

Data Privacy Notice for 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 Students (“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.

“Students” refers to a person or persons who are studying in any programs offered by the University at the undergraduate degree, master’s degree or doctoral degree programs including exchange students, scholarship recipients and any person or persons who attend any training or workshop organized by the University.

2. Personal Data Collected by the University

2.1 Personal Data of the Students

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

- Name-Last Name
- Date of Birth
- Contact Address
- Contact Phone Number
- Photograph
- Name of Father and Mother or Contact Persons and Income Details
- Name of Legal Guardian and Income Details
- Education history including details of referees (if necessary)
- Records of any misconduct deemed significant by the University including criminal records
- Details of Financial Support/Available Source of Financial Support
- Grade, academic records, class attendance or participation history during or after the studying period including records of contact and activities undertaken at the University, to be used as identifiable information.
- Work experience
- Curriculum Vitae
- Work Permit (for non-Thais)

- Any information or records deemed important by the University to collect, use, disclose or process
- Registration Information
- Any information the University has collected, processed, received, or disclosed when communicating with the data subjects either before or during their studies at the University, including any participation in student activities or any activities carried out by alumni or affiliated bodies or when rendering assistance to or using any services of the University

Furthermore, the University may request for the following additional information.

- Health data and disability
- Nationality
- Gender
- Religion or any other data which may be used to identify or certify your qualification or to offer as educational service of the University

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 before or during their time at the University, 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:

- Any 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 member of the family of the data subjects/Minors

- Any information received from others such as information related to the data subjects from records of notifications, warnings, or complaints from other students or university personnel
- Any information collated from journals, published research articles in professional organization or in other formats, which the Students were presenters of such articles
- Any information about the educational history collated from other educational institutions or from previous records collated and kept at the University (from admissions of new students, change of study major and school)

The University hereby wishes to inform the data subjects 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 out-sourced 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, for safety of the University and other data subjects.

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 3.

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 the 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 manage and determine academic programs that match your interest.

- 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 administer a degree plan of study.
- To use as identifiable information.
- To prepare the University for emergency situations
- To implement the University's rules and regulations and comply with related-laws.
- To issue an invoice, collect outstanding debts, return a refund and receive a payment.
- To acquire required software and computer programs/applications.
- To arrange services for incoming-outgoing international travels, for example, to pursue further studies or carry out research studies.
- To offer computer services, internet connectivity and related-services.
- To administer the admissions process for international programs.
- To offer services relating to online teaching and learning and related-services.
- To provide service and support for internal research study carried out by the University
- To plan for orientations, farewell ceremonies and any other related-services.
- To coordinate and facilitate functions such as seminars, training or workshops.
- To provide assistance and support for student's activities.
- To provide assistance and support for student's job recruitment and employment.

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

- To protect or abort any danger/harm to life, body or health of any individuals.
- To carry out, as legally obliged, the University's business, teaching and learning and related-services to students, including the administrative duties of the University and academic programs effectively, ethically and appropriately.
- To comply with related laws, and the rules and regulations of the University.
- To carry out promises and agreements between the Students and the University made during the admissions/registration, including an acceptance/admittance of the Students to the University, assistance provided in a form of scholarship or financial aids or any services rendered to the Students by the University.
- To carry out any public services by the University.

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 data subjects may request for further information from the Data Protection Officer (“DPO”) when the University processes sensitive data with the data subjects' 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 data subjects 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

In case the father/mother or parents of the Students/Data Subjects requests for the information of the Student from the University, the University may provide the educational records or related-documents, provided that the identity of the father/mother/parents or legal guardian is verified, with appropriate identity verification measures put in place by the University.

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 data subjects may contact the DPO for further information pertaining to the 3rd 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.

In addition, the data subjects agree with 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 from time to time.

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 data subjects have the rights to the personal data, as follows:

- Rights to know about the purpose for collection, use, process or disclosure of the personal data
- Rights to know about types of information related to the 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 access the personal data and to request to edit inaccurate or incomplete information
- Rights to request to edit inaccurate/ incomplete personal data
- Rights to know/inquire about the receiver of the personal data

- Rights to request for a copy of the personal data in electronic forms in an intelligent 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 for marketing purposes or any other purposes
- 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 appeal to the Data Protection Officer when suspecting of a breach to the personal data

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 data subjects are required to submit a request in writing to the DPO of the University, as detailed in Item 9.

9. Data Protection Officer

If the data subjects 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 data subjects 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.