



Notification of Khon Kaen University

(No. 3090/2566)

Subject: Privacy Notice for Meetings, Seminars, and Training

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Khon Kaen University respects and values your rights to privacy and the protection of your personal data. The University recognizes your desire for your personal data to be protected and for the security of your information to be maintained. Therefore, the University wishes to inform you of the methods by which the University collects, uses, or discloses your personal data, the types of personal data, and the purposes of such actions, including details regarding the retention period of personal data, your rights, the confidentiality and security of your personal data, and how to contact the University, to ensure that the personal data you provide to the University will be used in accordance with legal requirements.

By virtue of the authority under 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 Protection Committee at its 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 "Khon Kaen University Announcement (No. 3090/2566 B.E.) Subject: Privacy Notice for Meetings, Seminars, and Training."

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.

Clause 4 This Privacy Notice applies to the following persons:

- (1) Registrants for meetings, seminars, and training.
- (2) Representatives of registrants for meetings, seminars, and training.
- (3) Followers of participants in meetings, seminars, and training.

Collection of Personal Data

Clause 5 The University collects your personal data through various channels as follows:

- (1) Personal data you provide directly to the University.

The University may receive your personal data in the form of original documents, copies of documents, or electronic data received directly from you, or received from external agencies automatically with your consent.

- (2) Personal data that the University receives from external agencies or third parties.

The University may receive your personal data from external agencies or third parties, whether received under legal authority or with your consent given to the University or that external agency.

Clause 6 In collecting and retaining personal data, the University will use lawful and fair methods for collection and storage. The collection and storage of personal data will be limited to what is necessary for the University's operations, including physical operations, electronic transactions, or other services under the University's objectives only.

Clause 7 The personal data collected includes:

- (1) Personal information, such as title, first name, last name, and signature.
- (2) Contact information, such as address, work address, telephone number, email, IP Address, and other information for contacting you.
- (3) Meeting, seminar, and online training data, including IP Address, device information for communication, and data recorded during the meeting, seminar, or training.
- (4) Other information, such as still images, moving images, audio, and conversations via meeting, seminar, training systems, and Closed-Circuit Television (CCTV) systems.

Clause 8 The purposes and legal bases for collecting, using, or disclosing personal data are as follows:

- (1) Registration to express intent to participate in meetings, seminars, or training, with the legal basis being: It is necessary for the performance of a task carried out in the public interest by the data controller or for the exercise of official authority vested in the data controller.
- (2) Participation in meetings, seminars, or training, with the legal basis being: It is necessary for the performance of a task carried out in the public interest by the data controller or for the exercise of official authority vested in the data controller.

(3) Creating a network database of participants in meetings, seminars, or training, with the legal basis being: It is necessary for the performance of a task carried out in the public interest by the data controller or for the exercise of official authority vested in the data controller. For archiving purposes in the public interest, for historical, or statistical purposes of the University. For educational, research, or statistical purposes.

(4) Collecting images and audio for analysis and public relations, with the legal basis being: It is necessary for the performance of a task carried out in the public interest by the data controller or for the exercise of official authority vested in the data controller. It is necessary for the legitimate interests of the data controller.

(5) Maintaining peace and order and the security of persons and property of the University and the meeting, seminar, or training venue, with the legal basis being: It is necessary for the legitimate interests of the data controller. To prevent or suppress a danger to a person's life, body, or health.

Clause 9 The University will retain your personal data for use or disclosure for the purposes stated in Clause 8, which is data necessary to achieve the said objectives. If you do not wish to provide data to the University, it will affect the receipt of services or the said proceedings.

Personal Data Retention Period

Clause 10 Under the Personal Data Protection Act, B.E. 2562 (2019), the Computer-Related Crime Act, B.E. 2550 (2007), and the Khon Kaen University Regulations on Correspondence, B.E. 2561 (2018) and its amendments, and related laws, the University will retain your personal data for the period necessary to fulfill the specified purposes for its collection, use, or disclosure. The retention period for personal data will vary depending on the purpose for which it was collected, used, or disclosed. After the expiration of the said period, the University will delete or destroy such personal data from its storage or systems and those of its service providers (if any) or make your personal data non-identifiable, unless the legal relationship between you and the University has not yet ended, or such personal data is necessary for the establishment of legal claims by the University, or in the event of a dispute, whether before or during disciplinary, legal, or judicial proceedings, until the end of the enforcement period under the law.

Use or Disclosure of Personal Data

Clause 11 The University will use or disclose personal data for the purposes stated in Clause 8 only.

Clause 12 In addition to the actions under Clause 8, in cases where it is necessary for the University to conduct fact-finding, investigation, or disciplinary proceedings, the University may disclose your personal data for such actions.

Clause 13 The University may disclose your personal data under the objectives and criteria prescribed by law to the following persons and agencies:

(1) Government agencies with regulatory duties under the law or that request disclosure of personal data by virtue of law, or in connection with legal proceedings, or as permitted by relevant law, such as the Court, the Office of the Attorney General, the Royal Thai Police, the National Anti-Corruption Commission, etc.

(2) Any person or agency to whom you have consented to the disclosure of your personal data.

(3) In disclosing your personal data to others, the University will provide appropriate measures to protect the disclosed personal data and to comply with the standards and duties for personal data protection as prescribed by the law on personal data protection. In the event that the University sends or transfers your personal data abroad, the University will take measures to ensure that the destination country, international organization, or data recipient abroad has adequate standards for personal data protection or to ensure that the sending or transferring of your personal data abroad complies with the criteria prescribed by the law on personal data protection. In some cases, the University may request your consent for the sending or transferring of your personal data abroad.

Clause 14 The University will ensure that its personnel do not disclose, display, or make apparent in any other way personal data beyond its intended purpose or to external parties, except: (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 and other service users. (4) For the benefit of an investigation by an inquiry official or for the consideration and judgment of a court. (5) For the benefit of study, research, or the preparation of statistics.

Clause 15 In some cases, the University may allow other persons or agencies to access or use personal data as necessary and to be in accordance with the purposes and authority of the University.

Security Measures

Clause 16 The University recognizes the importance of maintaining the security of your personal data. The University has therefore established measures to ensure the security of personal data that are appropriate and consistent with maintaining the confidentiality of personal data to prevent loss, access, destruction, use, alteration, modification, or disclosure of personal data without authorization or unlawfully, in accordance with the policies and practices for information technology security of the University.

Rights of the Data Subject

Clause 17 As the data subject, you have rights under the Personal Data Protection Act as follows:

(1) The right to be informed and to access personal data. You have the right to access your personal data by notifying the University to make a copy of such personal data.

(2) The right to withdraw consent. You have the right to withdraw the consent you have given to the University at any time, unless the nature of the situation does not allow for withdrawal of consent. The withdrawal of your consent will not affect the collection, use, or disclosure of your personal data for which you have lawfully given consent prior to the withdrawal.

(3) The right to data portability. You have the right to receive your personal data from the University, to have the University send or transfer such personal data to another data controller, and to receive the personal data that the University has sent or transferred to another data controller.

(4) The right to erasure of personal data.

You have the right to request the University to erase, destroy, or make your personal data non-identifiable in the following cases:

- Your personal data is no longer necessary for the purposes for which it was collected, used, or disclosed.
- You withdraw the consent that was the basis for the collection, use, or disclosure of personal data, and the University has no legal authority to collect, use, or disclose such personal data further.
- You have objected to the collection, use, or disclosure of personal data.

- When the personal data has been unlawfully collected, used, or disclosed.

(5) The right to restrict the use of personal data.

You have the right to request the University to restrict the use of your personal data in the following cases:

- During the verification of a request to exercise the right to rectify personal data or to object to the collection, use, or disclosure of your personal data.
- You request the University to restrict the use of personal data instead of erasing or destroying personal data that is no longer necessary, because you need to request the University to retain your personal data for the establishment, compliance, or exercise of legal claims, or the raising of a defense against legal claims.

(6) The right to object to the collection, use, or disclosure of personal data.

You have the right to object to the collection, use, or disclosure of personal data in cases where the University collects, uses, or discloses personal data for the legitimate interests of the University.

(7) The right to have personal data rectified.

You have the right to request that your personal data be rectified if your personal data is inaccurate, not current, incomplete, or causes misunderstanding.

(8) The right to lodge a complaint.

You have the right to lodge a complaint with the expert committee of the Office of the Personal Data Protection Commission if the University commits an act that violates or fails to comply with the law on personal data protection.

Clause 18 In the event that you wish to exercise your rights under Clause 17, you can contact the University through the contact channels specified in Clause 20 of this announcement. However, the University may refuse to grant your aforementioned rights in accordance with the criteria and conditions prescribed by the law on personal data protection or other related laws. In the case that the University refuses to grant the rights, the University will inform you of the reason for the refusal.

Contacting the University about Personal Data Protection

Clause 19 The University may update this announcement to be consistent with any changes related to the collection, use, or disclosure of your personal data and in accordance

with the provisions of the law on personal data protection or other related laws, as well as for appropriateness and to ensure fairness and transparency to the data subject. In the event of a change, the University will announce the updated version via the University's social media. The University recommends that you periodically check for changes to the privacy notice.

Clause 20 In the event that you have any questions or wish to exercise your rights as stipulated in this privacy notice, you can contact the University through the following channels:

Data Protection Officer, 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