



Notification of Khon Kaen University

(No. 3091/2566)

**Subject: Personal Data Protection Notice for the use of the Internet, Electronic Mail,
and Online Services**

Khon Kaen University respects and acknowledges your desire for personal data protection and data security. Therefore, the university would like to inform you about how it collects, uses, or discloses your personal data. This includes the types of personal data, the purposes of processing, details about the retention period, your rights, data confidentiality, and security measures for your personal data, as well as how to contact the university. This is to assure you that the personal data you provide to the university will be used in compliance with the law.

By virtue of Section 37 (1) of the Khon Kaen University Act B.E.2558, Section 23 of the Personal Data Protection Act B.E. 2562, and Article 4 of the Khon Kaen University Regulation on Personal Data Protection B.E. 2565, in conjunction with the resolution of the Khon Kaen University Personal Data Control Committee meeting No. 4/2566 on December 7, B.E. 2566, this announcement is hereby issued.

Article 1: This announcement shall be called "Khon Kaen University Announcement (No. 3091/2566) on Personal Data Protection Notice for the use of the Internet, Electronic Mail, and Online Services."

Article 2: This announcement shall be effective from the day following its publication onwards.

Article 3: In this announcement, "University" means Khon Kaen University.

Article 4: This personal data protection notice applies to the following individuals:

- (1) University personnel
- (2) Students, alumni
- (3) Medical or healthcare service recipients
- (4) Individuals or legal entities authorized to use the university's internet, electronic mail, and online services
- (5) Contractors or parties to MOUs/MOAs authorized to use internet, electronic mail, and online services
- (6) The general public who identify themselves to request an internet or online service account

Collection of Personal Data

Article 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, or electronic data directly from you or automatically from external organizations with your consent.
- (2) Personal data the university receives from external organizations or third parties. The university may receive your personal data from external organizations or third parties by legal authority or with your consent provided to the university or that external organization.

Article 6: In collecting and retaining personal data, the university will use lawful and fair methods. The university will collect and retain personal data only to the extent necessary for its operations. This includes physical operations, electronic transactions, or other services within the university's objectives.

Article 7: Personal data collected includes:

- (1) Personal information, such as national ID number, passport number, title, name-surname, and signature.
- (2) Work or service-related information, such as data from the personnel database, student database, alumni database, medical service recipient history, enterprise database, communication data from university-managed systems, etc.

(3) Contact information, such as address, workplace, telephone number, email, IP address, and other information for contacting you.

(4) Internet service usage data via the university's computer network, such as IP address, communication device information, location, and data recorded during use.

(5) Content-related service data, such as content in electronic mail, network traffic data, data recorded during internet service use, and meeting records.

(6) Other data, such as still images, moving images, audio, conversations via conference/seminar systems, and CCTV systems.

(7) The data mentioned above also includes personal data stored in backup systems. The university may recover, use, or disclose this data for the purposes of its collection.

Article 8: Purposes and legal bases for collecting, using, or disclosing personal data:

(1) Service Registration: Legal basis is a contract

- between the data controller and another person or legal entity for the benefit of the data subject,

- and it is necessary for the performance of a public task or the exercise of official authority.

(2) Service Access: Legal basis is a contract

- for the benefit of the data subject,

- and it is necessary for the performance of a public task or the exercise of official authority.

(3) Creating a Service User Database: Legal basis is a contract

- for the benefit of the data subject,

- or it is necessary for the performance of a public task

- or the exercise of official authority.

- This also includes creating historical documents or archives for the university, or for research or statistical purposes.

(4) Collecting Historical Data for Analysis and Public Relations: Legal basis is a contract

- for the benefit of the data subject,
- or it is necessary for the performance of a public task
- or the exercise of official authority, or for the legitimate interests of the data controller.

(5) Maintaining Peace and Security of Persons and Property at the university and its meeting places: Legal basis is a contract

- for the benefit of the data subject,
- or it is necessary for the legitimate interests of the data controller,
- or to prevent or suppress danger to a person's life, body, or health.

In addition to (1) - (5), this also includes other laws that the university must comply with.

Article 9: The university will collect, use, or disclose your personal data for the purposes stated in Article 8, which is data necessary to achieve those purposes. If you do not wish to provide data to the university, it will affect the legal operations mentioned, and the data subject may lose certain rights to use the university's services.

Personal Data Retention Period

Article 10: Under the Personal Data Protection Act B.E. 2562, the Computer-Related Crime Act B.E. 2550, the Khon Kaen University Regulation on Archival Work B.E. 2561 and its amendments, and other related laws, the university will retain your personal data for the period necessary to fulfill the purposes defined for its collection, use, or disclosure. The retention period will vary depending on the specific purpose. After this period, the university will delete or destroy the personal data from its storage or systems and those of its service providers (if any), or make your personal data unidentifiable. This is unless the legal relationship between you and the university has not ended, or the personal data is necessary for the establishment of the university's legal claims, or in cases of disputes before and during disciplinary or court proceedings until the end of the legal enforcement period.

Use or Disclosure of Personal Data

Article 11: The university will use and disclose personal data only for the purposes stated in Article 8.

Article 12: In addition to the actions under Article 11, in cases of necessity where the university must conduct a factual inquiry into a staff member's tort liability, a factual investigation into disciplinary proceedings, or data verification for the purpose of maintaining public order, the university may use or disclose your personal data for such operations.

Article 13: The university may disclose your personal data to the following external individuals and organizations in accordance with the purposes and criteria prescribed by law:

(1) State agencies with legal supervisory duties, those that request the disclosure of personal data based on legal authority or related to legal processes, or those authorized by relevant laws, such as the Court, the Office of the Attorney General, the Royal Thai Police, and the National Anti-Corruption Commission.

(2) Any other individual or organization 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 of personal data protection as prescribed by the personal data protection law. If the university sends or transfers your personal data abroad, it will take steps to ensure that the destination country, international organization, or foreign data recipient has adequate personal data protection standards or to ensure that the transfer complies with the criteria prescribed by the personal data protection law. In some cases, the university may request your consent for such a transfer.

Data Security

Article 14: The university recognizes the importance of the security of your personal data. Therefore, the university has established appropriate security measures for personal data that are consistent with the confidentiality of the data to prevent loss,

unauthorized access, destruction, use, alteration, modification, or disclosure of personal data. This is to be in line with the university's policies and practices on information technology security.

Rights of the Data Subject

Article 15: As the data subject, you have rights under the personal data protection law as follows:

(1) Right to know and access personal data:

You have the right to access your personal data and can request the university to provide a copy of it.

(2) Right to withdraw consent:

You have the right to withdraw the consent you have given to the university at any time, unless it is impossible to withdraw consent. However, the withdrawal of your consent will not affect the collection, use, or disclosure of your personal data that was lawfully consented to before the withdrawal.

(3) Right to data portability:

You have the right to request your personal data from the university, to have the university send or transfer such data to another data controller, and to receive personal data that the university has sent or transferred to another data controller

(4) Right to erasure of personal data

You have the right to request the university to erase, destroy, or anonymize your personal data in the following cases:

- Your personal data is no longer necessary to be retained for the purposes specified for its collection, use, or disclosure.

- You withdraw the consent that serves as the basis for the collection, use, or disclosure of your personal data, and the university no longer has legal authority to collect, use, or disclose such personal data.

- You object to the collection, use, or disclosure of your personal data.

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

(5) Right to restriction of processing

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

- While a request to exercise the right to rectify personal data or to object to the collection, use, or disclosure of your personal data is under review.

- You request the university to restrict the use of personal data instead of erasing or destroying it when it is no longer necessary, because you need the university to retain your personal data for the purpose of establishing legal claims, complying with or exercising legal claims, or raising a legal defense.

(6) 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) Right to rectification of personal data

- You have the right to request the university to rectify your personal data to be accurate, up-to-date, complete, and not misleading.

(8) Right to lodge a complaint

You have the right to lodge a complaint with the expert committee of the Personal Data Protection Committee Office if the university acts in violation of or fails to comply with personal data protection laws.

Article 16 If you wish to exercise your rights under Article 15, you can contact the university through the channels specified in Article 18 of this notice. However, the university may refuse to grant your request to exercise the aforementioned rights based on the criteria and conditions stipulated by the personal data protection laws, university regulations, rules, notices, orders, or other relevant laws. In such a case, the university will inform you of the reasons for the refusal.

Contacting the University Regarding Personal Data Protection

Article 17 The university may update this notice to be consistent with any changes related to the collection, use, or disclosure of your personal data, and as required by personal data protection laws or other relevant laws, as well as for appropriateness,

fairness, and transparency for data subjects. In case of any changes, the university will notify you of the updated notice through its social media channels. The university recommends that you periodically check for changes to the personal data protection notice.

Article 18 If you have any questions or wish to exercise your rights as specified in this personal data protection notice, you can contact the university through the following channels:

Khon Kaen University Data Protection Officer Address:

123 Moo 16, Mittraphap Road, Nai Mueang Subdistrict, 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, 2023

(Associate Professor Chanchai Panthongviriyakul)

President of Khon Kaen University