



PRIVACY NOTICE: Application for Admission & Enrollment

Faculty of Science, Mahidol University (MUSC) is committed to safeguarding the privacy of personal data in accordance with the Personal Data Protection Act B.E. 2562. This Privacy Notice describes the types of personal data we collect from students submitting applications for admission, disclosure of information provided by applicants/prospective students, and how we use that personal data.

Personal Data We Collect

The personal data that we collect is what you provide to us through completing our application (whether directly to the SIM or via a third party service such as TCAS) including:

- Your personal details, such as your name, home address and other contact details, age and date of birth, gender, nationality, country of birth, citizen ID, family details
- Information about your course preference
- Funding arrangements (i.e. your sponsor)
- Visa information (if you are an international student)
- Your academic qualifications (awarded or anticipated)
- Information about your academic background
- Immigration information (such as passport and visa details- for international students)
- Information in any supporting documents, which are provided by your or the third party (such as recommendation letter by your school teachers/referees), results which the CUPTS provides to us through the TCAS) during the application process

Use of Information

Personal data provided by applicants/prospective students will be used within faculty/university to process application both direct admission and TCAS. During the recruitment and application process, we will use your personal data for the purposes of assessing your eligibility to be a future student at SIM.



The purposes of the information processed are to:

- Administer your application
- Communicate with you about enrollment opportunities by email, regular mail, phone and text
- Make admission and enrollment decisions
- Make the course registration
- Contact you regarding your application
- Analyze and improve our admission and enrollment processes
- Use your sensitive information for research or statistical purposes

If you are admitted and decide to enrol in the SIM program, we will also use and share your information and sensitive information internally with other university offices and units as necessary and appropriate to facilitate/support your success as a student. The third parties are as follows:

- **Consent:** We may use and disclose your information and sensitive information to third parties if we have your consent to do so.
- **Parents and guardians:** In some cases, we may share your Information with a parent or guardian if necessary to properly complete the admissions process or in the event of an emergency.
- **Service providers:** We may use third parties to support our operations. In such cases, we may share your sensitive information and information with such third parties who are obligated to keep it confidential and safeguard it from unauthorized disclosure.
- **School counselors and administrators:** We may use your Information and share it with your school counselors and administrators.
- **Required by law:** We may share your information with third parties to the extent we are required to do so by law, court order, or subpoena.
- **Emergency circumstances:** We may share your information with third parties if, in our sole judgment, such disclosure is necessary to protect the health, safety, or property of any person.
- **De-identified and aggregate information:** We may collect, use and disclose sensitive information or other information about our applicants in de-identified or aggregate form without limitation.



How We Protect Personal Data

SIM maintains technical and organizational safeguards to ensure an appropriate level of security and confidentiality for your personal data, in accordance with our policies and applicable legislation.

How We Share Personal Data

We may share personal data, including special categories of personal data with only those service providers who need access for the admission process, to allocate accommodation, and to discuss any support of the administration of our recruitment.

All service providers have entered into legally binding agreements requiring them to use personal data only as necessary to perform services on our behalf and to implement appropriate data security and confidentiality obligations, in accordance with applicable law.

In addition, we may disclose personal data about you:

- If we are required or permitted to do so by law or legal process, for example due to a court order or a request from a law enforcement agency,
- When we believe disclosure is necessary or appropriate to prevent physical harm or financial loss,
- In connection with an investigation of suspected or actual fraudulent or other illegal activity, and
- In the event of reorganization, dissolution or liquidation

Retention of Personal Data

We will retain your personal data in accordance with the record retention policies of the Mahidol University

Your Rights

Under certain circumstances, by law you have the right to:

- Request access to your data. This enables you to receive a copy of your data and to check that we are lawfully processing it.
- Request correction of your data. This enables you to ask us to correct any incomplete or inaccurate data we hold about you.



- Request erasure of your data. This enables you to ask us to delete or remove your data in certain circumstances, for example, if you consider that there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing
- Object to processing of your data where we are relying on our legitimate interests (or those of a third party) and there is something about your particular situation, which makes you want to object to processing on this ground.
- Request the restriction of processing of your data. This enables you to ask us to suspend the processing of your data, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your data to another party.

Withdrawal of Consent

If the data subjects no longer allow the university to collect, use, process and disclose the personal data, they may withdraw their consent by submitting a request for a withdrawal of consent to the International Education and Administration Unit, the Faculty of Science, Mahidol University.

A withdrawal of consent must be carried out under the terms and conditions of related rules and regulations, announcements pertaining to the personal data protection policies and procedures as determined/ specified by the Mahidol University.

Contact Information:

We recognize your rights with respect to your personal data. If you wish to exercise any of your rights, or should you have any concerns or questions regarding them, this notice, or any matters involving the faculty/ university and data privacy, please contact us:

International Education and Administration Unit
Division of Educational Affairs, Faculty of Science
Mahidol University, Salaya Campus
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Phone: 02 4419820 ext. 1199

Please note that we may review or change this policy at any time to ensure that it remains accurate and current.