



Notification of Khon Kaen University

(No. 1431/2565)

Subject: Personal Data Protection Policy

Whereas the collection, use, exchange, or disclosure of personal data related to the operations conducted in accordance with the objectives of Khon Kaen University, it is necessary to establish measures for the protection of such data to prevent violations of individuals' privacy rights, which may cause distress, inconvenience, or damage to data subjects, while maintaining the necessity of utilizing personal data in accordance with the purposes of its collection. Thus, it is deemed appropriate to prescribe the Personal Data Protection Policy of Khon Kaen University.

By virtue of Section 37 (1) of the Khon Kaen University Act B.E. 2558 (2015) and Clause 12 of the Khon Kaen University Regulations on Personal Data Protection B.E. 2565 (2022), with the approval of the University Executive Committee in the meeting No. 10/2565 held on 23 May B.E. 2565 (2022), the Notification is hereby issued as follows:

Clause 1: This Notification shall be referred to as "Notification of Khon Kaen University (No. 1431/2565) Subject: Personal Data Protection Policy".

Clause 2: This Notification shall come into force from now onwards.

Clause 3: In this Notification:

"University" means Khon Kaen University.

"Personal Data" means information relating to a person, collected by the University, which is capable of identifying that person directly or indirectly. It does not include information relating specifically to deceased persons.

Clause 4: To demonstrate the intention, methods, and measures for personal data protection, the University prescribes the Personal Data Protection Policy as detailed in the annex to this Notification.

Clause 5: All divisions or units within the University shall display this Personal Data Protection Policy, as attached to this Notification, to data subjects before or at the time of personal data collection, by an appropriate method, for example, by posting a public notice, notifying via the data collection website, or including a notice in service contracts, registration forms, or other related activities where personal data is collected.

Clause 6: The President of Khon Kaen University shall be responsible for the enforcement of this Notification. In the event of any problems relating to the implementation or interpretation of this Notification, the decision of the President shall be final.

Issued on 1 June 2022 (B.E. 2565)

(Associate Professor Chanchai Panthongviriyakul, M.D.)

President of Khon Kaen University

Privacy Protection Policy

Khon Kaen University

This policy describes how the university handles personal data, including the collection, use, or disclosure of personal data, under the principles of personal data protection so as to prevent violation of an individual's privacy rights, which may cause disturbance or damage to data subjects, while preserving the necessity of using personal data for the objectives of its collection.

Respect for Privacy Right

Clause 1: The university respects and attaches great importance to privacy rights and the protection of personal data. The university recognizes that users of educational services, academic promotion and application, higher professional and academic development, research, development and transfer of technology, provision of academic and professional services to society, and preservation of art and culture in accordance with the university's mission, or any other university services, have the intention to receive protection of their personal data as well as security in utilizing the university's services.

Clause 2: Personal data received by the university, such as name, age, address, telephone number, identification number, financial information, etc., which can identify the data subject, will be used only for purposes related to the university's operations. The university will implement stringent security measures and prevent unauthorized use of personal data.

Limited Collection of Personal Data

Clause 3: The university will collect personal data only as necessary, within the powers, duties, and objectives of the university's operations as prescribed by law or as permitted under Section 24 of the Official Information Act B.E. 2540 (1997). If the university wishes to use personal data for any other purposes, it will inform the data subject and request

their consent unless such action is permitted by law, rule, order, or announcement to be performed without the data subject's prior consent.

Clause 4: In collecting and retaining personal data, the University shall use lawful and fair methods of collection and storage and shall collect and retain personal data only to the extent necessary for the University's operations, for the provision of electronic transactions, or for any other electronic services solely in accordance with the objectives of the University.

Clause 5: The University shall obtain consent from the data subject prior to collecting personal data, except in the following cases:

- (1) For the preparation of historical or archival documents of the University;
- (2) For research or statistical purposes, provided that such actions are in accordance with ethical standards for human research;
- (3) To prevent or suppress danger to the life, body, or health of any person;
- (4) For the execution or performance of a contract between the University and the data subject, such as the employment of personnel, academic management for students, or other actions necessary to achieve the objectives of the University in terms of education management, research, development and technology transfer, academic and professional services to society, or the preservation of arts and culture;
- (5) For compliance with the University's applicable laws.

Clause 6: The University shall not collect personal data regarding race, ethnicity, political opinions, religious or philosophical beliefs, sexual behavior, criminal records, health information, disabilities, genetic or biometric data, or any other information which may cause harm, disrepute, or result in feelings of unfair discrimination or inequality to any individual, except in the following cases:

- (1) Consent has been obtained from the data subject;
- (2) As required by law;
- (3) For the benefit of the data subject when obtaining consent is not possible at that time;
- (4) For the benefit of life, health, or safety;
- (5) For the purposes of education, research, or statistics.

Clause 7: The University may combine personal data with personal data obtained from other sources only when necessary and with the consent of the data subject, or when consent has been given by the other sources for data sharing with Khon Kaen University.

Purpose of Personal Data Collection

Clause 8: The University collects personal data for the purposes of its operations, education, research, or statistics in accordance with the objectives of the University's activities, and to improve the quality of its services whether provided by conventional means or through electronic methods for greater efficiency.

Clause 9: If there is any subsequent change in the purpose of personal data collection, the University shall notify the data subject and obtain new consent for such purposes.

Clause 10: In cases where the University collects, stores, uses, or discloses personal data for purposes other than those specified, the data subject shall have the right to privacy of their personal data and may choose whether the University is allowed to collect, store, use, or disclose such personal data or not.

Clause 11: For the purposes of analyzing and monitoring the provision of electronic services, the use of the University's website or any other online system, as well as for the purposes of audit trails in the event of service issues, including compliance with the Computer Crime Act and the Cybersecurity Act, the University shall automatically collect website access log files containing at least the following information:

- (1) IP Address
- (2) Type of browser

Moreover, the University utilizes the services of external agencies for the collection of website access logs as required by law, in cases where the University employs external agencies to provide website services.

Clause 12: For the purposes of maintaining security and safeguarding the life, health, and property of university personnel, service users of the University, and members of the public who access university premises, the University may collect data for such purposes, which may be linked to personal identification. The collection shall be conducted through appropriate means, such as closed-circuit television (CCTV), image and audio processing, and storage in electronic formats. Such data shall be used by the University in a limited and necessary manner pursuant to the objectives or as required by law, including processing to improve the efficiency of service delivery.

Clause 13: The University shall not perform any actions other than those specified in the purposes of data collection, except in the following cases:

- (1) A new purpose has been notified or consent from the data subject has been obtained;
- (2) As required by law.

Limited Use of Personal Data

Clause 14: The University shall use or disclose personal data only for the purposes of the University.

Clause 15: The University shall ensure that its personnel do not disclose, display, or otherwise reveal personal data beyond the specified purposes or to external parties, except in the following cases:

- (1) As required by law;
- (2) With the consent of the data subject;
- (3) For the benefit of the life, health, or safety of the data subject or other service users;
- (4) For the benefit of an investigation by law enforcement officers or for judicial proceedings;
- (5) For the benefit of education, research, or statistical purposes.

Clause 16: In certain cases, the University may permit individuals or other entities to access or use personal data only to the extent necessary and in accordance with the purposes and authority of the University.

Security Measures

Clause 17: The University recognizes the importance of personal data security and, therefore, implements appropriate security measures to safeguard personal data. Such measures are consistent with the confidentiality of personal data in order to prevent loss, unauthorized access, destruction, use, alteration, modification, or disclosure of personal data without authority or in violation of the law. These measures shall be in accordance with the University's information security policy and practices.

Clause 18: In the event that a data subject wishes to access their personal data, they may submit a request in accordance with the criteria and procedures prescribed by the University. Upon receipt of such a request, the University shall promptly inform the data subject of the existence or details of such personal data within a reasonable period of time.

Clause 19: If a data subject considers that any of their personal data held by the University is inaccurate, they may notify the University to have such data rectified, amended, or deleted. In such cases, the University shall record the objection and any actions taken regarding the collection, accuracy, or other handling of such personal data as supporting evidence.

Clause 20: A data subject has the right to inspect the existence and nature of their personal data, the purposes for which such data is used, and the location where the University operates. In addition, the data subject has the following rights:

- (1) To request a copy or a certified copy of their personal data;
- (2) To request that their personal data be corrected or amended to ensure accuracy and completeness;
- (3) To request the suspension of the use or disclosure of their personal data;
- (4) To request the deletion or destruction of their personal data;
- (5) To request disclosure of the source of their personal data in the event that the data subject did not consent to such collection or retention.

However, the University may refuse to grant these rights where required by law or in cases where the personal data has been anonymized and can no longer be used to identify the data subject.

Linking of Personal Data with Other Persons or Entities

Clause 21: The University may link personal data with other persons or entities. The University will notify the data subject in advance and obtain their consent prior to such linkage, providing at least the following details:

- (1) The persons or entities with whom personal data will be linked;
- (2) The purpose of linking the personal data;
- (3) The method of linking the personal data;
- (4) The personal data to be linked.

Clause 22: When linking personal data with other persons or entities, the University shall clearly identify the data collector and the persons entitled to the collected data, so that the data subject is duly informed. In addition, the University shall maintain records of the data linkage for reference.

Clause 23: If there are any changes to the data linkage, the University will notify the data subject of such changes and obtain their consent prior to implementation.

Amendment of Personal Data Policy

Clause 24: The University may update this Personal Data Policy from time to time to reflect changes in services, University operations, or feedback from data subjects. The University will announce such changes clearly in advance or may directly notify the data subjects.

Clause 25: For further information regarding this Personal Data Policy and practices, please refer to this Policy document. If you have any additional questions, please contact the University at [contact details].

Legal Affairs Division,
Khon Kaen University
123 Mittraphap Road, Nai Mueang Sub-district, Mueang Khon Kaen District,
Khon Kaen Province 40002
Telephone: 0-4300-9700
Website: <https://www.kku.ac.th/>