



Announcement of the Faculty of Graduate Studies, Mahidol University
Subject: Privacy Policy of Applicant/Prospective Student in Pursuing Graduate Studies

The Faculty of Graduate Studies, Mahidol University, collects, uses and discloses personal information of an applicant/interested person to study at graduate level (hereafter referred to as “applicants/prospective students”) of the Mahidol University’s graduate programs in accordance with the Personal Data Protection Act of the Kingdom of Thailand. The Faculty of Graduate Studies therefore informs about the method of treating personal information of the applicants/prospective students in collecting, using or disclosing personal information as follows:

1. Collecting, Using or Disclosing of Personal Information

The Faculty of Graduate Studies will collect personal information from applicants/prospective students directly. However, in some cases, the Faculty of Graduate Studies may obtain personal information of the applicant/prospective students from other sources such as applicants’/prospective students’ family or friends, employers and government agencies. The personal information collected and used or disclosed by the Faculty of Graduate Studies includes:

- 1.1 Identifiable information such as title, name, surname, date of birth, age, gender, nationality, identification card number, passport number and other data that can identify an individual.
- 1.2 Family information such as father’s name, mother’s name, marital status, occupation, income, phone number, etc.
- 1.3 Contact information such as place of birth, current address, contact address, email addresses and phone numbers.
- 1.4 Visual and audio information such as photos, videos, voices of the applicants/prospective students, CCTV recording, and video and sound recordings through online channels and telephone.

1.5 Educational information such as education level, program of study, form of education, faculty, major, year of graduation degree, institution of graduation and cumulative GPA.

1.6 Professional information such as current occupation, current workplace, workplace address, position, place of work, period of time, work experience.

1.7 Financial information such as income, expenses, and any form of financial assistance for education, financial status.

1.8 Technical information such as using of information technology, web searching usage, website search behavior, cookies, IP address, browser types, visited website, time spent on site website referring to Mahidol University, and location information of applicants/prospective applicants while visiting the Mahidol University's website or applications.

1.9 Other information such as reference person or related third-party information.

1.10 Sensitive personal information such as religion, health information, disability, and sexual orientation, etc..

2. Purposes of collecting, using and disclosing personal information

2.1 For student admission procedures, coordinate with departments and programs, communication with applicants/prospective students, announcement of the list of eligible candidates or successful applicants, and admission information transferring process.

2.2 For resource management for applicants/prospective students such as accessing and using educational management information systems, providing services (such as visa assistance for international students, training, internships, etc.), scheduling and conducting thesis/dissertations, forming thesis/dissertation committees, transferring credit hours, course registration, comparing learning outcomes, checking academic records, verifying publication of research results for degree completion, summarizing education performance, issuing educational certificates and verifying degree completion, checking student status.

2.3 For managing tuition fees and scholarship.

2.4 For transferring student data to alumni database for communication and verification of academic records.

2.5 For public relation, data analysis and research.

2.7 For security operations.

3. Database for Collecting, Using, or Disclosing Personal Information

3.1 Operations for Public Benefit

Mahidol University is a higher education institution with the purpose of creating, developing, aggregating, and applying knowledge in all areas of knowledge and operation to provide learning opportunities, dissemination of knowledge, promotion, prevention, and maintenance of health, preservation of religion, arts, culture, environment, and sports for the benefit of society as a whole, with the responsibility to conduct research, produce graduates, develop academia and professions, provide medical services, public health services, and academic and professional services, as well as to promote and preserve religion, arts, culture, etc., in collaboration with relevant organizations in achieving the above objectives in accordance with sections 7 and 8 of the Mahidol University Act B.E. 2550..

3.2 Compliance with Agreement

The Faculty of Graduate Studies collect, use and disclose personal information of applicants/prospective students for the purpose of performance and compliance with the agreement made by the applicants/prospective students and the Faculty of Graduate Studies, whether it is in written or not, such as agreements to be a student, scholarship agreements, or any other agreements.

3.3 Legal Compliance

Mahidol University is a state agency under the supervision and regulation of the government, and must operate in accordance with relevant laws and regulations. The university therefore has the obligation to collect, use, or disclose personal information of applicants/prospective students for various purposes in accordance with the laws and regulations of the government agencies or regulatory bodies, such as the Personal Data

Protection Act, the Education Act, the Anti-Corruption and Civil Rights Protection Act, tax laws, financial laws and regulations, computer crime laws, and other laws that Mahidol University must comply with, including laws, regulations, or orders of legal authorities such as courts, cabinet, committees, government agencies, and regulatory agencies of Mahidol University or other authorized officials, etc.

3.4 Necessity for benefit and compliant with the regulations of Mahidol University and Other Individuals

The Faculty of Graduate Studies is required to collect, use and disclose data of the applicants/prospective students with the authorization of Mahidol University and other individuals by taking into account the interests of Mahidol University or other individuals in the fundamental rights of the applicants/prospective students. The collected, used, or disclosed personal data is for the purposes of administrative management, risk management, research, planning, analysis and development, quality assurance and evaluation, finance and accounting, anti-corruption and misconduct, asset security, building and facilities and information technology security, meeting, training, seminar, communication and public relation, management complaint and disputes, legal proceedings and processes.

3.5 Consent of Personal Information

The Faculty of Graduate Studies will collect, use, and disclose personal data of the applicants/prospective students following the informed objectives only when the applicants or prospective student with the clearly informed consent of the applicants/prospective students for the purposes stated, especially sensitive personal information. The Faculty of Graduate Studies will explain the reasons for collecting, using or disclosing such information and the consequences if consent is not given. This is to allow the applicants/prospective students or their legal representatives to give their consent before any action is taken, unless otherwise required by law.

3.6 Prevention or Mitigation of Harm to Life, Physical Body, or Health of individuals

The Faculty of Graduate Studies is required to collect, use, or disclose personal data of applicants/prospective students to prevent or mitigate harm to their life, physical body, or health or others, such as preventing communicable diseases, diagnosis and medical treatment, etc.

3.7 Preparation of historical documents or archives for public interest or related to research or statistics

The Faculty of Graduate Studies is obliged to collect, use, or disclose personal data of applicants/ prospective students for the purpose of preparing historical documents or notes for public benefit or related to research or statistics, which have been provided with appropriate protection measures to protect the rights and freedoms of applicants/prospective students.

4. Disclosure of Personal Information

The Faculty of Graduate Studies may disclose personal data of applicants/ prospective students to the following individuals or organizations:

4.1 Schools, colleges, universities or other educational institutions as well as individuals or organizations related to work or references, in case verification of educational or work-related evidence is necessary.

4.2 Banks or financial institutions in cases of financial transactions.

4.3 Courts, committees, government agencies, other agencies responsible for supervising Mahidol University, or competent officials in case of necessary to comply with law and orders of legal authority.

5. Sending or Transfer of Personal Information to Other Countries

The Faculty of Graduate Studies may require to send or transfer personal data of applicants/ prospective students to other countries, international organizations including cloud platforms. The Faculty of Graduate Studies will ensure that all personal data

transactions of applicants and prospective students to other countries in accordance with relevant personal data protection laws. In case there is not enough personal data protection standards or not in accordance with Thailand's personal data protection law in the countries receiving personal data, the Faculty of Graduate Studies will inform applicants/ prospective students of such inadequacies and ask for consent from applicants and prospective students prior sending personal data, unless it is a legal obligation, a necessary action to fulfill a contract between the applicants/prospective students for their benefit, a necessary action for important public interests, or to prevent harm to the life, body or health of the applicants/prospective students."

6. Period of Retention of Personal Information

The Faculty of Graduate Studies will store personal data of applicants/prospective students for as long as necessary to achieve the stated objectives and basis for collecting and using personal data as specified in this privacy policy or as required by law. The period of retaining personal data may vary, and after completion of each course, the Faculty of Graduate Studies needs to store certain parts of the personal data of the applicants/prospective students for statistical analysis and research in order to improve quality and processes or to verify graduation for future enrollment.

7. Rights under Personal Data Protection Laws

7.1 Rights to Withdraw Consent

The applicants/ prospective students have the right to withdraw their consent for the processing of their personal data that was given to the Faculty of Graduate Studies. This right is valid throughout the time that the personal data of the applicants/prospective students is with the university, unless, there is a limitation on the right to withdraw consent as per the law or contract that would be beneficial to the applicants/prospective students. Withdrawal of consent by applicants/prospective students will not affect the collection, use or disclosure

of personal data that was already being collected with applicants/prospective students' earlier consent.

7.2 Right to Access and Request a Copy of Personal Data

The applicants/prospective students have the rights to access their personal data and request the Faculty of Graduate Studies to provide copy of it. This includes requesting the Faculty of Graduate Studies to disclose how the data was obtained, unless the applicants/prospective students have not given consent for the Faculty of Graduate Studies to access and make a copy of their personal data. Accessing and obtaining a copy of personal data excludes those that may damage the rights and freedom of other individuals or in case that the Faculty of Graduate Studies has the right to reject an applicant/prospective student's request or in accordance with the law or court order.

7.3 Right to Amend Personal Information

The applicants/ prospective students have the right to request the Faculty of Graduate Studies to correct wrong or incomplete personal data to ensure that it is accurate, up-to-date, complete and not misleading.

7.4 Right to delete or destroy Personal Information

The applicants/prospective students have the right to request the Faculty of Graduate Studies to delete or destroy personal information or make it unidentifiable personal data, under the following conditions:

- A) When personal data is no longer necessary for retention for the purpose of collecting, using, or disclosing it.
- B) When the applicant/prospective student withdraws his/her consent to collect, use, or disclose personal data and the Faculty of Graduate Studies has no the legal authority to collect, use, or disclose personal data .
- C) When the applicant/prospective student objects to collect, use, or disclose personal data, and the Faculty of Graduate Studies cannot deny the request or it is an objection to direct marketing.

- D) When personal data has been collected, used, or disclosed without consent as specified by law.

Unless it is preserved for the purposes of exercising freedom of expression, or for preserving historical documents or archives for public interest, or for research statistics, or for being necessary to perform duties of Mahidol University, or for performing duties with the state authority granted to Mahidol University, or for complying with laws for achieving objectives regarding preventive medicine or occupational medicine assessing the employee competency, medical diagnosis, provision of health or social care, medical treatment, management of health or social services, medical treatment, or other similar activities that are necessary for the protection of public health or the well-being of society, or for any other purpose that is deemed necessary or appropriate by Mahidol University, any information collected or received by Mahidol University shall be kept confidential and shall not be disclosed or provided to any third party unless required or permitted by law.

7.5 Right to Suspend Use of Personal Information

Applicants/prospective students have the right to suspend any use of personal data under the following conditions:

- A) When undergoing verification at the request of the applicant/prospective student to correct inaccurate data or add to incomplete data.
- B) When personal data has been collected, used, disclosed without compliance with the law and must be deleted or destroyed, but the applicant/prospective student requests to suspend the use instead.
- C) When personal data is no longer necessary for the purpose of collecting and maintaining personal data, but applicant/prospective student requests that it be retained to use in establishing legal claims, compliance with or exercising legal claims or for raising up against legal claims.
- D) When under the process of proving that the applicant/prospective student has legitimate grounds for collecting, using or disclosing the applicant/prospective student's data or in verifying the necessity of collection, use and disclosing their personal data for public benefit resulting from the the applicant/prospective student's

exercise of their rights to object the collection, use and disclosure of their personal data, the applicant/prospective student has the right to request a suspension of the use of their personal data.

7.6 Right to request to retrieving or Transfer Personal Information

In cases where the Faculty of Graduate Studies has made personal data readable or usable by automatic tools or devices, and the personal data can be used or disclosed automatically, applicants/orprospective students have the right to request for the transfer or transmission of their personal data given to the Faculty of Graduate Studies to another person or to themselves, except for the transfer or transmission of personal data of the Faculty of Graduate Studies, which is performed for public interest or legal obligations, or if the exercise of such right infringes on the rights or freedoms of others.

7.7 Right to Object to the Collection, Use, or Disclosure of Personal Information

In case the Faculty of Graduate Studies operates under a legal basis legitimate interests or for marketing, research purposes, historical or statistical purposes, applicants/prospective students have the rights to object to the collection, use, or disclosure of their personal data, Faculty of Graduate Studies will proceed if it is deemed that continued operations are in the public interest of Mahidol University or necessary for legitimate interests of Mahidol University or other individuals.


Furthermore, exercising the aforementioned rights must be in accordance with the procedures and methods set by the Faculty of Graduate Studies. In the event that applicants/prospective students believes that the Faculty of Graduate Studies including Mahidol University contractors or employees violates or fails to comply with the personal data protection law, the applicants/ prospective students have the rights to file a complaint to the Office of the Personal Data Protection committee.

8. Changes to Privacy Policy

The Faculty of Graduate Studies may make changes, modifications, or update to this privacy policy and will inform applicants/ prospective students through the website: <https://privacy.mahidol.ac.th> and other accessible channels such as E-mail and We Mahidol application, etc.

9. Contact Information or Exercising Rights Regarding Personal Information

In case of questions, suggestions, need for assistance, or intent to exercise rights regarding personal information, please contact or exercise your rights at the website: <https://privacy.mahidol.ac.th> or by e-mail: privacy@mahidol.ac.th or by contacting the Data Protection Officer (DPO) of Mahidol University.



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