

Data Privacy Notice for Prospective Students

This Notice details policies and procedures regarding a collection, use, store and disclose (“Processor”) of the personal data in accordance with the Personal Data Protection Act B.E. 2562 (2019). This Notice applies to Prospective Students (“Prospective Students”). Please read the privacy notice (“Notice”) carefully to understand the University policies and procedures pertaining to the personal data.

1. Definition

“Personal Data” under this Notice refers to any information related to a person, which enables the identification of such person, whether directly or indirectly, including identifiable data such as number of national identification card, address, online information, any physical identity data, socio economical or cultural data.

“Prospective Students” refer to students or persons interested in studying at the University.

2. Personal Data Collected by the University

2.1. Personal Data of the Prospective Students

The University shall collect, use, disclose the personal data, as follows:

- First Name-Last Name
- Date of Birth
- Contact Address
- Photograph
- Name of Parents/Legal Guardian, including income details and information of contact person
- Name of Legal Guardian and income information
- Educational Background/Qualification and Reference Persons (if necessary)
- Records of any misconducts or criminal records
- Details of financial supports for studying at the University
- Details of academic records, attendance, school activities, communications with the University
- Work experience
- Curriculum vitae
- Work Permit (in case of non-Thai nationals)
- Any information deemed important and necessary for collection, use, process or disclosure
- Any information collected, used, processed or disclosed during communication before, after or during undertaking of tasks, student activities, alumni activities, student clubs or any university-related activities or services

Furthermore, the Prospective Students may be asked to provide additional information, as follows:

- Health data or disability data

- Nationality
- Gender
- Religion or other related information to confirm or certify the qualifications/attributes or for educational service-related matters

2.2. Special Category Personal Data

The University shall collect special category personal data in accordance with Section 26 of the Personal Data Protection Act B.E. 2562 (2019), pertaining to racial, ethnic origin, political opinions, cult, religious or philosophical beliefs, sexual behavior, criminal records, health data, disability, genetic data, biometric data or of any data. The University shall access, collect, use, disclose or control of the personal data with carefulness and in accordance with related laws/rules and regulations. In addition, the University shall notify the data subjects prior to or during the collection, use or disclosure of the special category personal data, for compliance with related laws.

2.3. Personal Data relating to criminal convictions and offences

The data subjects acknowledge that, in an event where criminal convictions and offences take place, be it civic or criminal offences or any other offences, the University reserves the right to collect or use information relating to criminal convictions and offences. The University shall carefully access, collect, use, disclose or control the Personal Data to the extent required by laws.

2.4. The University shall collect, process or use the personal data from external resources, as follows:

- Information from public sources such as information disclosed in social media or public media such as Facebook or LinkedIn or any information with names, professions or contact details or information received from parents or members of the family of the data subjects/Minors.
- Educational records or history collected/received from other educational institutes or from the University's records such as from admission process or from change of school/department

The University also wishes to inform the Prospective Students that, in order to protect and safeguard the security of the data subjects and to protect the interests of the University, the University has set up a closed-circuit television system ("CCTV") to ensure and safeguard the safety on the premises of the University. In this regard, the University or Service Providers outsourced by the University shall collect, use or process information from your still pictures or motion pictures or personal data when being present on the premises of the University.

3. Personal Data Processed by the University

The University shall collect, use, disclose and process the personal data of the data subjects collected directly from the data subjects or from the external sources as described in Item 2.

In some cases, the University may request additional information from the data subjects, in order for the University to carry out contractual obligations or any other requests. The University shall notify the data subjects when such needs arise. In this regard, failure to provide required information may result in a termination of contract or the University may be unable to carry out related requests by the data subjects.

The University reaches/acquires a decision making process via computational systems or artificial intelligence in some cases, such as for data relating to grades and assessment for student admissions or for consideration of financial aid requests, for scholarships, student loans or any other forms of assistance. Further information may be requested from the Data Protection Office (DPO)

4. Purpose and Legal Obligations to Process the Personal Data

The University shall collect, use, process or disclose the personal data for purposes related to the University's business and for the benefit of arrangement of teaching and learning for the data subjects, including provision of scholarships and other related-services (such as dormitory services, internet connectivity services, job finding and application, academic transcript and library services), including but not limited to the following purposes.

- To consider and propose information relating to academic programs and instructions.
- To submit reports and data as required by laws to related-government agencies.
- To administer academic programs and provide services as requested by the data subjects, including services relating to health and financial aids.
- To follow up or acquire popular courses/subjects.
- To report data and statistics pertaining to applications and admissions of the Prospective Students to the media appropriately.
- To confirm identity.
- To prepare the University for emergency situations.
- To implement related policies and related laws.

The University has legal basis to process the collected personal data in order to offer services, as follows:

- To select and admit applicants to study at the University.
- To lawfully carry out University-related businesses, administration of teaching and learning and instructions for students, including administrative duties of the University and academic programs ethically, morally and appropriately.
- To comply with related-laws and rules and regulations of the University.
- To carry out obligations between the University and Prospective Students in regards to applications and admissions to the University and an offer and acceptance to

academic programs of the University, including offers of scholarships or university services.

- To carry out or undertake public services.

The University may have to process the personal data in order to comply with the laws. In case of the special category personal data pertaining to (1) racial, ethnic origin, political opinions, cult, religious or philosophical beliefs, trade union data (2) biometric data and genetic data and (3) health data and sexual behavior, the University is obliged to analyze the personal data whether or not (i) the University receives the consent of related data subjects to proceed; (ii) the University is required by law to process the personal data; or (iii) the University is to protect the interests of the University.

The Prospective Students may request for further information from the Data Protection Officer (“DPO”) when the University processes sensitive data with the Prospective Students' given consent. The data subjects may withdraw their consent at any time under the terms and conditions as specified by the University by contacting the DPO. In the event where the consent is withdrawn, the University may process the personal data as required by law or as to protect the interests of the University. However, when there is a withdrawal of consent, the University shall inform the Prospective Students accordingly which information is to be processed as required by laws or as to protect the interests of the University.

In addition, the University shall process the personal data for other purposes, including for historical research, statistics or science for archives, and for public interest. When possible, for these purposes, the University shall avoid using any identifiable data or the University shall limit the use of the personal data for research purposes or for collecting secondary data, including the use of pseudonymization, in order to avoid a violation of personal data.

5. Receiver of the Personal Data

The University realizes a significance of an assurance of confidentiality of the personal data and assures a limit of access of the personal data to only those with related-duties, personnel and staff of the University and third-party service providers who are affiliated with the University. The University shall disclose and share only necessary information in order to process information related to service offering and to protect the interests of the University, and the University hereby agrees to protect the personal data from any unauthorized access. The Prospective Students may contact the DPO for further information pertaining to the third party service providers to whom the personal data is disclosed. The University may disclose the data subjects' contact details as listed to other university personnel and the general public. However, the data subjects are entitled to request for a deletion of their personal data under the terms and conditions and within a period as specified by the University.

The University shall disclose the personal data to other universities or affiliated offices for related-university business and activity, travel arrangement, or activity coordination, professional affiliations and research. The University may also disclose the personal data to government agencies related to immigration, tax and revenue, national security and crime, or any other activities required by laws.

The Prospective Students agree to give consent to the University to disclose or transfer the personal information to affiliates or alliances and business partners of the University in order for business operation, compliance of policies, and legitimate interest of the University, including any other cases announced by the University on a case by case basis.

6. Transfer of the Personal Data to the Third Country

The University may transfer the personal data to the Third Country for research purposes, as deemed necessary. The data subjects agree to a transfer of the personal data to countries outside of Thailand or to affiliated persons or offices or under the jurisdiction of other countries whether or not the personal data protection laws of those countries meet the legal standards of Thailand. The University shall proceed with any appropriate procedures which have the same standards applicable in Thailand for personal data protection.

7. Data Retention Period

The University shall collect the personal data as required and as necessary during the period required by law. The data subjects may contact the DPO of the University to check the data retention period.

8. The Rights to Personal Data

At any time, the Prospective Students have the rights to the personal data, as follows:

- Rights to access the personal data
- Rights to request to edit inaccurate/ incomplete personal data
- Rights to know/inquire about the receiver of the personal data
- When possible and applicable, the rights to know about the data retention period.
OR in the event when it is not possible, the rights to information about the requirements for data retention period
- Rights to request for a deletion of the personal data per case-by-case basis, for example, when it is deemed unnecessary to store and retain the information to meet the requirement of data retention or in the event when there is a withdrawal of consent for the collected personal data, or an objection to the process of the collected personal data
- Rights to a limit to the process of the personal data in the event when the personal data is inaccurate, or when the data subjects are entitled to request for a deletion of their personal data but wish to limit the processor of the personal data instead, or

in the event when it is deemed unnecessary for the University to retain the personal data as it served the purpose for data retention but still required for the purpose related to legal investigation/obligation

- Rights to request for a copy of the personal data in electronic forms in an intelligible format, which you may forward to the 3rd party directly or you may request the University to forward such information
- Rights to object to the analysis of the personal data
- Rights to object to the use of personal data when it is an automated decision carried out by the computer. In this regard, the use of the personal data owner's rights shall be in accordance with related rules and regulations, announcements as issued and specified by the University and pursuant to related laws pertaining to Personal Data Protection.

In order to exercise the rights to the personal data as prescribed above, the Prospective Students are required to submit a request in writing to the DPO of the University, as detailed in Item 9, as follows:

9. Data Protection Officer

If the Prospective Students wish to make a request to any of the items listed in Item 8 or to request further information related to the collection, use or disclosure of the personal data collection, they may contact the DPO as detailed below.

The Data Protection Officer
The Committee for Personal Data Protection of Bangkok University
Address: 9/1 Phahonyothin Road, Klong Nueng Sub-district, Klong Luang District,
Pathum Thani Province 12120
Tel: 02 407 3888
Email: pdpc@bu.ac.th

10. A Withdrawal of Consent

If the Prospective Students no longer allow the University to collect, use, process or disclose the personal data, they may withdraw their consent by submitting a request for a withdrawal of consent to the DPO of the University.

A withdrawal of consent must be carried out under the terms and conditions of related rules and regulations, announcements pertaining to the personal data protection policies and procedures as determined/specified by the University.