



## Notification of Khon Kaen University

(No. 3088/2566)

### **Subject: Personal Data Protection for Employees of Khon Kaen University (KKU Privacy Notice for Employees)**

Khon Kaen University recognizes and places great importance on the protection of personal data of its employees and strictly adheres to respecting the privacy rights of its employees. Therefore, Khon Kaen University has prepared this Announcement on Personal Data Protection for Employees of Khon Kaen University (KKU Privacy Notice for Employees) to inform employees and ensure they understand the details related to the collection, use, deletion, destruction, and disclosure of their personal data, both through online and other channels, as stipulated by the Personal Data Protection Act, B.E. 2562 (2019).

By virtue of Section 37 (1) of the Khon Kaen University Act, B.E. 2558 (2015), Section 23 of the Personal Data Protection Act, B.E. 2562 (2019), and Clause 4 of the Khon Kaen University Regulations on Personal Data Protection, B.E. 2565 (2022), combined with the resolution of the Khon Kaen University Personal Data Control Committee meeting No. 4/2566 on December 7, B.E. 2566 (2023), this announcement is hereby issued as follows:

**Clause 1.** This announcement shall be called the "Announcement of Khon Kaen University (No. 3088/2566) Re: Personal Data Protection for Employees of Khon Kaen University (KKU Privacy Notice for Employees)".

**Clause 2.** This announcement shall come into force from the day following the date of its publication.

**Clause 3.** In this announcement:

"University" means Khon Kaen University.

"President" means the President of Khon Kaen University.

"Personal Data" means information relating to a person which enables the identification of such person, whether directly or indirectly, but not including the information of the deceased in particular.

"Employee of the University" means an employee of the University under the Khon Kaen University Regulations on Personnel Administration, B.E. 2565 (2022).

"Data Subject" means an employee of the University, and shall also include other individuals whose personal data is collected by the University, such as service recipients, service providers, business partners, product users, committee members, members of sub-committees, authorized persons, representatives, agents, shareholders, job applicants, family members of employees, guarantors, beneficiaries in legal transactions, and visitors or users of the website <https://www.kku.ac.th/> and its subdomains, including application systems, devices, or other communication channels controlled by the University.

"Processing of Personal Data" means the collection, use, exchange, or disclosure of personal data.

#### **Clause 4. Purposes for the Collection, Use, and Disclosure of Personal Data**

The University will collect, use, and disclose personal data for several purposes, which depend on the type of service or activity for which the data subject's personal data is processed, as well as the nature of the data subject's relationship with the University, or other considerations in each context. The University will collect, use, and disclose personal data only as necessary and in accordance with lawful purposes that have been communicated to the data subject before or at the time of data processing. The purposes are as follows:

(1) To carry out missions assigned to the University or to exercise legal authority that the University is obliged to perform under the Khon Kaen University Act, B.E. 2558 (2015), and related laws, rules, regulations, orders, or announcements, such as for managing education, promoting the application and development of advanced academic and professional fields, teaching, researching, developing and transferring technology, providing academic and professional services to society, and preserving arts and culture.

(2) To verify or authenticate the identity of the data subject when providing or receiving services from the University.

(3) To analyze, improve, and develop the quality of the University's services, or for conducting research or academic services.

(4) To carry out internal management within the University, including recruitment, selection for various positions, management of welfare and benefits, human resources management, financial and treasury management, security of buildings, premises, and assets, and management of various activities or projects, in accordance with the Khon Kaen University Act, B.E. 2558 (2015), and related laws, rules, regulations, orders, or announcements.

(5) For public relations of activities or projects of the University or those in collaboration with other organizations, or for the communication of University information.

(6) To control internal operations to comply with laws, rules, regulations, orders, or related announcements; for compliance with applicable laws, rules, regulations, orders, or announcements; for legal proceedings, disciplinary actions, ethical and professional conduct matters, or liability claims; and to fulfill the University's duties to other government agencies with legal authority.

#### **Clause 5. Personal Data Collected by the University**

The University may collect or obtain the following data, which may include the personal data of the data subject. This depends on the services the data subject uses or the context of the relationship the data subject has with the University, as well as other considerations affecting the processing of personal data. The personal data that the University collects includes:

(1) Personal Identifiers: Data that identifies the data subject or data from official documents specifying the data subject's identity, such as title, first name, last name, middle name, nickname, signature, national ID card number, passport number, driver's license number, social security number or insurance number, taxpayer ID number, nationality, and household registration information.

(2) Personal Characteristics: Detailed information about the data subject, such as date of birth, gender, weight, height, age, marital status, military service status, photograph, domicile, education, and family members.

(3) Contact Information: Data for contacting the data subject, such as home phone number, mobile phone number, fax number, email, registered address, current address, social media username, and location map of residence.

(4) Work-related Information: Detailed information about employment, including work history, such as type of employee at the University, employment type, employment contract,

occupation, rank, position, duties, expertise, references, position history, work history, salary, salary promotions, position allowance, other remuneration, start date, resignation date, date of termination of employment, performance evaluation results, welfare and benefits, achievements, and bank account number.

(5) Insurance Policy Information: Detailed information about insurance policies, such as the insurer, the insured, the beneficiary, policy number, type of policy, premium, coverage amount, and claim information.

(6) Social Relationship Information: Detailed information about the data subject's social relationships, such as political status, political positions held, committee memberships, and status as a stakeholder in business conducted with the University.

(7) University Service Usage Information: Detailed information about the use of the University's various service systems, such as username, password, PIN, IP address, device number, Single Sign-on (SSO ID) data, OTP, computer traffic data, location data, photographs, videos, audio recordings, behavioral data on website or application usage, search history, cookies or similar technologies, connection details, browser language, and operating system used.

(8) Sensitive Personal Data: Sensitive information of the data subject, such as race, ethnicity, political opinions, beliefs in a creed, religion, or philosophy, sexual behavior, criminal records, health data, disability, mental health data, labor union data, genetic data, biometric data, or any other data that affects the data subject in a similar manner. The collection of sensitive personal data requires explicit consent from the employee at the University or must be in accordance with legal requirements.

#### **Clause 6. Personal Data of Minors, Incompetent Persons, and Quasi-Incompetent Persons**

The University will not collect personal data of a data subject who is a minor, an incompetent person, or a quasi-incompetent person until consent has been obtained from the person exercising parental power, the guardian, or the curator, as the case may be, in accordance with the conditions prescribed by law.

In the event that the University was not previously aware that the data subject is a minor, an incompetent person, or a quasi-incompetent person and later discovers that it has collected such data without having obtained consent from the person exercising parental power, the guardian, or the curator, the University will promptly delete or destroy that personal data, unless there is another lawful basis other than consent for the collection, use, or disclosure of such data.

**Clause 7. Retention Period of Personal Data**

The University will retain the personal data of the data subject for a period only as long as the data is necessary according to law, rules, regulations, orders, and announcements that the University must comply with, or for the purposes of collecting the data. When the retention period expires and the personal data of the data subject is no longer necessary according to the law, rules, regulations, orders, and announcements of the University, or the aforementioned purposes, the University will proceed to delete or destroy the personal data of the data subject or make the personal data of the data subject unidentifiable, in accordance with the criteria and methods prescribed by law.

However, in the event of a dispute, legal claim, or lawsuit concerning rights or duties, employment, or employment contract, or other cases where it is necessary to use rights in court, it is considered that the University has a necessity to retain the personal data. The University therefore reserves the right to retain that data until the dispute, claim, or lawsuit has been finally ordered or adjudicated, including for the purpose of complying with such final order or judgment.

**Clause 8. Disclosure of Personal Data**

The University may disclose the personal data it has collected for the purposes stated in this announcement to other agencies or individuals based on the University's authority, as follows:

(1) Government agencies or authorized bodies to which the University must disclose personal data for the purpose of legal compliance, public interest, law enforcement, or other important purposes, such as the Cabinet, Cabinet resolutions, the responsible Minister, the Department of Provincial Administration, the Revenue Department, the Royal Thai Police, the Court, the Office of the Attorney General, the Department of Disease Control, Ministries or various departments, and the Student Loan Fund.

(2) Various committees involved in the implementation according to laws, rules, regulations, orders, and announcements of the University.

(3) Counterparties involved in welfare and benefits, procurement, or other related matters.

(4) Business partners who work with the University for the benefit of providing services to the data subject, such as organizations or service providers that the data subject contacts through the University's services, advertising media, financial institutions, platform providers, and telecommunication service providers.

(5) Those to whom the University assigns services on its behalf or who support the University's operations, such as data storage service providers, software and application developers, website developers, document delivery service providers, payment service providers, internet service providers, telephone service providers, Digital ID service providers, social media service providers, external consultants, transportation service providers, and other service providers.

(6) Public disclosure, such as actions required by the University to be published in the Royal Gazette.

(7) Other types of data recipients, such as contacts, family members, non-profit foundations, temples, hospitals, educational institutions, or other agencies, for the purpose of matters related to the University's services, training, receiving awards, making merit, and donations.

The University will disclose personal data to the agencies or individuals specified above only within a general framework for the disclosure of the University's personal data. Only agencies or individuals related to the products or services that the data subject uses or has a relationship with will be involved.

#### **Clause 9. Rights of the Data Subject**

The data subject has legal rights that can be exercised as follows:

(1) The right to request access to personal data, to obtain a copy, and to request the disclosure of the source of personal data that the University collected without the consent of the data subject, unless the University has the right to refuse the data subject's request due to legal reasons or a court order, or if the exercise of the data subject's right would adversely affect the rights and freedoms of others.

(2) The right to request the correction of personal data to be accurate, complete, and up-to-date.

(3) The right to have personal data erased or destroyed, or to render the personal data of the data subject unidentifiable.

(4) The right to object to the collection, use, or disclosure of the data subject's personal data, unless the University has legitimate grounds to refuse the request, such as the University demonstrating that the collection, use, or disclosure of the data subject's personal data has legitimate grounds, or for the establishment of legal claims, compliance with or exercise of legal claims, or for the public interest of the University.

(5) The right to request the restriction of the use of personal data in the following cases:

(5.1) When the University is in the process of verification following a request to exercise the right to correct the personal data of the data subject.

(5.2) When the personal data of the data subject was collected, used, or disclosed unlawfully.

(5.3) When the personal data of the data subject is no longer necessary for the purposes of collection, use, or disclosure by the University.

(5.4) When the University is in the process of proving its legitimate grounds for collecting, using, or disclosing the personal data of the data subject, or investigating the necessity of collecting, using, or disclosing personal data for the public interest, following the data subject's exercise of the right to object to the collection, use, or disclosure of personal data.

(6) The right to withdraw consent for the collection, use, or disclosure of personal data at any time during which the data subject's personal data is kept by the University, unless there is a legal restriction on this right that requires the University to continue retaining the personal data, or there is still a contract between the data subject and the University that benefits the data subject.

(7) The right to receive, send, or transfer personal data in a format that can be read or generally used by automated tools or devices, and to be able to use or disclose the personal data by automated means. This includes requesting the University to send or transfer personal data in such a format to another personal data controller. The exercise of this right must be under the conditions prescribed by law.

The exercise of the rights under the first paragraph must be subject to the conditions prescribed by law, rules, regulations, orders, or announcements, and the University may refuse to exercise the data subject's rights as permitted by law, rules, regulations, orders, or announcements as determined by the University without conflicting with the law. The exercise of the data subject's rights may require the payment of any necessary fees or expenses. For the exercise of the aforementioned rights, the University will inform the data subject without delay.

#### **Clause 10. Methods for Protection and Security of Personal Data**

The University has methods for the protection and security of personal data by restricting access rights to personal data, allowing access only to those with authority or those assigned

with the necessity to use the personal data according to the purposes communicated to the data subject. Such persons must strictly adhere to and comply with the University's personal data security measures and must maintain the confidentiality of the personal data they come to know from performing their duties to prevent loss, unauthorized access, destruction, use, alteration, modification, or disclosure of personal data without right or unlawfully. Actions are taken in accordance with the policy and practices for information technology security of the University.

#### **Clause 11. Complaints to the Supervisory Authority**

In the event that a data subject finds that the University has not complied with the personal data protection law, and the data subject has informed the University to rectify the concern or to act correctly according to the personal data protection law, and the University has failed to act according to the conditions or timeline prescribed by law, rules, regulations, orders, or announcements, the data subject has the right to file a complaint with the Office of the Personal Data Protection Committee or the supervisory authority under the law.

#### **Clause 12. Contact for Inquiries, Coordination, or Exercise of Data Subject's Rights**

In case a data subject has questions, suggestions, or concerns regarding the collection, use, or disclosure of personal data by the University, or wishes to exercise rights under the personal data protection law or this announcement, they can inquire, coordinate, or state their intention to exercise their rights at the Human Resources Division, Office of the President, or through the following channels:

##### **Data Protection Officer of Khon Kaen University**

123 Moo 16, Mittraphap Road, Nai Mueang Sub-district, Mueang Khon Kaen District,  
Khon Kaen Province 40002

Telephone: 043-009700, 043-202442

Fax: 043-202216, 043-202442

Email: dpo@kku.ac.th

Announced on December 20, B.E. 2566 (2023)

(Signature)

(Associate Professor Charnchai Panthongviriyakul)

President of Khon Kaen University