notice of data for job applicants via the job applicants’ e-mail and other channels to which the job applicants have an access, such as website <https://muic.mahidol.ac.th/eng/privacy-notice/>, etc.

#### **What is personal data?**

“Personal data” means any information relating to a Person which enables the identification of such person, whether directly or indirectly. Personal data may include the job applicants’ name or other information and data, such as date of birth, nationality, sex, which collectively can identify the job applicants. This information and data can be stored in many forms, such as electronic media or hard copy.

#### **Lawful bases of personal data processing**

In accordance with the law on personal data protection, MUIC is considered as a data controller which has the power to decide on personal data collection, use and disclosure. MUIC performs its duties under supervision of Mahidol University. The data controller is obliged to inform the job applicants of the guidelines of personal data collection, use and disclosure used by MUIC, for example what information does MUIC collect? What lawful bases or regulation does MUIC claim? Why does MUIC collect and store such data? From what sources? With whom does MUIC share the data? In addition, MUIC must also inform the job applicants of their rights.

**Personal data types which are collected, used or disclosed**

1. Information and documents in relation to the recruitment and selection, such as resume, curriculum vitae (CV), application letter and application form
2. Information supporting the recruitment and selection, such as results of writing test, personality test, result of interview, result of qualification assessment, data of media and digital information, opinion supporting the recruitment and selection, etc.
3. Contact information, such as name, surname, address, telephone number, e-mail
4. Personal data, such as date of birth, age, sex, marital status
5. Information about family members or persons under custody of the job applicants, such as information about spouse, information about parents. Prior to provision of such data to MUIC, the job applicants must inform these persons of this notice of data privacy.
6. Photo
7. Information of education, ability, potential development and other qualifications, such as education level, educational qualification, institution/university, educational background, training background, past achievements, educational achievement, test results, vocational qualification, language capacity and other capacities, information from the reference persons provided by the job applicants to MUIC
8. Information of work experience and past employment, such as details of employer, job title, salary and remuneration, employment duration, reasons of resignation and interested position
9. Military status
10. Copies of documents which can identify the job applicants, such as ID no., house registration, passport and other documents issued by government agencies
11. Details of emergency contacts
12. Information of vehicle, such as driving license, driving capacity (only for positions requiring driving capacity, such as driving staff, etc.)

**Sensitive personal data**

In the recruitment and selection process, MUIC does not need to collect sensitive personal data, such as information of disability, race, ethnicity, political opinion, sectarian, religious or philosophical belief, sexual behavior, criminal record, health data, trade union information, genetic information, or biological information. MUIC obtains the sensitive personal data of the job applicants from documents regarding the recruitment and selection, such as copy of ID card, resume, curriculum vitae (CV).

It shall be deemed that the job applicants allow MUIC to collect and gather their sensitive personal data. MUIC will not use the sensitive personal data for other purposes not described in this notice. MUIC will control the access to the sensitive personal data and carefully share such data with only related persons. In case the consent is required, MUIC will inform the reason for the need of such data and the consequences of not providing such data, so that the job applicants can consider the reason of necessity. If the job applicants are selected to be MUIC's personnel, MUIC may need to collect additional information, including the sensitive personal data for the proof of legal liability and need for the employee welfare and allowance.

### **Information which MUIC receives and shares with related agencies and organizations**

MUIC may disclose and share the personal data received from the job applicants with departments/agencies under administration of MUIC and Mahidol University, other persons and juristic persons which are not departments/agencies under administration of MUIC and Mahidol University, for the purpose of personal data collection and processing as stated in the notice of data privacy, for example a service provider for personnel recruitment and selection, related information service provider, legally-authorized persons, for the purpose of proper personnel recruitment and selection. MUIC will require the data receivers to apply the proper protection measure to the job applicants' data and process the said personal data as necessary only and prevent the unauthorized use or disclosure of the personal data.

### **Purposes of personal data collection, use and disclosure**

MUIC will process the job applicants' personal data in accordance with the lawful, transparent and fair purposes, scopes and methods. MUIC will process the job applicants' personal data as necessary to assess the properness of the job applicants regarding the position and to verify the data provided by the job applicants to MUIC. The purposes are shown in the table below:

<b>Purposes</b>	<b>Data types</b>	<b>Lawful bases</b>
1. To proceed with the necessary steps in the recruitment and selection process, such as e-recruitment via job application website of Mahidol University or direct application through MUIC, interview, assessment and selection	Personal data as described under the topic of personal data types which are collected, used or disclosed	Compliance with the contract and necessity for legitimate interest of the data controller or other persons or juristic persons which are not data controller

<b>Purposes</b>	<b>Data types</b>	<b>Lawful bases</b>
2. For the purpose of communication, appointment, job interview and capacity assessment, consideration of qualification and verification of the job applicants' suitability for the applied position and for the purpose of consideration and offer of other proper positions to the applicants which will increase the job opportunity for them	Personal data as described under the topic of personal data types which are collected, used or disclosed	Compliance with the contract and necessity for legitimate interest of the data controller or other persons or juristic persons which are not data controller
3. To check the history and qualification of the job applicants before the employment under the legal scope and to verify with the reference persons mentioned by the applicants	Personal data as described under the topic of personal data types which are collected, used or disclosed	Compliance with the contract and necessity for legitimate interest of the data controller or other persons or juristic persons which are not data controller
4. For the benefits of internal administration of MUIC and Mahidol University regarding the recruitment and selection process such as submission of the job applicants' data and report of the interview to the related agencies and persons authorized to recruit personnel	Personal data as described under the topic of personal data types which are collected, used or disclosed	Compliance with the contract and necessity for legitimate interest of the data controller or other persons or juristic persons which are not data controller
5. To proceed with other personnel management procedure, if the applicants are selected to work, such as employment process as MUIC's personnel	Personal data as described under the topic of personal data types which are collected, used or disclosed	Compliance with the contract and necessity for legitimate interest of the data controller or other persons or juristic persons which are not data controller
6. To record in the log file	Usernames for the login into e-recruitment system	Legal compliance of the data controller in accordance with Computer-Related Crime Act B.E. 2550 as amended by the Computer-Related Crime Act (No. 2) B.E. 2560

## **Principles of personal data protection**

With regard to the procedure of personal data collection, use and disclosure, MUIC will follow the Notification of Mahidol University Re: Personal Data Protection Policy B.E. 2563, in line with the following principles of personal data protection;

1. MUIC collects, uses or discloses the personal data with lawfulness, fairness and transparency (Lawfulness, Fairness and Transparency).
2. MUIC collects, uses or discloses the personal data under the scopes and purposes defined by the university. The personal data shall not be used or disclosed in any way other than the scope and purpose limitation of personal data collection, use and disclosure (Purpose limitation).
3. MUIC adequately and relevantly collects, uses or discloses the personal data as necessary in accordance with the purposes of personal data collection, use and disclosure (Data minimization).
4. MUIC collects, uses or discloses the accurate personal data, and the data must be updated when necessary (Accuracy).
5. MUIC collects, uses or discloses the personal data for a specific time period as necessary only (Storage limitation).
6. MUIC collects, uses or discloses the personal data under the proper data security measures (Integrity and confidentiality).

## **Retention period**

MUIC will retain the job applicants' personal data for a period of 2 years, except when the applicants are selected, employed and appointed as MUIC's personnel. In such case, MUIC will transfer the job applicants' personal data to MUIC's personnel data base.

For the benefit of the recruitment and selection process, the name-surname of the job applicants will further exist in the notifications related to the recruitment and selection, such as notification of applicants eligible for the test, notification of applicants eligible for the interview, notification of applicants eligible for the practical test, notification of the selected applicants and additional information in relation to the notifications.

## **Rights of personal data subject**

Exercise of rights by personal data subject in accordance with the law of personal data protection, channels and facilitation for the exercise of their rights are as follows;

1. Right to the access and copy of the personal data related to the data subject under MUIC's custody or right to request MUIC to disclose the acquisition of the personal data for which the applicant did not give the consent (Right of access).
2. Right to receive the personal data of the data subject from MUIC, in case MUIC structures the personal data in a format which can be read or commonly used by automated tools or equipment, and can be used or disclosed by automated method. Right to request MUIC to submit or transfer the personal data in such format to other personal data controller, if possible with automated method, and right to receive the personal data which MUIC directly submitted or transferred in such format to other personal data controller except where technically infeasible (Right to data portability).
3. Right to object against collection, use or disclosure of personal data related to subject (Right to object).
4. Right to demand MUIC to erase or dispose or anonymize the personal data to prevent identification of data subject (Right to erasure).
5. Right to demand MUIC to refrain from processing of personal data (Right to restriction of processing)
6. Right to demand MUIC to rectify the personal data to be accurate, complete and not lead to any misunderstanding (Right to rectification).

MUIC respects the rights of the job applicants as data subject under related laws. The job applicants can contact MUIC to exercise his/her right as data subject. According to the laws, MUIC may reject the above-mentioned rights of the personal data subject or his/her authorized representative, if not contradicting the law.

## **Additional information about the privacy notice of data and coordination**

In case of any inquiry or question on the privacy of the job applicants which is not indicated in this notice, or any suggestion regarding personal data and the notification of Mahidol University Re: Personal Data Protection Policy B.E. 2563, please visit the website <https://muic.mahidol.ac.th/eng/privacy-notice/>.

In case of requirement for additional help, please coordinate with the data protection officer (DPO) of Mahidol University or via e-mail: [privacy@mahidol.ac.th](mailto:privacy@mahidol.ac.th)

*This document is an English version. Legal interpretations are to be based on the original Thai version.*