



**Privacy Policy Regarding the CCTV use of the Faculty of Graduate Studies,
Mahidol University
(CCTV Privacy Notice)**

Faculty of Graduate Studies FGS at Mahidol University collects, uses and discloses personal information. FGS is responsible for providing information about its data collection practices, such as the objectives of data collection, the kind of data that is collected, whose data is collected, legal and basis for data collection, and with whom data is shared. FGS uses closed circuit television CCTV to monitor its premises for the safety of staff and students. All those who enter the FGS building are subject to CCTV monitoring and have their personal information collected. Our policies can be found at www.graduate.mahidol.ac.th; all who enter our premises are advised to visit the website on a regular basis for updated information, especially before entering the premises. Those who do not consent to FGS data collection policies are advised not to enter.

Purpose of Collection, Use, or Disclose Personal Information*

FGS manages the personal information of contractors, customers, employees, students, visitors and any other person as outlined in the table below.

Objective	Types of Personal Data	The Legal Base Used
1. For the protection of one's personal health and safety including one's property	Personal information - Still image - Videos	Base of necessity for the legitimate interest To protect the fundamental rights and interests of personal data subjects
2. For building protection, our facilities, and property from damage, obstruction, destruction of property, or other crimes	- Picture of one's property, e.g. vehicle - Other property accompanying the owner - Personal information	The statutory base To serve as evidence in any legal proceeding, including the necessary action in legal proceedings or the observance of an order of a court or competent authority under applicable law (Protection of Personal Information B.E. 2562 Section 24)
3. To support the agencies involved in law enforcement for deterrence, prevent, search, and legal action		

<p>4. To assist in dispute resolution processes that occur during disciplinary or grievance proceedings</p> <p>5. To assist in the investigation process or processes related to filing complaints, disciplinary procedures, or grievance procedures</p>		
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* CCTV will not be installed in bathrooms, locker rooms and showers in order to protect personal privacy.

Disclosure of Personal Information

Unless obliged by law, FGS will not share personal information gathered by CCTV with third parties.

Privacy Principles

FGS observes Mahidol University's privacy policy when collecting, using and disclosing personal information which are based on the following principles:

1. To legitimately gather, utilize or disclose personal information that is transparent and verifiable (Lawfulness, Fairness and Transparency).
2. To collect, use and disclose personal information within the scope and purpose established by Mahidol University, and not to use or disclose such information outside of the parameters established by the university (Purpose Limitation).
3. To collect, use and disclose personal information in an appropriate manner (Data Minimization).
4. To keep up to date, use, correct and disclose personal information (Accuracy).
5. To collect, file, use and disclose personal information for a necessary amount of time (Storage Limitation).
6. Employ appropriate data security measures when collecting, using and disclosing personal data (Integrity and Confidentiality).

Rights of Personal Data Subject

The following are the rights of personal data subjects. These rights are to be exercised in compliance with personal data protection legislation.

1. The right to seek access to and obtain a copy of personal data about oneself and request disclosure of personal data obtained without one's consent (Right of Access). FGS has the legal right to deny requests in accordance court orders and/or Thai law or if it is deemed that a request may infringe on the rights and freedoms of others.
2. The right to request that Mahidol University provide accurate personal data that is complete current and precise (Right to Rectification).

3. Unless FGS has grounds for lawful refusal, one has the right to object to the collection, use, or disclosure of personal information about oneself (Right to Object). Refusal may be warranted if it can be established that collecting, using, or disclosing one's personal information is for lawful and legitimate reasons in accordance with our mission.
4. The right to request that Mahidol University delete or render personal information unidentifiable to the owner of the data.
5. The right to request that Mahidol University stop using one's personal information (Right to Restriction of Processing).

Examples of exercises as follows:

- 1) FGS will consider requests to correct and update one's personal data in a timely fashion.
- 2) Inquire how one's personal information is obtained, misused or disclosed.
- 3) When it is no longer essential to keep one's personal data for the purposes FGS specified when it was obtained but one wants us to preserve it for the purpose of exercising one's legal rights.
- 4) When FGS demonstrates that it has legal justification for collecting, using, or disclosing one's personal information for the public interest in response to one's objection to the collection, compilation, use and/or disclosure of personal information.

FGS may deny the exercise of the aforementioned rights when legally permissible. An authorized person can act on one's behalf if it is not contrary to Thai law.

Disclosure of One's Personal Information

FGS will keep personal information on CCTV confidential and will not disclose it unless we need to achieve the monitoring objectives of our policy. FGS may disclose information on CCTV to the following types of entities and individuals:

1. An agency with the authority to assist law enforcement with investigations and/or litigation.
2. Third party service providers entrusted to protect health, life and/or property
3. Students or staff authorized to exercise their rights under the Personal Data Protection Act

Storage Period

FGS may keep personal information on CCTV up to 20 days from the time of recording or after surveillance objectives have been met as specified by our data collection policy. After said time, FGS will delete one's personal data.

Security of Personal Information

FGS employs data protection measures in compliance with Information Security Policy like assigning individuals data management responsibilities which include accessing, correcting, deleting, destroying, disclosing, using, updating data and helping prevent its loss. FGS publishes personal data protection policy to safeguard the collection, use and disclosure of personal data by ensuring confidentiality, correctness, completeness (Integrity) and its accessibility (Availability). FGS routinely reviews the aforementioned policies.

Responsibilities of the Personal Data Controller

FGS appoints individuals with the proper authority to acquire, use and/or disclose of personal information. Only authorized individuals will have access to one's personal data; we ensure their complete compliance with our policies.

Privacy Policy Changes for CCTV

FGS reserves the right to amend, correct, or update the CCTV privacy policy at any moment and make the appropriate notifications when deemed necessary. Corrections, modifications and updates will be posted on our website which is accessible at any time.

Inquiries

Please feel free to inquire about the rights of the owner of the personal data at
Faculty of Graduate Studies, Mahidol University
25/25 Phutthamonthon Road, Salaya, Phutthamonthon, Nakhon Pathom 73170
Telephone 0-2441-4125 ext. 241-242
Website : graduate.mahidol.ac.th

More information about the Personal Data Privacy Notice and Coordination

More information is available on our website, which includes privacy suggestions and a Mahidol University privacy policy declaration. If more support is required, contact the Data Protection Officer or send a message privacy@mahidol.ac.th.

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Dean, Faculty of Graduate Studies
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