



Privacy Notice of Data for PC Students
 Mahidol University International College (MUIC)
 Version 1.0
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Privacy Notice of Data for Students of the Preparation Center for Languages and Mathematics (PC) Mahidol University International College

Mahidol University International College (hereafter referred to in this Privacy Notice of Data as “MUIC”) is determined to protect and respect the privacy of students the Preparation Center for Languages and Mathematics (PC) (hereafter referred to in this Privacy Notice of Data as “students”). This privacy notice of data for students correlates with the privacy notice of data for applicants of the Preparation Center for Languages and Mathematics (PC) issued during the application which comprises additional details on how MUIC processes the students’ personal data from the applicant the Preparation Center for Languages and Mathematics (PC) status to the student status of MUIC and the privacy notice of data for students which specifies the details on how MUIC transfers the students’ personal data upon their graduation.

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

Aside from this privacy notice of data, the students may receive additional data or information regarding the use of the students’ personal data when the students register or use services and facilities provided by MUIC. In addition, the students may be requested to give the consent to MUIC for the personal data processing on some matters. In such a case, the students are entitled to either give or refuse the consent, provided that it does not affect the main service provision to the students.

In case of any change of the privacy notice of data, MUIC will inform the new privacy notice of data on the 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 a person, whether directly or indirectly. Personal data may include the students’ name or other information and data, such as date of birth, nationality, sex, which collectively can identify the students. 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 laws on personal data protection, Mahidol University 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 students 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? Whom does MUIC share the data with? In addition, MUIC must also inform the students of their personal data rights.

Types of personal data which are collected

MUIC may collect the following personal data during the application process and collect additional information during the student registration process. The personal data are processed during the students' enrollment. In most cases, the following data and information are collected from all students. However, some types of data are collected in some cases or under some circumstances and may not be collected from all students.

Some of the collected personal data are:

Student's number

Name-surname, nickname

Date of birth

ID no. or passport no.

Sex

Nationality

Country

Contact information, such as address in the house registration, contact address, email, telephone no., geographic location, ID Line, WeChat (if any)

Educational qualification upon admission, such as level of education, highest level of education completed, institution which the student graduated from, grade, grade of each course, interview results, certificate, letter of recommendation, letter of request, study conditions document

Health information* such as congenital disease, medical certificate, health insurance, including the information needed to be collected for disease prevention, for example prevention of COVID-19, which will be collected in specific situations

Disability information*

Student status such as admission, leave of absence, termination of student status

Family information, such as name of parents, name of guardian, telephone number, address, email, occupation, relevance of family members who have studied, detail of emergency contact

Photo of the student

Information of educational record, the curriculum which the student registered and attended, for example entrance examination channel, the attended curriculum or major, registered courses, received awards, information of advisor, class attendance, information of received scholarship, and relevant information

Information of academic measurement and assessment, such as grade and scores, achievement and reports, letter of recommendation

Information of registration for activity participation, certificates of activity participation (activity transcript), skills and proficiency of English language, expertise, and others

Information of registration and payment, bank account no.

Information of student disciplines*

Law-related information, such as log file of use of information system

Complaint information of the student*

Information of proof of liability or prosecution or offence*

During the student's enrollment, MUIC may record the audio and video during the classes and these audio and video may be repeatedly presented

Photos and video possibly taken or recorded during the events, activities or meetings

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

Copies of documents which can identify the student, such as copy of ID card, house registration, passport and other documents issued by government agencies

Information of military status, such as evidences of military student application and registration for military trainings (R.O.T.C. training), evidences of the request for exemption from military conscription as recruited personnel during the peacetime

Sensitive personal data

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 students can consider the reason of necessity.

In some situations, MUIC may need to use the students' 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 student in person of the necessity to use such data.

Information which MUIC receives and shares with related persons and agencies

MUIC works with other related persons and agencies. Some of the following information and data are collected in some cases or under some circumstances and may not be collected from all students. Some of agencies which MUIC works with are;

- MUIC may need to check the evidences of previous education or employment of the students or their recommendation documents used upon the application. In this regard, MUIC needs to submit and receive the personal data of the students to and from the agencies.
- MUIC works with financial institutions, such as Siam Commercial Bank (SCB). MUIC may need to submit and receive the students' personal data or respond to make the student card, make transactions, confirm the transaction status, and circulate promotions which requires the students' consent.
- MUIC may develop the students' skill and arrange the assessment test with an external agency or external qualified persons or any agencies granting the fund for the students' skill development. MUIC will operate such matters with the students' participation contract. MUIC may need to receive and submit the students' personal data to external agencies or qualified persons managing the skill development and assessment test or granting the fund for such matters.
- MUIC may invite guest lecturers to assist the teaching by which MUIC needs to submit and receive the students' personal data used for the learning development and academic assessment.
- MUIC may serve as a coordinator to receive and submit the students' personal data with the agencies to which the students apply for the job, training or study visit, as requested by the students.
- In some cases, the students may participate in the activities of the external agencies in the country by which MUIC serves as a coordinator with regard to receipt and submission of the students' personal data for the related operation.
- In some cases, the students need to participate in activity, study, research, study visit in a foreign country during enrollment by which a contract is required as a prerequisite. MUIC needs to receive and submit the students' personal data to the embassy or agencies abroad. The details are showed under the topic "Personal data submission or transfer abroad."
- To provide the mental health service, MUIC will receive and submit the students' personal data with their consent, so that the students can receive the service.
- MUIC develops the students' English proficiency via the online system and needs to receive and submit the students' personal data to follow-up the development of the students' English proficiency.
- To protect the students' basic rights, MUIC coordinates with the insurance company to provide the accident and health insurance to the students. MUIC needs to coordinate with the insurance company on the receipt and submission of the students' personal data to protect their rights.
- In some cases, MUIC may need to submit the students' personal data to government agencies as required by law, such as proof of computer-related offence, etc.

MUIC will execute an agreement or contract with the related above-mentioned agencies and organizations in the proper form to protect the data privacy, such as non-disclosure agreement (NDA).

Purposes of personal data collection, use and disclosure

Overall, in management of the students' personal data, MUIC uses the personal data with the lawful bases in the personal data processing as shown in the table below.

Purposes	Data types	Lawful bases
<p>1. Proceeding with the student application process at the Preparation Center for Languages and Mathematics (PC)</p> <p>MUIC uses the students' personal data for</p> <ul style="list-style-type: none"> • Admission of PC students • Coordination with related agencies • Communication with the students regarding application process • Transfer of the students' personal data from the student application process (with reference to <u>the privacy notice of data for applicants of the Preparation Center for Languages and Mathematics (PC)</u>) • Summary report to MUIC upon the students meeting the qualification criteria and studying in MUIC. 	<p>All personal data</p>	<p>Compliance with the contract MUIC makes the contract with the students when the students apply to MUIC</p> <p>Duty performance of public tasks as the data controller MUIC processes the personal data based on duty performance of public tasks in accordance with the purposes prescribed in Article 7 and duties prescribed in Article 8 of Mahidol University Act</p>

Purposes	Data types	Lawful bases
<ul style="list-style-type: none"> • For additional facility planning, such as information of religious belief • Inspection of criminal record • Service planning for disabilities • Health information, such as drug allergy, information needed to be collected for epidemic prevention 	Sensitive personal data	<p>Important public benefits: To protect the data subject' basic rights and benefits</p> <p>Explicit consent as lawful bases, such as information of religion, criminal record and health</p>
<p>2. Educational provision and management</p> <p>MUIC uses the students' personal data for</p> <ul style="list-style-type: none"> • Educational facility provision • Educational records, such as curriculum, year of study • Provision of additional online educational media • Audio or video record during the classes • Summary of academic performance such as grade, test result etc. and verification of application evidences • Trainings, study visits, internship • Coordination via official and unofficial communication with the students, such as email, phone call, Line, WeChat and others 	All personal data	<p>Compliance with the contract MUIC makes the contract with the students when the students apply to MUIC. In some cases, MUIC makes the contract during different activities.</p> <p>Duty performance of public tasks as the data controller MUIC processes the personal data based on duty performance of public tasks in accordance with the purposes prescribed in Article 7 and duties prescribed in Article 8 of Mahidol University Act</p>
In some cases, MUIC may collect sensitive personal data and proof of legal liability	Sensitive personal data	<p>Compliance with the laws MUIC needs to comply with the laws regarding different offences, such as pending court judgment</p>

Purposes	Data types	Lawful bases
<p>3. Resource management and support of the students' experiences</p> <p>MUIC collects, uses or discloses the students' personal data for</p> <ul style="list-style-type: none"> • Resource management, such as access and use of information system, email, computer program, library, computer • Proceedings of military students and request for exemption from military conscription as recruited personnel during the peacetime • Operations of welfare, physical health services and insurance of the students • Educational assurance operations • Legal monitoring, such as log files of use of information system • Security operations, such as CCTV 	All personal data	<p>Compliance with the contract MUIC makes the contract with the students when the students apply to MUIC. In some cases, MUIC makes the contract during different activities.</p> <p>Necessity for legitimate interest</p> <p>Duty performance of public tasks as the data controller MUIC processes the personal data based on duty performance of public tasks in accordance with the purposes prescribed in Article 7 and duties prescribed in Article 8 of Mahidol University Act</p> <p>Compliance with the laws MUIC needs to comply with the laws in relation to Computer-Related Crime Act</p>
<ul style="list-style-type: none"> • Provision of additional facilities for equality, such as information of disability • Mental health service • Access to and use of the resources with biological data, such as face and fingerprint 	Sensitive personal data	<p>Important public benefits: To protect the data subject's basic rights and benefits, including Building Control Act</p> <p>Explicit consent as lawful bases, such as access and use of resources via biological data and disability data</p>

Purposes	Data types	Lawful bases
<p>4. Management of fees and scholarship MUIC collects, uses and discloses the applicants' personal data for</p> <ul style="list-style-type: none"> • Management of educational fees • Management of scholarship 	All personal data	<p>Compliance with the contract MUIC makes the contract with the applicant when the applicant applies for or receives the scholarship</p> <p>Duty performance of public tasks as the data controller MUIC processes the personal data based on duty performance of public tasks in accordance with the purposes prescribed in Article 7 and duties prescribed in Article 8 of Mahidol University Act</p>
<p>5. For promotion of the Preparation Center for Languages and Mathematics (PC) and MUIC, curriculum or activities MUIC needs to collect, use and disclose the students' personal data which may include the images, audio, video and related personal data of the students to promote MUIC, curriculum or different activities.</p>	All personal data	<p>Necessity for legitimate interest Duty performance of public tasks as the data controller MUIC processes the personal data based on duty performance of public tasks in accordance with the purposes prescribed in Article 7 and duties prescribed in Article 8 of Mahidol University Act</p>

Purposes	Data types	Lawful bases
<p>6. Institutional analysis and research MUIC needs to collect, use and disclose the students' personal data for statistical analysis, quality assurance and research for quality and procedure improvement</p>	<p>All personal data</p>	<p>Necessity for legitimate interest Duty performance of public tasks as the data controller MUIC processes the personal data based on duty performance of public tasks in accordance with the purposes prescribed in Article 7 and duties prescribed in Article 8 of Mahidol University Act</p>
<p>In some cases, MUIC needs to use the sensitive personal data for statistical analysis, quality assurance and research for quality and procedure improvement. MUIC will anonymize the personal data prior to the analysis.</p>	<p>Sensitive personal data</p>	<p>Duty performance of public tasks as the data controller MUIC processes the personal data based on duty performance of public tasks in accordance with the purposes prescribed in Article 7 and duties prescribed in Article 8 of Mahidol University Act</p>

Personal data submission or transfer abroad

MUIC shows the students' email address in the directory, and the directory is shown to Internet users as part of basic service. If the students are uncomfortable with this, they can choose to opt out from being included in the directory. However, this may compromise the convenience of operations.

In some cases, MUIC needs to submit or transfer the students' personal data abroad. In this case, MUIC will proceed to ensure that the students' personal data are submitted or transferred abroad in accordance with the related laws on personal data protection. In case the destination country of the recipient applies the inadequate standard of personal data protection, or the standard does not comply with the laws on personal data protection of the country, MUIC will inform the student and make an agreement with the student to send or transfer the personal data abroad under the determined purposes only, for example, execution of agreement with exchange students abroad.

Principles of personal data protection

With regard to the personal data collection, use and disclosure, MUIC will follow Mahidol University Announcement Re: Personal Data Protection Policy, 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 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 students' personal data in accordance with the data retention period plan in accordance with record of processing activities of the Preparation Center for Languages and Mathematics (PC). After the students leave the university or graduate, MUIC needs to permanently keep some personal data of the students for the statistical analysis and research for quality and procedure improvement and for verification of graduation and years of enrollment.

Rights of personal data subject

Exercise of rights by the personal data subject in accordance with the laws on 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 student did not give the consent (Right of access). The information of channels and facilitation for the exercise of the data subject rights is available under the topic "How to access to the students' personal data."
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). In this regard, the students are entitled to the right to request MUIC to submit or transfer the students' personal data to other organizations. The additional details of MUIC's channels and facilitation for the exercise of the data subject rights are available under the topic "How to request for the submission or transfer of the students' personal data to other personal data controller."

3. Right to object against collection, use or disclosure of personal data related to the data subject (Right to object). The information of channels and facilitation for the exercise of the data subject rights is available under the topic "How to object to the collection, use or disclosure of the students' personal data."
4. Right to demand MUIC to erase or dispose or anonymize the personal data to prevent identification of data subject (Right to erasure). The information of channels and facilitation for the exercise of the data subject rights is available under the topic "How to demand anonymization of the students' personal data."
5. Right to demand MUIC to refrain from processing of personal data (Right to restriction of processing). The exercise of the right is, for example, when the student has any objection against accuracy of the student's personal data, or when MUIC no longer needs to use the student's personal data to achieve the purpose of data collection, use and disclosure. The channels and facilitation for the exercise of the data subject rights are available under personal data breach notification system in the website <https://incident-pdpa.mahidol.ac.th>.
6. Right to demand MUIC to rectify the personal data to be accurate and complete, not leading to any misunderstanding (Right to rectification). The information of channels and facilitation for the exercise of the data subject rights is available under the topic "Rectification of the personal data to be accurate and complete, not leading to any misunderstanding."

According to the laws, MUIC may reject the above-mentioned rights of the data subject or his/her authorized representative, if the rejection does not contradict the law.

Rectification of the personal data to be accurate and complete, not leading to any misunderstanding

According to the laws on personal data protection, MUIC needs to have a process to ensure that the collected, used or disclosed personal data are accurate and complete, not leading to any misunderstanding. In case the student finds any incorrect personal data, the student can inform the educational personnel to proceed via the personal data breach notification system in the website <https://incident-pdpa.mahidol.ac.th>. The student must

indicate the source of such discrepancy to let MUIC rectify the student's personal data to be accurate and up-to-date.

If the student wants to change his/her own data which is not the case of personal data violation, such as change of name-surname, address, etc., the student can follow the regular process determined by the related department.

How to access the students' personal data

As described above, the students are entitled to the access and copy of the personal data related to the data subject under MUIC's custody or to request MUIC to disclose the acquisition of the personal data for which the students did not give the consent. MUIC provides the channel through which the students can inform the educational personnel to proceed via the personal data breach notification system in the website <https://incident-pdpa.mahidol.ac.th>.

The requester must inform the time period when he/she wants to inspect the access to the data and reason of such inspection. MUIC will consider the request to exercise the right of the personal data subject (or his/her authorized representative). MUIC is entitled to reject the request, if it does not comply with the lawful bases for processing data. MUIC will contact the requester to inform him/her the proceeding period and proceeding fee (if any).

How to request for the submission or transfer of the students' personal data to other personal data controller

In case the student wants MUIC to submit or transfer the student's personal data to other organizations, the student must submit the request to the department responsible for the education. In addition, MUIC provides a system for the students to facilitate the submission or transfer of the students' personal data to other organizations, such as digital transcript.

How to object to the collection, use or disclosure of the students' personal data

MUIC may collect, use or disclose the personal data as necessary under lawful purposes and in compliance with the laws on personal data protection. In case MUIC claims the consent as the lawful bases for personal data collection, use or disclosure, the student will be informed of the reason for such data collection. The student may refuse the personal data collection, use or disclosure, provided that such refusal does not affect MUIC's services or the main processing. In case the student gives the consent for the personal data collection, use or disclosure, the student is entitled to revoke such consent, provided that this consent revocation does not affect the lawful bases for processing data. In case the consent was given via the system, the consent revocation

can be done via the same system. In case the consent was given by the document, the consent revocation must be done via the department to which the consent was given.

In case the student finds that such data processing does not conform with the laws on personal data protection, MUIC provides the communication channel. The student can inform the educational personnel to proceed via the personal data breach notification system in the website <https://incident-pdpa.mahidol.ac.th>.

The requester must inform the incident of which he/she wants to inspect the access to the data and reason of such inspection. MUIC will consider the request to exercise the right of the personal data subject (or his/her authorized representative) and later contact to the requester.

How to demand anonymization of the students' personal data

MUIC may collect, use or disclose the personal data as necessary under lawful purposes and in compliance with the laws on personal data protection. In case the student wants to exercise his/her right to demand anonymization of the student's personal data, provided that anonymization does not affect the achievement of purposes of personal data collection, use or disclosure, MUIC provides the communication channel through which the student can inform the educational personnel to proceed via the personal data breach notification system in the website <https://incident-pdpa.mahidol.ac.th>.

The requester must inform the reason for his/her demand for anonymization of the students' personal data. MUIC will consider the request to exercise the right of the personal data subject (or his/her authorized representative) and later contact the requester.

Additional information about the privacy notice of data and coordination

In case of any inquiry or question on privacy of the students which is not indicated in this notice, or any suggestion regarding data privacy and Mahidol University Announcement Re: Personal data protection policy, please visit the website <https://muic.mahidol.ac.th/eng/privacy-notice/>.

In case of the need for additional help, please coordinate with the data protection officer (DPO) of Mahidol University or coordinate via email: privacy@mahidol.ac.th

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