

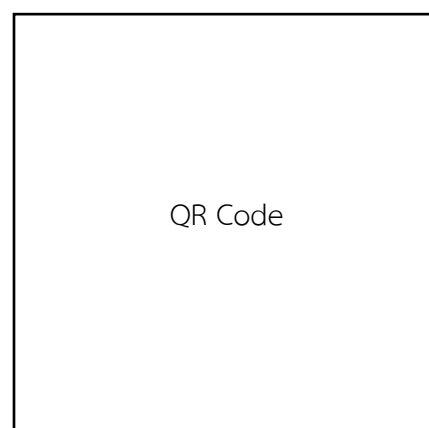
Personal Data Protection Policy of Chulalongkorn University Personnel

Last update: [Publish Date][Publish Date]

Abridged version

We process personal data of personnel as specified in this Personal Data Protection Policy, which will be maintained to the highest standards in accordance with the Personal Data Protection Act B.E.personnel 2562. The details of the policy can be found by scanning the QR Code, and, for convenience, may be summarized as follows:

Topic	Summary
What data do we process?	We process the necessary information collected from you, including ID, address and contact information, personal history, identity, tests information, employment, financial information, assessment, welfare and benefits, supporting documents, third party information, health information, etc.
How do we use the information?	We use personal information for various purposes in accordance with the objectives of Chulalongkorn University
Who do we send the information to?	We may be required to submit personal data to third parties for the reasons described above, along with a list of entities where the information was submitted.
What are users of services entitled to?	You may exercise the rights of the Data Subject, including access, correction or deletion of the data as prior described.



Policy changes	We will notify you of significant changes to this Policy and may periodically notify you of the processing of your personal data.
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Full Version

- A. SCOPE AND PURPOSE OF THIS POLICY
- B. WHAT PERSONAL DATA DO WE PROCESS?
- C. HOW DO WE COLLECT PERSONAL DATA?
- D. HOW DO WE USE PERSONAL DATA?
- E. SHARING PERSONAL DATA WITH THIRD PARTIES
- F. CROSS-BORDER DATA TRANSFER
- G. PERSONAL DATA PROTECTION AND SECURITY
- H. DURATION OF PERSONAL DATA STORAGE
- I. PERSONNEL'S RIGHTS TO PERSONAL DATA
- J. POLICY REVIEW AND UPDATE

A. Scope and purpose of this policy

We value the security of your personal data. Therefore, we will take proper care to protect your personal data to the highest standards in accordance with the Personal Data Protection Act B.E. 2562 (2019). This document is a policy to protect the privacy of Chulalongkorn University personnel with Chulalongkorn University as the Data Controller pursuant to the **Personal Data Protection Act BE 2562 (2019)** which explains the practices that Chulalongkorn University collects and uses personnel's personal data based on the scope and purposes of Chulalongkorn University.

Contact details of the Personal Data Controller Office of Human Resources Management, Chulalongkorn University 254 Phayathai Road, Wangmai, Pathumwan, Bangkok 10330 Tel: 02-218-0158 Email: hr@chula.ac.th	Contact details of the Data Protection Officer Professor Dr. Boonchai Stitmannathum Tel: 02-218-3341 Email DataBreach@chula.ac.th
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This policy covers the personnel including University personnel, government officials and employees of the government agencies operating in the University, as well as University employees.

Pursuant to this policy, the following terms will be used:

“Processing” means any action of Chulalongkorn University relating to personnel personal data, including collection, usage, storage, disclosure and deletion of Chulalongkorn University personnel’s personal data.

“Basis for Processing” means the reasons and needs to process personal data in conjunction with Articles 24 and 26 of the Personal Data Protection Act B.E. 2562 (2019).

“Personal Data” means information about an individual that enables him or her to be identified directly or indirectly in accordance with Personal Data Protection Act.

“We” means Chulalongkorn University.

“You” means Chulalongkorn University personnel.

B. What personal data do we process?

We process the following personal data:

- ID information such as ID card number, passport number, etc.
- Address and contact information such as address, phone number, email, etc.
- Background information such as marital status, nationality, date of birth, photo, employment start date, employment end date, etc.
- Identity information such as full name, prefix, signature, etc.
- Test data such as e-testing results (aptitude test results and Personality Test results), written test results, teaching assessments, presentations of research and academic work, and data gathered from interviews, etc.
- Employment information such as type of employee, position, position number, affiliation, etc.
- Financial information such as bank account number, loan information, etc.
- Assessment information such as evaluation results, etc.
- Information about welfare and benefits such as leave, etc.
- Supporting documents such as copy of ID card, copy of house registration, copy of bank book, academic transcripts/diplomas, certification of employment etc.
- Third party information such as spouse's information, parents' information, children's information, guarantor's information, etc.

In addition, [Company] may process special categories of sensitive personal data in certain cases such as:

- Health information such as disability and information based on medical certificates that are tested according to the Announcement of the Civil Service Commission in Higher Education Institutions (OCSC) regarding Prohibited Diseases

for Civil Servants in Higher Education Institutions B.E. 2549 (2006) because the University requires selected candidates to attach a medical certificate of a medical examination according to the OCSC's Regulations as part of the hiring process to become university employees.

- Biometric data such as blood type, eye color, facial features, fingerprints, etc.
- Criminal record
- Religion

C. How do we collect personal data?

Generally, we collect personal data from you directly through the following processes:

- Registration for usage, completion of personal history for job application on www.careers.chula.ac.th, and reporting for duty as a successful candidate for university employment.
- Records of your personal data on the personnel database of the University's Enterprise Resource Planning (CUERP: SAP, S/4 HANA, and SAP FIORI).
- Logging of your time in and out of work via clock-in-and-out machines and the application
CU NEX STAFF
- Records of your data through the system of Chulalongkorn University Savings Cooperative Limited.
- Records of your data on the Chulalongkorn University Demonstration Secondary School database
- Records of your personal information through the annual health check-up database with medical agencies such as Chulalongkorn University Health Service Center, King Chulalongkorn Memorial Hospital, Thai Red Cross Society, and the Faculty of Allied Health Sciences, Chulalongkorn University.
- Direct data collection from site surveys for collateral building surveys
- Direct data collection from using university websites, or job application systems. We may use cookies to collect personal data.

However, additional data may be collected from third parties, including:

- Use of job application websites, user account, or information that you have updated in your account account, or information obtained from your dealings with Chulalongkorn University.

- identification and verification of the identity from user account, other information believed to be under your control, including but not limited to access through Facebook or Google account.
- Price information and building area details from external agencies such as the Thai Appraisal and Estate Agents Foundation.
- Records of your data through the Treasury Department's Housing Loan for surveys and appraisal of collateral. It is the information of the applicant's collateral valuation for consideration and approval of the loan.
- Records of your data on the databases of Office of the Welfare Promotion for Teachers and Educational Personnel's funeral Expense Funds (Chor Por Kor and Chor Por Sor (Funeral Fund for Spouse).
- Storage of your data on the Social Security Office's database
- Records of your data through the website gpfmcs.gpf.or.th/ of the Government Pension Fund of Thailand
- Records of your data through the Digital Pension System of the Comptroller General's Department to check the disbursement eligibility of government officials
- Records of your data through the direct deposit payroll system of the Comptroller General's Department
- Records of data about the performance of duties of the Procurement Committee or the Audit Committee
in your procurement process through the Electronic Government Procurement (e-GP) system.
- Records of your data through the National Academic Position system to review the results of the petition for higher academic position.

As for additional information from other agencies, their privacy protection policy, if any, must not be in conflict with this policy.

D. How do we use personal data?

We use personal data for various purposes in accordance with the objectives of [Company] in relation to personnel matters by processing your personal data for the purposes of the human resources management process in accordance with the Personal Data Processing under the Personal Data Protection Act B.E. 2562 (2019), and is the processing of personal data for the data subject as follows:

A = Civil servants
 C = Permanent employee on funds outside of national budget
 E = University employee
 G = Security guard
 I = Employee of the School of Integrated Innovation, Chulalongkorn University
 J = Outside party
 L = Enterprise employee
 (A) = Academic track

B = permanent employee on national budget
 D = Temporary foreign hire/ talent
 F = Temporary employee
 H = Competitive Track employee
 K = Student data
 All = personnel from Type A to Type I
 (P) = Operation track

Activity Group	Personal data group	Data processing
Job application (J)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Supporting documents 	Contract Public interest
Selection (position-specific aptitude and personality tests and interviews) (J)	<ul style="list-style-type: none"> - Tests Data 	Contract Public interest
Interesting job postings (J)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information 	Consent
Public relations for job recruitment (Chula Employee Referral Program) (ALL) (K)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information 	Contract Legal interest
Reporting as a successful candidate (E)	<ul style="list-style-type: none"> - ID information - Identity data - History data 	Contract Public interest

Activity Group	Personal data group	Data processing
	<ul style="list-style-type: none"> - Address and contact information - Tests Data - Criminal record - Supporting documents 	
Management of Data stored on personnel database systems (CUERP-HR): SAP and Fiori (ALL)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Tests Data - Religion - Financial information - Employment information - Third party information - Assessment Data - Information on welfare and benefits - Supporting documents 	Contract Public interest Legal interest
University personnel history register (E)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Tests Data - Financial information - Employment information - Third party information - Supporting documents 	Contract Public interest Legal interest
Issuance of an Order for Signature (A) (B) (C) (E) (F) (G) (H) (I)	<ul style="list-style-type: none"> - ID information - Identity data - History data 	Public interest

Activity Group	Personal data group	Data processing
	- Financial information	
Provident Fund (E) (G) (I) (L)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Third party information - Financial information - Supporting documents 	Contract Public interest Legal obligation
Housing loan benefit (A) (B) (C) (E) (G)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Third party information - Financial information - Supporting documents 	Contract Public interest Legal obligation
Personnel dormitories (A) (B) (C) (E) (G) (H) (I) (L)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Third party information - Supporting documents 	Contract Public interest
Annual Health Checkup and Influenza Vaccine Program (ALL) (L)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Health Information 	Consent Contract Public interest
Group Health Insurance and Individual Life Insurance	<ul style="list-style-type: none"> - ID information - Identity data 	Consent Contract

Activity Group	Personal data group	Data processing
(ALL) (L)	<ul style="list-style-type: none"> - History data - Address and contact information - Third party information - Health Information - Supporting documents 	Public interest
CHULA PREVENTIVE HEALTH CARE (Well-Being) Program (ALL) (L)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Health Information - supporting documents 	Consent
Cooperative Deduction Report (A) (B) (C) (E)	<ul style="list-style-type: none"> - ID information - History data - Identity data - Financial information 	Consent Legal obligation
Chor Por Kor (Funeral Fund for Employee) and Chor Por Sor (Funeral Fund for Spouse). (A) (B) (C) (E) (F) (G) (I) (L)	<ul style="list-style-type: none"> - ID information - History data - Identity data - Financial information - Third party information - Supporting documents 	Consent Legal obligation
Social Security (D) (E) (F) (G) (H) (I)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Health Information - Supporting documents 	Contract Legal obligation
Workers Compensation Fund (D) (E) (F) (G) (H) (I)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Health Information - Financial information - Supporting documents 	Legal obligation

Activity Group	Personal data group	Data processing
Medical expense subsidy in case of work-related accidents (E)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Health Information - Financial information - Supporting documents 	Public interest
Welfare for Chulalongkorn University Demonstration Secondary School (A) (E)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Third party information - supporting documents 	Contract Public interest
Educational subsidies for children of personnel (A) (B) (C) (E) (G)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Third party information - Financial information - supporting documents 	Contract Public interest
Requests for Royal Decorations (all) (J)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - supporting documents 	Public interest Legal obligation
Annual Gold Pin of Honor (ALL)	<ul style="list-style-type: none"> - ID information - Identity data - History data - supporting documents 	Public interest
Extension of employment for civil servants in higher educational institutions (A (A))	<ul style="list-style-type: none"> - ID information - Identity data - History data - Health Information - supporting documents 	Contract Legal obligation Legal interest

Activity Group	Personal data group	Data processing
Transitioning to university personnel for civil servants and employees (A) (B) (C)	<ul style="list-style-type: none"> - ID information - Identity data - History data - supporting documents 	Consent Contract Public interest
Overseas work trips/Overseas travel during official leave/Overseas travel on public holidays (ALL)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - supporting documents 	Public interest Legal obligation
Sabbatical leave / leave for study and training of academic track personnel/leave for study and training of operation track personnel (A) (E)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Third party information - supporting documents 	Contract Public interest
Work Assignment in International Organizations / Work Assignment pursuant to the Cabinet's mandate by civil servants (A) (E)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - supporting documents 	Contract Public interest
Leave to follow the spouse of a civil servant (A)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Third party information - supporting documents 	Public interest
Reporting on the development of academic	<ul style="list-style-type: none"> - ID information - Identity data 	Public interest

Activity Group	Personal data group	Data processing
track university employees below PhD level (A (A))	- History data	
Personnel Leave Data Management (ALL)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Information on welfare and benefits - Address and contact information - Health Information - supporting documents 	Public interest
Records of the system for security personnel wage cut in CUERP-HR system (G)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Financial information 	Public interest
Clock in - Clock out Summary Report in CUERP-HR and CUERP-Fiori systems (A) (B) (C) (E) (F) (G) (H) (I)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Information on welfare and benefits 	Public interest
Application for issuance of work permit/cancellation of work permit of foreign personnel (E) (D) (F)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Financial information - supporting documents 	Public interest
Issuance of visa application form for foreign lecturers/practitioners (E) (D) (F)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information 	Public interest

Activity Group	Personal data group	Data processing
	<ul style="list-style-type: none"> - Financial information - supporting documents 	
Direct-Deposit Welfare Card medical expenses (A) (B)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - supporting documents 	Legal obligation
Personnel Identification Card (ALL)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Biometric data - supporting documents 	Public interest
Issuance of salary certificate via CUERP-HR/CUERP-Fiori systems (ALL)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Financial information 	Public interest
Retirement announcement for all types of personnel (ALL)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Financial information 	Public interest
Government Pension Fund (GPF) (A)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Financial information - supporting documents 	Legal obligation

Activity Group	Personal data group	Data processing
Government Permanent Employee Registered Provident Fund (SPEE) (B)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Financial information - Third party information - supporting documents 	Legal obligation
Preparation of resignation orders of civil servants (A)	<ul style="list-style-type: none"> - ID information - Identity data - History data 	Public interest
Annuity and Lump Sum Pension/Old-Age Allowance/ Pension inheritance (A) (B)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Financial information - Third party information - supporting documents 	Public interest Legal obligation
Records of eligible persons directly paid for medical expenses benefits (A) (B)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Financial information - Health Information - supporting documents 	Legal obligation
Civil servants history register (A) (B)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Third party information - supporting documents 	Public interest

Activity Group	Personal data group	Data processing
Preparation of Trainees Directory (A) (B) (C) (E) (G)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information 	Consent
Training/Seminar Registration (A) (B) (C) (E) (F) (G) (H) (I)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information 	Consent
Participants data transfer to external agencies for preparation of training/seminars (A) (B) (C) (E) (F) (G) (H) (I)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information 	Consent
Participants data transfer to external agencies for preparation of accommodation/meals (A) (B) (C) (E) (F) (G) (H) (I)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information 	Consent
Transmission of data of personnel with merit to external agencies for reception of various awards and honors (A) (B) (C) (E)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information 	Public interest
History data of speakers (A) (B) (C) (E) (G) (H) (I) (L)(J)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information 	Consent
Online registration in CUHR e-Learning system	<ul style="list-style-type: none"> - ID information - Identity data 	Consent

Activity Group	Personal data group	Data processing
(A) (B) (C) (E)	<ul style="list-style-type: none"> - History data - Address and contact information 	
Videos/Photos of meetings, training, seminars (A) (B) (C) (E) (G) (H) (I) (J) (K)	<ul style="list-style-type: none"> - supporting documents 	Consent
Submission of personnel to be appointed to the Network of Professional Learning Exchange Committee in Operations (A) (B) (C) (E)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information 	Public interest
Request for personnel data for the preparation of development plans and action plans to achieve the University's objectives. (all) (J)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Financial information - Employment information - Third party information - Assessment Data - Information on welfare and benefits 	Public interest
Assessment of work performance and adjustment for salary increase (A) (B) (C) (E) (G)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Employment information - Financial information - Assessment Data 	Contract Public interest
Automatic transmission of personnel data (all) (J)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Employment information 	Public interest

Activity Group	Personal data group	Data processing
Issuance of various reports from the CU-ERP system. (ALL)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Address and contact information - Financial information - Employment information - Assessment Data 	Public interest
Preparation of various orders by temporary lecturers, temporary talents, and foreign temporary workers. (D)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Financial information - Employment information - Information on welfare and benefits - supporting documents 	Contract Public interest
Data transfer to Chulalongkorn University Savings Cooperative (ALL)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Financial information - Employment information 	Consent Legal obligation
External executives (E) (F)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Employment information - Financial information 	Contract Public interest
Other income adjustments (A) (B)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Employment information - Financial information 	Public interest

Activity Group	Personal data group	Data processing
Chain of command (leave approval) Application: CUERP FIORI (ALL)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Employment information 	Public interest
Positions framework (E)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Employment information 	Public interest
Meetings of various committees in Human Resources Management Work Section (ALL)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Tests Data - Financial information - Employment information - Assessment Data - Information on welfare and benefits - Address and contact information - Health Information - Biometric data - supporting documents 	Public interest
Professional advancement (E (P))	<ul style="list-style-type: none"> - ID information - Identity data - History data - Financial information - Employment information - supporting documents 	Public interest
Creation of creditors data in the CUERP system for procurement (J)	<ul style="list-style-type: none"> - ID information - Identity data - History data - Financial information 	Legal obligation

Activity Group	Personal data group	Data processing
	- supporting documents	
Records of personnel affiliated with the Human Resource Management Office online phone directory Chulalongkorn University (A) (B) (C) (E) (P))	- ID information - Identity data - History data - Address and contact information	Legal interest
Records of personnel data affiliated with the Office of Human Resources Management who are just officially hired to start using the CU Lesspaper system. (A) (B) (C) (E) (P))	- ID information - Identity data - History data	Legal obligation
Survey of employment data for persons with disabilities in government agencies (ALL)	- ID information - Identity data - History data - Employment information - Address and contact information - supporting documents	Legal obligation
Joining the game, answering questions in HR News magazine (ALL) (J) (K) (L)	- ID information - Identity data - Address and contact information - Employment information	Legal interest

We will only process your personal data for the abovementioned purposes. In some cases, we may consider if we can process your personal information for other related reasons and not contravene or go beyond the original purposes. However, in the event that we are

required to process the information for other purposes that are not relevant to the original purposes, we will seek new consent for the use of the information for that new purpose.

E. Sharing Personal Data with Third Parties

We may be required to submit information to the following third parties in order to process information in accordance with our contractual or statutory responsibilities:

- Those who work with us or others, such as developers of information systems, who we have hired to process personal information in order to use your personal information for the purpose of enhancing our services.
- Providers of recruitment services and recruitment processes for the University hiring of personnel, security, background check, integrity and capabilities tests for information systems.
- Financial institutions such as Bank of Ayudhya, Krung Thai Bank, Siam Commercial Bank, Kasikorn Bank, Government Housing Bank, Government Savings Bank, TMBThanachart Bank, Islamic Bank of Thailand, Chulalongkorn University Savings Cooperative Limited, Krung Thai Asset Management Public Company Limited, etc.
- Government agencies such as Ministry of Labor, Department of Employment, Revenue Department, Social Security Office, Office of the Permanent Secretary, Ministry of Higher Education, Science, Research and Innovation, Cabinet Secretariat, Budget Office, Comptroller General's Department, The Government Pension Fund of Thailand, Ministry of Health, Ministry of Foreign Affairs, Passport Office, Immigration Bureau, Legal Execution Department, Ministry of Education, Ministry of Finance, Administrative Court of Thailand, Ministry of Interior, Office of the Welfare Promotion for Teachers and Educational Personnel, Department for Empowerment of Persons with Disabilities, The Treasury Department, etc.
- Higher Education Institutions under the Ministry of Higher Education, Science, Research and Innovation
- Insurance companies such as Thai Ocean Life Insurance Company Limited, Advance Life Insurance Public Company Limited, etc.
- Other necessary persons to enable us to operate and provide services to you, including to perform any tasks within the scope and objectives set forth in this Policy.

In the event that we use or transmit personal data to a third party, we will do only as necessary to use or transmit the information to the minimum possible and may consider using anonymization, and pseudonymization to ensure the security of the data. In case the data

processor is from outside of Chulalongkorn University, appropriate measures must be taken to protect personal data in accordance with this policy and we will not allow such third parties to use the data for any purpose other than those specified by us.

F. Cross-Border Data Transfer

We may need to send your personal data abroad such as for staff exchanges, to universities or other institutions abroad that are foreign exchange partners. In such cases, we will send your personal data overseas only if one of the following conditions is met:

- The destination country has been considered by the Data Controller Committee
a s
having adequate personal data protection
- The foreign entities receiving information are under the privacy protection policy and have been audited and certified by the The Office of the Personal Data Protection Committee
- The foreign agencies have put in place appropriate personal data protection measures that can enforce the rights of data subjects, including effective legal remedies in accordance with the rules and procedures announced by the Personal Data Protection Committee, such as: standard contract, Code of Conduct, Accredited Standards, etc.
- It is necessary for the exercise of statutory rights.
- Consented by you, provided that you are aware of the insufficient personal protection standards of the destination country or international organization receiving the personal data.
- It is necessary for the execution of the contract of which you are a party, or for the fulfilment of your request before entering into that contract.
- It is a contractual obligation between the University and another person or juristic person for your benefit.
- To prevent or suppress harm to the life, body or health of you or others when
y o u
are unable to give consent at that time.
- It is necessary to carry out the mission in the vital public interest.

G. Personal Data Protection and Security

We have established measures to ensure the security of your personal data. Our third-party data processor must comply with the instructions and agree to maintain the security of personal data, including limiting access to your personal data from personnel not involved in the processing of such personal data.

For details on data privacy protection standards, please visit <https://www.it.chula.ac.th/security-standards-pdpa/>.

H. Duration of Personal Data Storage

We will store personal data for the period necessary to fulfill the purposes of [Company]. The details are as put forth in the annexed table of time period for personnel personal data storage of Chulalongkorn University.

I. Personnel's Rights to Personal Data

You have the following rights to your personal data:

- Right to be Informed - You have the right to be informed on the details of the collection of your personal data.
- Right of Access - You can obtain a copy of your personal data and check whether we have processed your data in accordance with the law.
- Right to Data Portability - In the event that we have produced your personal data in a form that can be read or generally used by automated tools or devices, and can be used or disclosed in an automated way, you can request that your personal data be transmitted or transferred to another entity by automated means, or obtain your personal data that we transmitted or transferred directly to another entity, unless not possible technically.
- Right to Object - You can object to our processing of your personal data
 - According to public task or legitimate interest
 - For direct marketing purposes
 - For the purposes of scientific, historical or statistical research, unless it is necessary to fulfil our public interest mission.
- Right to Erasure - You can request that your personal data be erased, destroyed or de-identified in the following cases:
 - When the need for processing of personal data is exhausted;

- When you withdraw consent to the processing of personal data and we have no legal grounds to continue processing that personal data;
- Once you have objected to the processing of your personal data;
- When the personal data is unlawfully processed.
- Right to Restrict Processing - You may request that the use of your personal data be stopped in the following cases:
 - During the verification process of the requested correction of your personal data;
 - When the personal data needs to be deleted or destroyed, but you request to stop using it instead.
 - When the personal data is no longer required to be stored for its intended purpose, but you need it to be retained for the purposes of establishing legal claims, complying with or exercising legal claims, or using it to defend legal claims.
 - During the process of proving or investigating your request to exercise your Right to Object;
- Right to rectification - You can request correction of your personal data to maintain its accuracy, completion and up to date, if you find that your information is inaccurate, incomplete or out of date. We cannot review and correct it by ourselves.

In some cases, depending on the condition of the processing, we may not be able to accommodate your request, for example, it is necessary to fulfill our contractual or legal obligations. However, in the event that you have given your consent to the processing of personal data, you can withdraw that consent at any time by contacting the concerned department. We will end the processing of such data as soon as possible, but the withdrawal of consent will not result in the cancellation or revocation of the processing of personal data that has already been carried out.

Please be informed that we will record the tasks relating to your request for troubleshooting of any issues that arise. If you have any questions about the practical details of the privacy protection measures (you may refer to Thailand Data Protection Guidelines (TDPG3.0) at <https://www.law.chula.ac.th/event/9705/>).

If you wish to exercise any of the above rights or have a complaint regarding the processing of personal data, please contact the Office of Human Resources Management at Tel. 02-218-0158 (during working hours). We will process your request as soon as possible and in

accordance with the law. However, you have the right to complain about the failure of personal data protection under the law at the The Office of the Personal Data Protection Committee.

J. Policy Review and Update

This document is the Personal Data Protection Policy of Chulalongkorn University Personnel, last updated on [Publish Date]. We reserve the right to amend or append some parts of this Personal Data Protection Policy of Chulalongkorn University Personnel. In the event of important content changes, we will inform you through appropriate channels. You can also come in and check the changes to this privacy policy yourself.

Addendum

1. Timetable for Collection/Storage of Personal Data of Chulalongkorn University Personnel

is being updated. For more information, please contact Ms. Piyamarn Butrkaek,
Tel. 02-218-0158 e-Mail: Piyamarn.B @ chula.ac.th

