



PRIVACY NOTICE: CURRENT STUDENTS

FACULTY OF SCIENCE, MAHIDOL UNIVERSITY

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 details of students' data collection, retention and processing of your personal data needed for the MUSC to perform its public task, and allow faculty to exercise its responsibilities and to fulfill its education and support obligations to you.

Personal Data We Collect

- 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
- Contact information of the personnel, such as address, telephone number, e-mail
- Family contact information
- Students' data during their recruitments, admissions and registration processes.
- Your financial information, including your payment of university fees, the assessment and payment of scholarships and information used to calculate your eligibility for hardship funding
- Information collected as part of your interactions with our welfare, advice and guidance services, including the University's counselling and mental health advisory services
- The collection and/or retention of information which the University may use for other advisory, pastoral, health and safety, management, research, surveying, analysis, statistical and/or archival purposes.

Use of Information

Personal data provided by 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:

- Use your personal contact and demographic data to contact you with important information about your studies, or use in anonymised, statistical form to help improve the services it can provide to you;
- Administer your program of study; including module registrations, teaching and research activities, attendance, library and IT services use, supervision, skills development, co- and extra-curricular activities, assessments and examinations (including extenuating circumstances claims and supporting documentation where appropriate), progression, classification, award, and graduation
- Your financial information; including your payment of University fees, the assessment and payment of scholarships and bursaries, and information used to calculate your eligibility for hardship funding
- Information collected as part of your interactions with our welfare, advice and guidance services, including the University's counselling and mental health advisory services
- Information presented by you and/or collected by the University which it uses to investigate matters related to conduct and discipline, complaints, appeals, your fitness to study and/or your fitness to practice
- The collection and/or retention of information which the University may use for other advisory, pastoral, health and safety, management, research, surveying, analysis, statistical and/or archival purposes.

How We Protect Personal Data

The MUSC 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.