



Privacy Notice of Data for Personnel  
Mahidol University International College (MUIC)  
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## **Privacy Notice of Data for Personnel**

### **Mahidol University International College**

Mahidol University International College (hereafter referred to in this privacy notice of Data as “MUIC”) respects the privacy of personnel. To ensure that the personnel’s personal data are protected, MUIC issued this privacy notice of data for personnel to inform the details of personal data collection, use and disclosure (hereafter collectively referred to as “processing”), including deletion and disposal of the personnel’ 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 personnel applies to the personal data directly received from the personnel and from other related persons or organizations, by which MUIC needs to notify the personnel thereof within 30 days. Please read and get familiar with MUIC’s process regarding the personnel’ personal data.

In case of any change of the privacy notice of data for personnel, MUIC will inform the new privacy notice of data for personnel via the personnel’s e-mail and other channels to which the personnel 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 personnel’s name or other information and data, such as date of birth, nationality, sex, which collectively can identify the personnel. 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 personnel 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 with? In addition, MUIC must also inform the personnel of their rights.

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

1. Information in relation to the personnel, such as name-surname, signature, date of birth, age, sex, nationality, religion, marital status, photo or other related information
2. Contact information of the personnel, such as address, telephone number, e-mail or related information
3. Information about family members or persons under the custody of the personnel entitled to the welfare in accordance with the personnel administration rules and regulations and MUIC's announcement, such as information of spouses, children, parents and beneficiaries. Prior to provision of such data to MUIC, the personnel must inform these persons of the privacy notice of data for personnel.
4. Information necessary for reporting to regulatory agencies
5. Financial information, such as information of wage, salary, remuneration, income, deducted amount, taxes, provident fund, bank account, loan, tax exemption or deduction or related information
6. Information of social security, labor protection, allowances, welfare and benefits which the personnel receive or are entitled to receive in accordance with the regulations and announcements of MUIC and Mahidol University and related laws
7. Information of past performance, position, tasks, academic works, expertise, performance result, salary raise, honorary awards, meetings or related information
8. Information collected from the personnel'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
9. Other information necessary for compliance with the employment contract, benefits and welfare supervision, MUIC's analysis and management and legal compliance
10. Information about disapproval, complaint, investigation, disciplinary penalty, prosecution in relation to MUIC or Mahidol University
11. Information of education, ability, potential development and other qualifications of the personnel, such as education level, educational qualification, institution/university, educational background, training background, past achievements, educational achievement, test results, legal right to work, vocational qualification, language capacity and other capacities, information from the reference persons provided by the personnel to MUIC, including information from institutions or associations which MUIC refers to
12. Copies of documents which can identify the personnel, family members, guarantors of personnel, such as ID no., passport, house registration and other documents issued by government agencies

13. Information and documents of visa, application for visa extension, application for residence in the Kingdom, application for work permit or work permit renewal in case of foreign personnel
14. Information of work experience and past employment, such as job title, details of employer, salary and remuneration, received welfare
15. Military status
16. Information of the personnel's characteristics, such as habit, behavior, attitude, expertise, skill, leadership, teamwork skill, emotional intelligence, organizational commitment, which could be obtained from observance and data processing of MUIC and Mahidol University during work or participation in activities of MUIC or Mahidol University
17. Details of emergency contacts
18. Information of vehicle, driving license, driving capacity
19. Information of diseases and illness, accidents, including accidents in working hours, work-related accidents and other accidents, and medical certificate
20. Record of work attendance and duration of work, overtime, errand leave, day-off, late attendance
21. 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
22. Information which the personnel choose to share and disclose via the systems, applications, tools, questionnaires, assessment forms and documents of MUIC or Mahidol University

### **Sensitive personal data**

MUIC needs to collect and process the sensitive personal data of the personnel and family members for the welfare and benefit provision to the personnel, such as religious beliefs, health data. MUIC needs to use the personnel's personal data regarding proof of legal liability and disability for the benefit of human resource and welfare management. If MUIC receives the sensitive personal data from the related documents of the personnel and related persons, it shall be deemed that the personnel 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 privacy notice. MUIC will control the access to the sensitive personal data and carefully share such data with only related persons.

MUIC will return the proof of liability information to the data subject after completion of human resource and welfare management operation. 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 personnel can consider the reason of necessity.

### **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 in some cases or under some circumstances and may not be collected from all personnel. Some of the agencies which MUIC works with are:

1. MUIC needs to comply with the laws on the higher education institutions' operation in accordance with Higher Education Act B.E.2562 (2019) with regard to submission of the personnel's personal data to the Ministry of Higher Education, Science, Research and Innovation, as required by law.
2. MUIC may serve as a coordinator on receipt and submission of the personnel's personal data to agencies providing funds to support the operations to achieve MUIC's main missions, such as studying and teaching, research, academic service inside and outside the country, for the benefit of personnel potential development.
3. MUIC may serve as a coordinator on receipt and submission of the personnel's personal data to agencies of which the personnel need to participate in activity, research, seminar, training and visit in the country.
4. In case that the personnel need to participate in activity, research, seminar, training, visit in a foreign country as MUIC's personnel, by which a contract is required as a prerequisite, MUIC needs to receive and submit the personnel's personal data to the embassy or agencies abroad. The details are shown under the topic "Personal data submission or transfer abroad."
5. MUIC works with financial institutions, by which MUIC needs to submit and receive the personnel's personal data to make the personnel card, salary payment, loan provision as part of welfare and financial transaction. MUIC may submit the personnel's personal data and respond to confirm the transaction status, use the developed applications for human resource and welfare and launch promotion campaigns. MUIC may need to submit and receive the personnel's personal data based on the personnel's consent.
6. MUIC needs to submit the personal data to the Bureau of Budget, the Comptroller General's Department, State Audit Office, auditor, to support the consideration of budget and revenue allocation and inspection.
7. MUIC may serve as a coordinator on receipt and submission of the personnel's personal data to the agency which the personnel apply to, as requested by that agency or personnel.
8. MUIC may exchange or submit the data to qualified persons to get the assessment of academic works of the personnel from educational institutions for the academic benefits.

9. MUIC may need to disclose and share the personnel's personal data with the related government and private agencies for the benefit of MUIC's human resource and welfare management, such as a service provider for human resource information system development, a private company which jointly provides the welfare and benefits to MUIC's personnel, etc.
10. To protect the personnel's basic rights, MUIC coordinates with the insurance company to provide the accident and health insurance to the personnel. MUIC needs to coordinate with the insurance company on the receipt and submission of the personnel's personal data to protect their rights.
11. MUIC may need to submit the personnel's personal data to government agencies, as required by law, such as Social Security Office, the Revenue Department, etc.
12. MUIC may need to submit the information of proof of legal liability with regard to computer-related offences to the related information service provider.

MUIC will require the data receivers to apply the proper protection measure to the personnel's 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

Purposes	Data types	Lawful bases
1. To proceed with the personnel's requests before execution of employment contract or to comply with the contract of which the personnel and MUIC are the contract parties, such as execution of employment contract or agreement, compliance with employment contract, compliance with regulations, personnel administration and announcements on MUIC's welfare, ethics, work assignment, personnel transfer, personnel development, performance assessment, consideration of position and remuneration, welfare and benefit management, supervision of occupational health and safety (OHS) of the 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 to achieve the purpose of preventive medicine or occupational medicine

Purposes	Data types	Lawful bases
2. To comply with Higher Education Act, Mahidol University Act, B.E. 2550 and other related laws, such as Social Security Act, Student Loan Fund Act and Workmen's Compensation Act	Personal data as described under the topic of personal data types which are collected, used or disclosed	Compliance with the laws on the part of the data controller
3. For the legitimate interests of MUIC or Mahidol University or other persons, such as human resource management, workforce analysis and management, personnel development, provision of medical welfare, provision of insurance welfare and other welfares to the personnel, such as health facility, cafeteria, sport center, exercise area, operation of personnel activities, finance and budget management, internal communication, communication with outsiders, registration procedure, authorization, preparation of certificates, 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 personnel, 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	Personal data as described under the topic of personal data types which are collected, used or disclosed	Compliance with the contract, compliance with the laws on the part of the data controller and necessity for legitimate interest of the data controller or other persons or juristic persons which are not data controller
Purposes	Data types	Lawful bases
verification for the login into the work system and access the		

information system, security maintenance, accident and crime prevention, inspection and management of complaints, corruption, lawsuits or disputes, etc.		
4. For the welfare and benefit management with regard to the personnel's right to take the leave for religious observances, such as Buddhist ordination leave, Haj pilgrimage leave, etc. and right to medical welfare as determined by MUIC	Personal data types which are collected, used or disclosed and sensitive personal data such as religious and health data of the personnel	Lawful bases of explicit consent
5. To facilitate the information search under the personnel and mission management procedure of MUIC and Mahidol University	Personal data as described under the topic of personal data types which are collected, used or disclosed. In case of the search of sensitive personal data, the university will carefully determine the rights to access and share the sensitive personal data	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 prevent and suppress the danger against the life, body or health of the personnel or other persons, such as emergency contact, epidemic control and prevention	Personal data as described under the topic of personal data types which are collected, used or disclosed, and sensitive personal data	Prevention and suppression of the danger against the life, body or health of the personnel and explicit consent

Purposes	Data types	Lawful bases
7. To perform the duties regarding mission fulfillment for public benefits of MUIC and Mahidol University or exercise of assigned authority	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
8. To achieve the purposes in accordance with the consent given by the personnel each time	Personal data as described under the topic of personal data types which are collected, used or disclosed	Lawful bases of explicit consent
9. To record in the log file	Personal data as described under the topic of personal data types which are collected, used or disclosed	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

### **Personal data submission or transfer abroad**

In some cases, MUIC needs to transfer the personnel's personal data abroad. In this regard, MUIC will proceed to ensure that the personnel's 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 inadequate standard of personal data protection, or the standard does not comply with the law on personal data protection, MUIC will inform the personnel or make an agreement with the personnel to send or transfer the personal data abroad under the determined purposes only, for example execution of an agreement with the personnel, if the personnel need to participate in activity, study, research, or study visit, or verification of personnel qualification abroad.



## **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 personal data of the personnel and family members throughout the employment period as MUIC's personnel. MUIC needs to further store some types of personal data of the personnel and family members after the termination of MUIC's personnel status for the benefit of human resource and welfare management and benefit provision to MUIC's personnel, as detailed below;

1. Personal data which MUIC needs to indefinitely store include information in relation to the personnel, such as name-surname, date of birth, age, sex, nationality, religion, marital status, photo or related information, contact information, such as address, telephone number, e-mail or related information, information about family members or persons under the custody of the personnel entitled to the welfare in accordance with the personnel administration rules and regulations and MUIC's announcements, information necessary for reporting to the regulatory agencies, financial information, such as information of salary remuneration, income, taxes, provident fund, bank account, loan, tax exemption or deduction or related information, information of social security, labor protection, allowances, welfare and benefits which the personnel receive or are entitled to receive in accordance with the regulations and announcements of MUIC and Mahidol University and related laws, information of past

performance, position, tasks, academic works, expertise, performance result, meeting attendance or related information, information collected from the personnel's works with MUIC and other departments of Mahidol University, other information necessary for compliance with the employment contract, benefits and welfare supervision, MUIC's analysis and management and legal compliance, information about disapproval, complaint, investigation, disciplinary penalty, prosecution in relation to MUIC or Mahidol University.

2. Personal data which the data subject can demand the data deletion 10 years after the retirement, such as information of education, ability and potential development, copies of documents which can identify the personnel, information and documents of visa, application for visa extension, application for residence in the Kingdom, application for work permit or work permit renewal in case of foreign personnel, information of work experience and past employment (before appointment as MUIC's personnel), military status, information of the personnel's characteristics obtained from observance and analysis of MUIC and Mahidol University, details of emergency contacts, information of vehicle, driving license, driving capacity, information of accidents, medical certificate, record of work attendance, overtime, errand leave, day-off, late attendance, information of use and access to information system, information which the personnel choose to share and disclose via the systems, applications, tools, questionnaires, assessment forms and documents of MUIC or Mahidol University.

### **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 the data 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 MUIIC to rectify the personal data to be accurate, complete and not leading to any misunderstanding (Right to rectification).

MUIIC respects the rights of the personnel as the data subject according to the related laws. The personnel can contact the human resource and welfare staff to inform their wish to exercise the right as the data subject. According to the laws, MUIIC may reject the above-mentioned rights of the data subject or their 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 privacy of the personnel which is not indicated in this notice, or any suggestion regarding personal data and Mahidol University Announcement Re: Personal Data Protection Policy B.E. 2563 (2020), 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)