



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

### **Mahidol University International College**

Mahidol University International College Library & Co-working Space (hereafter referred to in this Privacy Notice of Data as “Library” or “We”), borrowing services for books, teaching resources, electronic databases to facilitate teaching and other activities that benefit the College. By collecting and processing personal data of personnel, students or any person (hereinafter referred to collectively as “You” or “Your”) as a user of the library services through the library automation system and collecting from you directly via filling in the form of the Library in order to perform various services effectively, be able to control and protect the College’s properties that may be lost.

The Library is determined to respect your privacy and places a high priority on protection of your personal data. To assure you that MUIC will protect and treat your personal data in compliance with the law on personal data protection, MUIC issued the Privacy Notice of Data for Library Users for your acknowledgement and understanding of personal data collection, use and disclosure (hereafter collectively referred to as “processing”) and hereby informs you of your rights on personal data and our contact channels.

#### **1. Personal data which are collected**

“Personal data” means any information relating to a person which enables the identification of such a person, whether directly or indirectly, consisting of:

- 1.1 Identity data, such as name, surname, personnel’s number, faculty’s number, student’s number, signature
- 1.2 Contact data, such as department, telephone number, email
- 1.3 Details of services for books and other library equipment, such as location of usage, duration of borrowing and returning, defects in books or other library equipment.
- 1.4 Other data, such as photos, audio and video taken from CCTV for safety maintenance, and taken or recorded during events or activities

This is to ensure proper service and to preserve the College's interests. The Library will keep your student card or identity card for certain services. We shall store such cards in a closed, secure location and restrict access to only relevant persons and return them only after the service is completed.

To provide library services, the Library 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.

## 2. Information which the Library receives and shares with related persons and agencies

The Library works with other related persons and agencies to achieve the purpose of collecting and processing of the personal data as described in this notice. The Library may disclose and share some of the following information and data to Mahidol University Library and Knowledge Center and network library in Mahidol University. Some of agencies which the Library works with are:

- Legal requests made by government agencies or law enforcement authorities;
- A corporation that supplies electronic databases and educational materials software to library in order for them to provide more efficient services; and
- Third-party service providers to carry out activities involving your personal data, such as the development of various library systems, statistical analysis, etc.

The Library will execute an agreement or contract with the related above-mentioned agencies and organizations in the proper form to protect the data privacy. We will require data recipients to take appropriate security measures for your data and process such personal data only as necessary and take steps to prevent unauthorized use or disclosure of personal data.

## 3. Purposes of personal data collection, use and disclosure

Overall, in management of your personal data, the Library uses the personal data with the lawful bases in the personal data processing as shown in the table below.

Purposes	Data types	Lawful bases
1. Resource management and provide library services including network library of Mahidol University for library users, such as preparing library membership records, validating database and e-journal access rights, borrowing and returning books, using library resources and Co-working Space, including tracking the collection of books and other equipment, etc.	All personal data	Compliance with the contract Duty performance of public tasks as the data controller Necessity for legitimate interest

<b>Purposes</b>	<b>Data types</b>	<b>Lawful bases</b>
2. Providing services through information systems related to library operations, such as answering questions and research assistance via email, Line Application or Facebook	All personal data	Compliance with the contract Necessity for legitimate interest
3. Requesting books for purchase or donating books related to library operations	All personal data	Compliance with the contract Necessity for legitimate interest
4. Publication of non-commercial information	All personal data	Necessity for legitimate interest
5. Collecting statistical data for use as guidelines for system management, operation, maintenance standards, and the development of library services, such as services to offer educational activities or for administrative purposes under the operation of the College. The Library will anonymize the personal data prior to the analysis.	All personal data	Necessity for legitimate interest
6. For the achievement of the purpose relating to the preparation of the historical documents or the archives for public interest, or for the purpose relating to research or statistics, in which the suitable security measures have been put in place	All personal data	Scientific or historical research
7. To achieve the purposes in accordance with the consent given each time	All personal data	Explicit consent

#### **4. Retention period**

The Library will retain the library users' personal data for the period necessary for the purposes for which processing personal data as described above. In general, we store your personal data for a period of five (5) years, or throughout the period as personnel or students of Mahidol University International College, after which we erase or dispose or anonymize your personal data further.

#### **5. Cookies**

Cookies are information that the website transmits to the web browser of the service provider in order to provide you with a comfortable use of the website, including assisting in the study of visitor behavior to the platform as a whole and improving the website. To make it more user-friendly, faster, and more efficient. You can refuse to accept cookies by changing the settings in your browser. Please be aware, however, that refusing to accept cookies may result in the inability to utilize or access all of the library website's functions.

#### **6. Your rights as the data subject**

As the data subject, you are entitled to the rights prescribed in the Personal Data Protection Act B.E. 2562 (2019). You may submit a request to exercise your rights through the channels stated in Item 9. Your rights can be detailed as follows:

##### **6.1 Right to withdraw consent**

In case the Library received your consent, you are entitled to withdraw the consent for personal data processing which you previously gave to the Library, except the consent withdrawal is limited by law or the contract beneficial to you. The consent withdrawal will not affect the personal data processing for which you already lawfully gave the consent.

##### **6.2 Right to access**

You are entitled to access your personal data under the Library's responsibility and request for its copy, including request to the Library to disclose the acquisition of the said data for which you did not give the consent to the Library.

##### **6.3 Data portability right**

You are entitled to request the Library to transfer your personal data provided by you, to other agencies or organizations as prescribed by law.

##### **6.4 Right to object**

You are entitled to object to the data processing related to you, in case of collection, use or disclosure of personal data related to you as prescribed by law.

### 6.5 Erasure right

You are entitled to demand the Library to erase your personal data as prescribed by law. However, the Library may store your personal data in the electronic system, and some electronic systems may be unable to erase the data. In such case, we will destroy or anonymize the said data to prevent identification of your identity.

### 6.6 Right to restrict processing

You are entitled to demand the Library to refrain from processing your data as prescribed by law, for example:

- a. During our inspection following your request to correct your personal data to be accurate, complete and up-to-date;
- b. Your personal data was unlawfully collected, used or disclosed;
- c. When it is not necessary to store your personal data in accordance with the purposes informed by the Library during the data collection, but you want the Library to further store such data to support your exercise of rights; and
- d. During the time we prove our legitimate interest regarding collection, use or disclosure of your personal data or check the necessity regarding collection, use or disclosure of your personal data for public benefits, as a result of your exercise of right to object the collection, use or disclosure of your personal data.

### 6.7 Rectification right

In case you deem that the data kept by the Library is inaccurate or you changed your personal data, you are entitled to request the Library to rectify your personal data to make the said personal data accurate, up-to-date, complete and not lead to any misunderstanding.

According to the prescribed law, the Library may reject the abovementioned rights of the personal data owner or his/her authorized representative, if not contradicting the law.

## 7. Personal data security

The Library properly implements the security measures for your personal data, including the access right to prevent the data loss or unauthorized access, deletion, disposal, use, change, rectification or disclosure of personal data, in compliance with the information security policy of Mahidol University.

In addition, Mahidol University established and notified the personal data protection policy throughout the organization together with the best practices for security of personal data collection, use or disclosure and maintenance of personal data confidentiality, integrity and availability. In this regard, Mahidol University will review the said policy and this notice in proper time.

## 8. Change of this notice

The Library may revise this privacy notice of data from time to time. Upon such revision, the Library will notify you via website and/or QR code via the notification badge to access this notice. If your consent is needed, Library will ask for your additional consent.

## 9. Contact channels

In case of any inquiry or question on additional details regarding protection of your personal data, collection, use or disclosure of your personal data, your exercise of rights or other inquiries, please contact us via the following channels;

### **MUIC Library & Co-working Space**

999 Phutthamonthon 4 Road, Salaya Sub-district,

Phutthamonthon District, Nakhon Pathom 73170

Telephone: 02-700-5000 ext. 1414

Or you may coordinate with the data protection officer (DPO) of Mahidol University via e-mail: [privacy@mahidol.ac.th](mailto:privacy@mahidol.ac.th)