



## **Privacy Notice of Data for Applicants**

### **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 applicants. This privacy notice of data for applicants correlates with the privacy notice of data for the students of the Preparation Center for Languages and Mathematics (PC) and the privacy notice of data for students which comprise additional details on how MUIC processes the applicants’ personal data from the applicant status to the student status of the Preparation Center for Languages and Mathematics (PC) or MUIC.

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

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

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/>, and inform the applicants thereof via the proper channel.

#### **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 applicants’ name or other information and data, such as date of birth, nationality, sex, which collectively can identify the 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 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 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? Whom does MUIC share the data with? In addition, MUIC must also inform the applicants of their rights.

## Types of personal data which are collected

MUIC may collect the following personal data during the application process. In most cases, the following data and information are collected from all applicants. However, some types of data are stored under some circumstances and may not be collected from all applicants.

Some of the collected personal data are:

Applicant's number:
Name-surname:
Date of birth:
ID no. or Passport no.:
Sex:
Nationality:
Country:
Contact information, such as email, telephone no.:
Educational qualification upon admission, such as level of education, highest level of education completed, institution which the applicant graduated from, grade, grade of each course, certificate, score of each subject in the admission test, score of English exam or other skills:
Photo of applicant:
Information of guardian or parents, such as name-surname, telephone no.:
Health problems (for the purpose of examination facilitation), such as eyesight problem: *
Information of application and application fee payment:
Legal information such as log record, use of information system:
Photos, audio and video 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 applicant, such as copy of ID card, house registration, passport and other documents issued by government agencies

#### Sensitive personal data

In case MUIC collects the sensitive personal data, such as health problem for examination facilitation, 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 applicants can consider the reason of necessity.

#### Personal data on proof of liability

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

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

MUIC works with other related agencies and organizations. Some of the following information and data are stored under some circumstances and may not be collected from all applicants. Some of agencies which MUIC works with are:

- MUIC needs to comply with the laws on the higher education institutions' operations in accordance with the Higher Education Act with regard to submission of the applicants' personal data to the Ministry of Higher Education, Science, Research and Innovation, as required by law.
- MUIC may need to check the evidences of previous education or employment of the applicants or their recommendation documents used upon the application. In this regard, MUIC needs to submit and receive the personal data of the applicants to and from the said agencies.
- MUIC closely works with financial institutions. To make the financial transaction, MUIC may need to submit the applicants' personal data and respond to confirm the transaction status.
- In some cases, MUIC may need to submit the personal data to the government agencies, as required by law, such as information of computer-related offence.

MUIC will execute the non-disclosure agreement (NDA) with the related above-mentioned agencies and organizations.

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

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

<b>Purposes</b>	<b>Data types</b>	<b>Lawful bases</b>
<p><b>1. Proceeding with application process</b>  MUIC uses the applicants' personal data for</p> <ul style="list-style-type: none"> <li>• Admission as students of MUIC</li> <li>• Coordination with related agencies</li> <li>• Communication with the applicants regarding application process</li> <li>• In case of online application, MUIC may need the applicants' personal data to support consideration of the applicants' qualification</li> <li>• Transfer of the applicants' personal data to the Preparation Center for Languages and Mathematics (PC) as the student preparation process (with reference to <u>the privacy notice of data for students of the Preparation Center for Languages and Mathematics (PC)</u>) or transfer the applicants' personal data to the student support process (with reference to <u>the privacy notice of data for students</u>)</li> </ul>	All personal data	<p><b>Duty performance of public tasks as the data controller</b>  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><b>Compliance with the contract</b>  MUIC makes the contract with the applicant when the applicant applies to MUIC</p> <p><b>Compliance with the laws</b>  MUIC needs to comply with the laws on higher education institutions' operations in accordance with Higher Education Act</p> <p><b>Necessity for legitimate interest</b></p>

Purposes	Data types	Lawful bases
<ul style="list-style-type: none"> <li>• Summary report to Ministry of Higher Education, Science, Research and Innovation</li> </ul>		
<ul style="list-style-type: none"> <li>• Health problem (for examination facilitation)</li> </ul>	Sensitive personal data	<b>Explicit consent</b>
<p><b>2. Resource management and provision to the applicants</b>  MUIC collects, uses and discloses the applicants' personal data for</p> <ul style="list-style-type: none"> <li>• Resource management, such as the use and access to information system</li> <li>• Support of activities and participation, such as roadshow</li> <li>• Educational quality assurance operations</li> <li>• Legal monitoring, such as log record of the use of information services</li> </ul>	All personal data	<p><b>Duty performance of public tasks as the data controller</b>  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><b>Compliance with the contract</b>  MUIC makes the contract with the applicant when the applicant applies to MUIC. In some cases, MUIC makes the contract during different activities.</p> <p><b>Compliance with the laws</b>  MUIC needs to comply with the laws on computer-related offences.</p>
<ul style="list-style-type: none"> <li>• Security operations such as CCTV</li> </ul>	Sensitive personal data	<p><b>Necessity for legitimate interest</b>  To protect the basic rights and interests of data subject</p>

Purposes	Data types	Lawful bases
<p><b>3. Management of fees and scholarship</b>  MUIC collects, uses and discloses the applicants' personal data for</p> <ul style="list-style-type: none"> <li>• Management of educational fees</li> <li>• Management of scholarship</li> </ul>	All personal data	<p><b>Duty performance of public tasks as the data controller</b>  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><b>Compliance with the contract</b>  MUIC makes the contract with the applicant when the applicant applies for or receives the scholarship</p>
<p><b>4. Transfer of the applicant database to the student database of the Preparation Center for Languages and Mathematics (PC) and student database</b>  The applicant's personal data will be transferred when the applicant's scores reach the initial level to be selected as the student of the Preparation Center for Languages and Mathematics (PC) or student of MUIC. The additional details are available under the topic of <u>retention period</u> and <u>the privacy notice of data for students of the Preparation Center for Languages and Mathematics (PC)</u> or <u>the privacy notice of data for students</u>. MUIC collects, uses and discloses the personal data for</p>	All personal data	<p><b>Duty performance of public tasks as the data controller</b>  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"> <li>• Verification of application evidences</li> <li>• Coordination</li> </ul>		
<p><b>5. For promotion of the curriculum and MUIC</b>  MUIC needs to collect, use and disclose the applicants' personal data which may include the audio, video and personal data of the applicants to promote the curriculum and MUIC or different activities.</p>	All personal data	<p><b>Duty performance of public tasks as the data controller</b>  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><b>6. Institutional analysis and research</b>  MUIC needs to collect, use and disclose the applicants' personal data for statistical analysis, quality assurance and research for quality and procedure improvement</p>	All personal data	<p><b>Duty performance of public tasks as the data controller</b>  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

In some cases, MUIC needs to submit or transfer the applicants' personal data abroad. In this case, MUIC will proceed to ensure that the applicants' 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, MUIC will inform the applicant and make an agreement with the applicant to send or transfer the personal data abroad under the determined purposes only.

## **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 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 applicants' personal data for a period of 5 years in accordance with the central data retention period plan of MUIC. After this period, MUIC may permanently keep some personal data of the applicants for the statistical analysis and research for quality and procedure improvement and for verification of application and admission evidences.

## **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 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). The information of channels and facilitation for the exercise of the data subject rights is available under the topic "How to access to the applicants' 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 applicants are entitled to the right to request MUIC to submit or transfer the applicants' 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 applicants' 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 the collection, use or disclosure of the applicants' 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 applicants' 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 applicant has any objection against accuracy of the applicants' personal data, or when MUIC no longer needs to use the applicants' personal data to achieve the purpose of data collection, use and disclosure. The channels and facilitation for the exercise of the data subject rights via the related personnel of the application process are available in the website <https://incident-personal data protectiona.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 applicant finds any incorrect personal data in relation to the applicant, the applicant can inform the related personnel of the application process to proceed via the website <https://incident-pdpa.mahidol.ac.th>. The applicant must indicate the source of such discrepancy to let MUIC rectify the applicant's personal data to be accurate and up-to-date.

If the applicant 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 applicant can follow the regular process determined by the related department.

#### How to access to the applicants' personal data

As described above, the applicants 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 applicant did not give the consent. MUIC provides the communication channel through which the applicant can coordinate with the personnel responsible for the application process to proceed via 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 the proceeding period and proceeding fee (if any).

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

In case the applicant wants MUIC to submit or transfer the applicants' personal data to other organization, the applicant must submit the request to the department responsible for the education.

#### How to object the collection, use or disclosure of the applicants' 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 applicant will be informed of the reason for such data collection. The applicant 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 applicant gives the consent for the personal data collection, use or disclosure, the applicant 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 applicant finds any incorrect personal data in relation to the applicant, the applicant can inform the related personnel of the application process to proceed via the website [https://incident-personal data protectiona.mahidol.ac.th](https://incident-personal-data-protectiona.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 applicants' 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 applicant wants to exercise his/her right to demand anonymization of the applicants' personal data, provided that anonymization does not affect the achievement of personal data collection, use or disclosure, MUIC provides the communication channel through which the applicant can coordinate with the personnel responsible for the application process to proceed via the website [https://incident-personal data protectiona.mahidol.ac.th](https://incident-personal-data-protectiona.mahidol.ac.th)

The requester must inform the reason for his/her demand for anonymization of the applicants' personal data in accordance with the form determined by MUIC. 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.

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

In case of any inquiry or question on privacy of the applicants which is not indicated in this notice, or any suggestion regarding data privacy and Mahidol University Announcement Re: Personal Data Protection Policy B.E. 2563, 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 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.*