

## Personal Data Privacy Policy of the Center for International Affairs

Center for International Affairs (CIA), Suranaree University of Technology recognizes the importance of protecting personal data of there using the center's information systems services, using modern and secure technology for storage and personal data privacy by the center. Only relevant personal have access to such personal information. In addition, the center provides strict monitoring of access and use of personal data, as well as regular improvement and development system for the storage and retention of personal data. This is to, to ensure that accurate, reliable personal data, is stored and to prevent the leakage of personal data, tampering personal data by irrelevant personnel or misuse of personal data.

Personal Data Privacy Policy issued as part of the center's terms and conditions of service, is subject to amendments. Further updates under this Policy, will be notified to service providers and sought for consent under the laws related to the protection of personal data.

1. Personal data is any information related to a person who can be identified directly or indirectly, provided by the service recipient to the center or authorized by the Center International Affairs such as employee ID, student ID, first name, last name, national ID card, passport number, mobile phone number, email address, photo, personal history, copy of house registration and history of use of information system services.
2. Data collection, receipt of personal information of data collection objectives and security measures
  - 2.1 The Center for International Affairs personal information is collected directly from the recipient through online application forms and other channels, set by of the center, including requested student information from the Center for Education Service. Any requested personnel information from the human resources section or other relevant agencies will be in writing. The information will be processed only by the relevant authorities. The purpose of utilizing such information will be for the information system services of the Center for International Affairs, for public relations through the websites maintained by the Center for International Affairs, and for the center's service improvements.
  - 2.2 The Center for International Affairs may collect information about the service recipient's interests and/or websites access by using cookies on the website and applications of the

center. An alert is provided if cookies are used on the website, to which the service recipient may or may not give such consent.

2.3 The use of social media, including Facebook, Line, may have access to personal information such as first name, last name, photo, etc.

2.4 The use of personal data in the systems and services of the center includes:

2.4.1 Document archive

2.4.2 International activity logging system

2.4.3 Immigration office car reservation system

2.4.4 Certificate for issuance of passport and visa application for students and staff

2.4.5 Center for International Affairs contact information system

2.4.6 Operational reporting system in accordance with the quarterly action plan and budget reports.

2.4.7 Storage system, academic collaboration agreement

2.4.8 SUT Expertise System

2.4.9 Registration system for participation in events or events hosted by the Center International Affairs

2.4.10 Email communication

2.4.11 Accommodation notification system

2.4.12 Vaccination notification system

2.4.13 Insurance system for international students

2.4.14 Websites related to international affairs

The Center for International Affairs may record and store data related to the use of such services for purposes as evidence and operation, development and improvement of service, tracking customer satisfaction preparation of summary, analysis, information for international affairs of the center.

2.5 The Center for International Affairs carries out measures to maintain data security following the accepted Information Security Management Standard Guidelines. The level of access to the data is controlled. The security of the premises and the computer system is maintained by controlled access to the computer system used to store the data, sensitive data is encrypted, with continued backups to ensure the safety and accuracy of the data.

3. Disclosure of personal information of service providers will be made in the following cases:

3.1 Personal data is requested from units within the university to use the information in cases such as providing information of the requested units, use of data for research and

management purposes. The unit must inform the center its intent to request such personal information and clearly identify the person responsible for the use of such information. The intent is then sent to the center for verification and evidence.

3.2 Personal data is requested in accordance to the law.

4. Rights that the service recipient must have as the owner of the personal data.

4.1 **Consent.** The service recipient has the right to give consent to provide any personal information requested and stored by the center by agreeing to the conditions specified by the Center for International Affairs. For example, if the information requested by the center is not supplied, the service recipient may be restricted from using certain services or not receive any services provided by the center.

4.2 **Data verification-correction.** Requesting verification and correction of information. The recipient has the right to revision or correction of the service recipient's personal data by a written request to the director.

4.3 **Consent withdrawal.** The service recipient has the right to withdraw consent to the collection/use and disclosure of personal data. However, the withdrawal of such consent may affect the use of services of the center. Under the conditions of 4.1, consent to the collection of personal data can be withdrawn by a written request to the director.

5. Person in-charge of personal data

The Center for International Affairs shall maintain a list of responsible personnel in charge of the storage and use of personal data at the center as follows.

5.1 Mrs. Kornnikar Chotklang, General Administration Officer

Phone 0 4422 414

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5.2 Miss Hathaikan Tongiareon, General Administration Officer

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5.3 Miss Sirirat Kanjananimman, General Administration Officer

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5.4 Miss Wachira Keeratipianlerd, General Administration Officer

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5.5 Miss Orathai Senmai, Administrative Staff

Phone 0 4422 4142

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