



## Institute for Innovative Learning, Mahidol University Privacy Notice

According to Mahidol University Announcement Re: Personal Data Protection Policy B.E.2563 (2020), **Institute for Innovative Learning (“IL”)** will be what's known as the **“Data Controller”** of your personal data processed to facilitate, administer, and manage your time as a registered staff with IL. This privacy notice will explain how IL will process your personal data.

### Legal Basis for Processing Your Personal Data

Since we are a public university under the Ministry of Higher Education, Science, Research and Innovation. We must have a legal basis for the processing of all personal and special categories data. An explanation of the legal bases, as defined in the Mahidol University Announcement Re: Personal data Protection Policy B.E.2563 (2020).

### Your Personal Data, The Purpose of Processing Data and Lawful Bases for Processing Data

IL will collect and process the information upon your registration to study in the Master of Science and Doctor of Philosophy Program in Science and Technology Education (International Program). This process of information collection will be used for the purposes of managing and administering all aspects of the postgraduate study program, including academic support, research initiatives, student services, scholarship notifications, communications regarding pertinent academic activities, career services, alumni relations, financial administration, tuition and fee processing, and compliance with institutional policies, as shown in Table 1.

**Table 1** Type of Personal Data Collection, Process and Lawful Basis for Processing

| Type of data we process   | The purpose of processing the data   | Lawful basis for processing   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Name-Surname</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Addresses</li> <li>• Nationality</li> <li>• Email addresses</li> <li>• Phone numbers</li> <li>• Country</li> <li>• Educational background</li> <li>• CV/Resume</li> </ul> | <ul style="list-style-type: none"> <li>- To verify identity and communicate with you</li> </ul>  | <ul style="list-style-type: none"> <li>- Fulfillment of a contract</li> </ul> |
|   | <ul style="list-style-type: none"> <li>- To verify the qualification and provide the appropriate activity</li> </ul>   | <ul style="list-style-type: none"> <li>- Legitimate interests</li> </ul>      |
|   | <ul style="list-style-type: none"> <li>- To facilitate and manage the participant experience with IL:               <ul style="list-style-type: none"> <li>○ Facilitate and manage your use of facilities and participation in the activity;</li> <li>○ Support health, safety, and welfare requirements;</li> <li>○ Operate security, disciplinary, complaint, and quality assurance processes and arrangements;</li> <li>○ Monitor the use of networks to protect the security and integrity of the university’s IT network and information and electronic communications systems</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>- Fulfillment of a contract</li> </ul> |

| Type of data we process  | The purpose of processing the data   | Lawful basis for processing   |
|--|--|---|
|  | - To provide data to an internal/external audit such as the Ministry of Higher Education, Science, Research and Innovation | - Compliance with a legal obligation                                |
|  | - For data analytics   | - Legitimate Interests  |
|  | - For tuition, fees collection, or deposit   | - Fulfillment of a contract   |
|  | - For library service  | - Fulfillment of a contract   |
| - Educational records (test score or exam results)/<br>Academic background   | - To manage progress while participating in our activity.  | - Fulfillment of a contract   |
| - Images/photos/videos   | - To maintain security   | - Legitimate interests  |
|  | - To promote educational activities  | - Legitimate Interests (consent required)                           |
| - CCTV footages (For on-site activities at Mahidol University)   | - For security management<br>- To maintain the building and personal security  | - Legitimate interests  |
| *Sensitive data<br>- Biometric data (Fingerprint)  | - To enter the classroom and buildings   | - Legitimate Interests (consent required)                           |
| *Sensitive data<br>- Religious beliefs<br>- Health problems and special requirements or disabilities   | - Facilitate and manage the use of facilities and participation in the activity (e.g., accommodation and praying room)     | - Legitimate interests to assist you if required (consent required) |
| <b>Remarks:</b> You may choose not to allow the use of your personal and sensitive data, but this may affect your access to services and opportunities in our study program. |  |   |

### Disclosure to Third Parties

The IL may disclose your personal data and sensitive personal data to third parties listed in the table below and as required by law or legal process, along with the reasons. We take appropriate measures to ensure that your data is protected when shared with third parties.

| Organization Name   | The reason for sharing   |
|---|--|
| Faculty of Graduate Studies, Mahidol University<br>บัณฑิตวิทยาลัย มหาวิทยาลัยมหิดล  | For the budget management process<br>To provide academic services<br>To administer a study program |
| The Office of the Permanent Secretary of the Ministry of Higher Education, Science, Research and Innovation (OPS MHESI)<br>สำนักงานปลัดกระทรวงการอุดมศึกษา วิทยาศาสตร์ วิจัยและนวัตกรรม | To provide data on international students<br>To complete the graduation process                    |
| Mahidol University Council<br>สำนักงานสภามหาวิทยาลัยมหิดล   | To complete the graduation degree certification  |
| Association of Council of University Presidents of Thailand<br>สมาคมที่ประชุมอธิการบดีแห่งประเทศไทย (ทปอ.)  | To provide data on international students<br>To complete the graduation process                    |

## **Information Sources**

The data will be obtained directly from you through the Institute for Innovative Learning System, Faculty of Graduate Studies, Mahidol University registration system, face-to-face communication, or communication via e-mail, or Line application.

## **Keeping Your Personal Data Safe**

IL has a series of technical and organizational measures in place to ensure that your personal data is protected and safeguarded. Please see the University's Information Security webpages for more information at <https://privacy.mahidol.ac.th/>.

## **Retentions**

IL is required to retain personal data for as long as necessary to provide program-related services and support. Once the purpose is fulfilled, the data shall be securely disposed of. Alumni data may be retained for extended periods to support ongoing relationships and benefits. For data related to finance regulations, it will be retained for a minimum of five years after graduation.

## **Your Rights**

Please note that the ability to exercise these rights will vary and depends on the legal basis on which the processing is being carried out. Under the data protection legislation and as a registered staff of the IL, you have a right to:

- (1) Have access to and obtain a copy of the personal data related to you which is under the responsibility of the IL or to request the disclosure of the acquisition of the personal data obtained without your consent.
- (2) Receive the personal data related to you. In this case, the IL shall arrange such data in a readable or commonly used format using automated tools or equipment, and such format will be able to be used or disclosed by automated means. Additionally, the right to request the IL to send or transfer the personal data in such format to another data controller if it can be done by the automated means, and the right to directly obtain the personal data in such format transferred by the IL to another data controller except where technically infeasible.
- (3) Object to the collection, use, and disclosure of your personal data.
- (4) Request the IL to erase, destroy or anonymize the personal data to become the data that cannot identify the data subject.
- (5) Request the IL to restrict the use of personal data.
- (6) Request the IL to keep your personal data accurate, up-to-date, and complete without misleading.

## **Changes to This Notice**

IL may update this notice at any time and may also provide you with further detailed notices on the means of data collection/resources. These additional privacy notices are supplemental to this main privacy notice. You should check this notice regularly from our website and your email to be aware of any changes. However, if any change affects your rights and interests, we will notify you and clearly explain what this means for you.

If you wish to withdraw your consent, please send your request via email to *ilse.mahidol@gmail.com* You may contact us at the following location:

Institute for Innovative Learning  
Mahidol University  
999 Phuttamonthon 4 Road, Salaya,  
Nakhon Pathom 73170, Thailand.  
Tel: +66 (0) 2441 9724  
+66 (0) 2441 9729  
+66 (0) 2441 9734

\*\*\*\*\*