



Assumption University Announcement

No.9/2021

Subject: Personal Data Protection Policy B.E. 2564

The collection, use, processing, or disclosure of personal data are basic activities the University needs to undertake. Such activities include student recruitment, teaching and learning, employment of personnel, research, academic service, and other activities related to students, alumni, and participants of those activities. To assure that the personal data collected, used, processed, or disclosed by the University is effectively protected, the University is obliged to take responsibility in the protection of all data collected and processed in accordance with the Personal Data Protection Act B.E. 2562.

The President - Rector Magnificus of Assumption University, empowered under the provisions in Article 43 of the Private Higher Education Institutions Act B.E. 2546 Amendment (No. 2) B.E. 2550 has thus issued the following Personal Data Protection Policy:

No.1 In this announcement

“University”	means	Assumption University
“President - Rector Magnificus”	means	President - Rector Magnificus of Assumption University
“Committee”	means	Assumption University Personal Data Protection Committee
“Unit”	means	Faculty, School, Program/Department, Institute, University’s office
“Supervisor”	means	Vice President, Dean, Director, Program Director, Chairperson, or equivalent positions
“Data controller and processor”	means	Instructors or staff responsible for personal data processing as assigned by the supervisor
“Personnel”	means	Personnel who receive wages from the University, both monthly and performance-based wages
“Data subject”	means	Students, personnel, alumni, general public including anyone acting on behalf of minors, incompetent and quasi-incompetent persons
“Personal data”	means	Any information relating to a person who can be identified, directly or indirectly, but excluding specific information of a deceased

No. 2 This announcement will be effective from the day following the announcement date.

No. 3 The purposes for storing, collecting, using, processing or disclosing personal data are to:

3.1 Operate University’s affairs, to provide educational services, educational management, research, academic services, knowledge-enhancing activities and experience, statistical preparation or other electronic services under the University’s mission.

3.2 Comply with applicable laws or regulations both currently valid and which will be amended or added in the future.

3.3 Gain the benefit from management services, including services or welfare for the personal data subject.

3.4 Benefit the public interest and for the legitimate interests of the University.

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No. 4 There will be a Personal Data Protection and Protection Committee consisting of the Vice-President for Information and Communication Technology, being the Chief Executive of at least three but not more than five persons, as members and Director of the Office of Information Technology Services being a member and secretary.

The Committee according to the first paragraph has the following authorities and duties:

4.1 Propose measures for the processing of personal data, protect personal rights, information security, and protection of personal data.

4.2 Establish guidelines for measures.

4.3 Analyze and offer opinions to the President if there is a problem with the application of the personal information protection practice.

No. 5 Policy for Processing Personal Data

5.1 Personal Data Collection and Record

(1) The consent of the data is required from the personal data subject and inform the purpose of collecting personal data, including their use, to the personal data subject clearly before collecting the data.

(2) Personal information, regarding race, race, political opinion, beliefs in a creed, religion, or philosophy, sexual behavior, criminal record, health data, disability, trade union information, genetic data, biometrics, or any other data that affects the personal data subject, must meet the exceptions by law on Personal Data Protection Act B.E. 2562 and other relevant laws or with the consent from the personal data subject directly.

(3) Supervisors are prohibited from collecting personal data from other sources than the personal data subject, except for the need on the operation of the agency. The personal data subject must be notified within 30 days starting from the date of collection, and the personal data must be obtained with the consent from the personal data subject.

5.2 Collection of Personal Data is undertaken to:

(1) Determine any preventive measures as appropriate in order to prevent unauthorized access, alteration, transfer, loss or destruction.

(2) Provide a system for keeping personal data safely both digitally and physically.

5.3 Use of Personal Data

(1) Should there be the use of personal data for other purposes apart from the ones mentioned in No. 3, the University will inform the Data Subject and provide the channel for the Data Subject to request cancellation.

(2) The use of personal data between units is considered to be used for operation in the affairs of the University in accordance with No. 4.1

5.4 Process of Disseminating Personal Data

(1) The University will keep personal data confidential and not disclose the personal data collected unless for the processing of the personal data by the Data Subject or for the benefit of the Data Subject.

(2) The University may disclose personal data to third parties in the following cases:

(a) It is defined under the Personal Data Protection Act B.E. 2562 or related laws.

(b) It improves the quality of services for the benefit of the Data Subject. The University must notify the Data Subject in advance. The Data Subject has the right to cancellation later.

5.5 Process of Storing Personal Data

Personal data that must be stored permanently will be kept as a backup to ensure operational efficiency, with standardized procedures and sufficient security in processing the backup personal data.

5.6 Process of Destroying Personal Data

The Personal Data Protection Committee sets methods and verifies that the personal data that are destroyed cannot be recovered for use later.

No. 6 The Data Subject possesses the following rights.

6.1 The right to access his/her personal data collected by the University, as well as the right to obtain a copy of such data from the University.

6.2 The right to rectify or change personal data to be accurate, complete and up-to-date under the university regulations.

6.3 The right to ask the University to delete or destroy personal data collected unless such actions are against the law or may cause adverse effects and damages to the University.

6.4 The right to ask the university to suspend the use of personal data unless such action is against the law or may cause adverse effects and damages to the University.

6.5 The right to ask the University to send or transfer personal data to third parties unless such actions are against the law or may cause adverse effects and damages to the University.

6.6 The right to object to the use, collection, storage, and disclosure of personal data that is used, collected, stored, and disclosed for other purposes unless such actions are against the law or may cause adverse effects and damages to the University.

The use of personal data must be exercised under the University's rules, regulations, and announcements in accordance with the Personal Data Protection Act B.E. 2562 as well as the University's Personal Data Protection Policy and other guidelines as specified by the University.

No. 7 Personal Data Retention

The University shall retain personal data of the data subject with the minimum duration as required by law or as deemed necessary.

No. 8 Contact

The University places great importance on the protection of personal data and therefore has established the systems for data collection, usage, and disclosure for all data subjects. Nonetheless, some systems may have limitations, for instance, Cloud or Cookies, etc. Suggestions on future improvements or misuse of personal data found can be directed to the Office of Information Technology Services, Assumption University of Thailand.

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Announced on April 16, 2021

Rev. Bro. Bancha Saenghiran, f.s.g., Ph.D.

Rev. Bro. Bancha Saenghiran, f.s.g., Ph.D.
President - Rector Magnificus

N.B.: In case legal interpretation is needed, the original Thai version shall be in use.

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Office of Human Resources Management 