



Privacy Notice of Data for Part-time Lecturers

Mahidol University International College

Mahidol University International College (hereafter referred to as “MUIC”) 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 part-time lecturers 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.

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

1. Processed personal data

MUIC collects part-time lecturers’ personal data by requesting or asking these data directly from you through the channels and systems determined by us, for example the additional data request form, either the hard copy or electronic form, such as:

- 1) Identity data, such as name-surname, sex, nationality, ID no., passport number, date of birth, age, photo, signature, or other related information
- 2) Contact data, such as address, telephone number, e-mail, ID Line, or other related information
- 3) Educational data, ability, expertise, work and teaching experience, potential development and other related qualifications
- 4) Reference person data and details of emergency contacts, such as name-surname, relationship, address, telephone number, ID Line
- 5) Financial information, such as information of salary, remuneration, bank account, or related information
- 6) Information necessary for reporting to regulatory agencies
- 7) Other information necessary for compliance with the employment, invitation letter, appointment letter, benefits and welfare supervision, MUIC’s analysis and management and legal compliance
- 8) Health information* such as the information needed to be collected for disease prevention, which will be collected in specific situations
- 9) Information about disapproval, complaint, investigation, disciplinary penalty, prosecution*
- 10) Information and documents of work permit or work permit renewal, application for visa extension, the foreign national residence notification form (TM. 30) in case of foreign lecturer

11) Copies of documents which can identify, such as ID no., passport, house registration and other documents issued by government agencies. However, due to technical limitations, we may be unable to anonymize personal data. Such personal data will only be collected and used as part of your identity verification documents

12) Information collected from the part-time lecturer's work with MUIC and other departments of Mahidol University, such as photos, audio and video taken or recorded during the events, activities or meetings, their answer to the survey or assessment questionnaire

13) Information of use and access to information system, computer, work system, website, application, e-mail system, in line with the information technology policy and related laws

14) Information which the part-time lecturer chooses to share and disclose via the systems, applications, tools, questionnaires, assessment forms and documents of MUIC or Mahidol University

15) MUIC may keep the photos or video taken from CCTV for safety maintenance

16) Information of vehicle

The above-mentioned personal data with the mark * are sensitive personal data. 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 part-time lecturers can consider the reason of necessity.

In some situations, MUIC may need to use the part-time lecturers' personal data regarding proof of liability. MUIC will control the access and carefully share such data. In case MUIC needs to use the data for such purpose, MUIC will inform the part-time lecturer in person of the necessity to use such data.

2. Purposes of data collection

MUIC collects your personal data to serve different purposes in accordance with lawful bases, as follows;

| Purposes | Data types | Lawful bases |
|--|-------------------|---|
| 1. To proceed with your requests before execution of employment contract or to comply with the contract of which the part-time lecturers and MUIC, and for the legitimate interests of MUIC or Mahidol University or other persons, such as provide the invitation letter, Special lecturer appointment/ Adjunct lecturer appointment, agreement, compliance with employment contract, compliance with regulations, personnel administration and announcements on MUIC's welfare, ethics, personnel development, performance assessment, consideration of position and remuneration, | All personal data | Contractual basis and necessity for legitimate interest |

| Purposes | Data types | Lawful bases |
|---|-------------------------|--|
| internal communication, registration procedure, preparation of document publication, including public relations, photos, video, report preparation, submission of data to government agencies / regulatory agencies, internal and external audit, identity verification and verification of data received from the part-time lecturer, analysis and establishment of work history database, contact, circulation of news and press release, work environment improvement, provision of facilities, cyber security maintenance, creation of user account, identity | | |
| Inspection of criminal record | Sensitive personal data | Explicit consent |
| 2. To comply with Higher Education Act, Mahidol University Act, B.E. 2550 and other related laws | All personal data | Legal obligation |
| 3. For the other management, such as public interest in public health; protecting against cross-border dangerous contagious disease or epidemics which may be contagious and pestilent | Sensitive personal data | Necessity for legitimate interest and Explicit consent |
| 4. To achieve the purposes in accordance with the consent given by the part-time lecturer each time | All personal data | Explicit consent |
| 5. To record in the log file | All personal data | Legal obligation |
| 6. To analyze and research for quality and improvement of administration. MUIC will anonymize the personal data prior to the analysis. | All personal data | Necessity for legitimate interest |

3. Personal data retention period

MUIC will retain the part-time lecturers' personal data for the period necessary for the purposes for which processing personal data as described above. In general, MUIC stores your personal data for a period of seven (7) years, after which we erase or dispose or anonymize your personal data further.

4. Personal data disclosure to other agencies or organizations

MUIC will not normally disclose your personal data with a third party. However, MUIC may disclose your personal data to other parties only if required by law to do so, such as to comply with laws governing by institutions of higher education According to Higher Education Act B.E. 2562 (2019), when submitting your personal data to the Ministry of Higher

Education, Science, Research and Innovation or submitting information proving computer-related offenses to relevant information service providers, etc. MUIC will require the person receiving the such data to have appropriate measures to protect your personal data and to process such personal data only as necessary, as well as to take steps to prevent unauthorized use or disclosure of personal data.

5. 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 8. Your rights can be detailed as follows;

5.1 Right to withdraw consent

In case MUIC received your consent, you are entitled to withdraw the consent for personal data processing which you previously gave to MUIC, 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.

5.2 Right to access

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

5.3 Data portability right

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

5.4 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.

5.5 Erasure right

You are entitled to demand MUIC to erase your personal data as prescribed by law. However, MUIC 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.

5.6 Right to restrict processing

You are entitled to demand MUIC 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 MUIC during the data collection, but you want MUIC to further store such data to support your exercise of rights.

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.

5.7 Rectification right

In case you deem that the data kept by MUIC is inaccurate or you changed your personal data, you are entitled to request MUIC 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, MUIC may reject the above-mentioned rights of the personal data owner or his/her authorized representative, if not contradicting the law.

6. Personal data security

MUIC 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 MUIC.

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.

7. Change of this notice

MUIC may revise this privacy notice of data from time to time. Upon such revision, MUIC will notify you via website <https://muic.mahidol.ac.th/eng/privacy-notice/>, and/or via email. If your consent is needed, MUIC will ask for your additional consent.

8. 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;

Mahidol University International College
999 Phutthamonthon 4 Road, Salaya Sub-district,
Phutthamonthon District, Nakhon Pathom 73170
Telephone: 02-700-5000

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