



**Assumption School
Privacy Notice for personnel
Assumption School**

This is to announce the Personal Data Protection policy for all personnel at Assumption College, specifically the collection of personal information, uses or disclosures (collectively, or via a school "process" or "processing") that must comply with the Personal Data Protection Act B.E. 2562 and other related laws

Article 1. Definition

“Assumption College Personnel” means administrators, teachers, educational personnel, officers, employees, including those who work with the school [employment].

“Sensitive Personal Data” means personal data as provided for in Section 26 of the Personal Data Protection Act B.E., such as, nationality, race, political opinion, belief in religion or philosophy, sexual behavior, criminal records, health information, disability, trade union information, genetic data, biological data, or any other data which affects the owner of personal data in a similar manner as specified in the notification of the Personal Data Protection Committee.

Article 2. Personal Data Collected

Personal information that the school collects, uses or discloses, such as:

2.1 Personal data such as name, surname, title, gender, date of birth, photograph, age, nationality, place of birth, identification number, passport number, visa number.

2.2 Status information such as marital status, widowed, divorced.

2.3 Contact information such as telephone numbers, addresses, workplaces, social media contact channels, Line.ID.

2.4 Information appearing on official documents such as a copy of the house registration, a copy of ID card, a copy of Work Permit, a copy of passport, a copy of marriage certificate.

2.5 Financial information or related such as bank account number, conditions provided to the bank, tax filing, school loan account. debt receivable letter, or a letter of consent for the school to deduct income for payment of various debts, information with the Student Loan Fund, provident Fund Information, Savings, Pension, and Pension Information.

2.6 Educational information such as educational background, field of study, institution previously studies, educational results, special training courses, professional qualifications Information on professional certificates for teachers, or educational personnel.

2.7 Work information such as resume, work experience, position, salary rate, other abilities, salary base, benefits, social security information, other compensation, information about performance appraisals, cooperation, participation in activities, seminars, military obligations, attendance records, saved data from face scans or fingerprint duration or hours of work, history of absence, late, history of illness, accidents, complaints, investigations, disciplinary actions.

2.8 Usage Data and access to information systems, applications such as USERNAME PASSWORD

2.9 Information of persons in the family or in their care or trust, such as father, mother, spouse, children, beneficiaries upon death

2.9.1 Other personal data such as CCTV footage, still images, moving images, driving vehicle information, driving license

2.9.2 Special types of personal data or sensitive data such as health information, weight, height, congenital disease, disability, physical examination results, information on drug allergy, food allergy, blood type, treatment history, fingerprint biometric data, face image data, religious beliefs, creeds, philosophies, racial genetic information

Article 3. Sources of Personal Data

3.1 Assumption College collects personal information from all Assumption College personnel directly. Whether it is to provide information through various channels, such as by filling out a job application form from personal history or from supporting documents from applying for a job, or from filling out a resume after working including information from the procedures set by the Assumption College which Assumption College personnel was given to Assumption College.

3.2 Assumption College may receive personal information of Assumption School personnel from other sources such as information from government agencies. public resources recruitment agencies or from other persons.

Article 4. Purpose of processing personal data

Processing of personal data of all personnel for the following purposes.

4.1 For the performance of the contract to which Assumption College personnel are the parties or to carry out employment-related processes and contractual procedures, including other contracts related to employment such as policies and work regulations, codes of conduct, etc. For communication in the organization. assignment relocation, considerations of performance appraisal, considerations and operational audits, management compensation, payroll preparation, providing welfare and benefits approval of vacation/business leave/sick leave, processes and procedures for resignation, termination of employment, compensation welfare after termination, notification of employment information to government agencies.

4.2 For legitimate interests such as personnel management welfare arrangement, actions for Workplace Safety Preventing and monitoring operations which is fraud, money laundering, criminal acts or any other unlawful act Video recording through CCTV (CCTV) to protect the security of people and property.

4.3 In order to comply with relevant laws such as control of working hours in accordance with working standards according to the Ministry of Education regulations relating to Protection of the work of teachers in private schools, or under labor law collecting data to diagnose behavior contrary to work regulations or not, for the performance of duties prescribed by law to government agencies, courts such as the Social Security Office, student Loan Fund Office of the Court of Justice, Legal Execution Department, Revenue Department, Provincial Education Office and other agencies related Including the case where the school receives an order, a subpoena, or an official letter to take any action by virtue of the law of that government agency and for the necessity of establishing legal claims Compliance or exercise of legal claims or raising the defense of legal claims.

4.4 To consider and approve sick leave, maternity leave, collect health data for consideration and assign appropriate work. Collection of information that appears to include race, religion, blood group to verify the identity of each Assumption College staff member.

4.5 To prevent and suppress dangers to life, body or health of Assumption College personnel such as communicable disease control, Emergency contact information.

4.6 For the performance of duties in the public interest, use of powers given by the state

Article 5. Disclosure of personal information of school personnel

5.1 Assumption College will not disclose personal information to other persons. unless consent or disclosure is required or in the case of the law giving the power to do it without asking for consent, or that revelation the law has authorized agencies such as the Immigration Office, Ministry of Education, Provincial Education Office, Office of the Private Education Commission, St. Gabriel's Foundation of Thailand, etc.

5.2 Assumption College may share personal information with third parties to perform account auditing purposes, seeking legal advice, litigation, and taking any other action necessary for the purposes stated in this policy.

Article 6. Storage, duration and safety measures

6.1 Assumption College keeps personal data as necessary to fulfill the purposes stated in this policy to be appropriate and consistent with the contract period legal age. This includes the need to keep your personal data for the period necessary to comply with the law to establish legal claims or the exercise of legal claims.

6.2 Assumption College will keep personal information of Assumption College personnel for a period of 10 years after the termination of the employment contract.

6.3 Assumption College has an audit system in place to delete or destroy personal data when the retention period has expired or is unrelated to or beyond the necessity for the purpose of collecting personal data.

6.4 Assumption College has established measures to maintain the security of personal information appropriately. Information is stored in the form of documents. electronic system computer systems or tools by operating according to international standards to be confident. This includes preventing the loss, access, use, alteration, or disclosure of personal information unlawfully or acting without lawful authority.

6.5 Assumption College limits access and use of technology to secure personal information to prevent attack or have access to a computer or electronic system of Assumption College without permission Including in the case of disclosure of personal information to third parties in order to process personal information or to a processor of personal data will act appropriately under the instruction of the school.

Article 7. Rights of each individual as the subject of personal data

7.1 Under Personal Data Protection Laws the data subject has the following rights:

7.1.1 The right to request access to or obtain a copy of personal data that Assumption College collects, uses or discloses information.

7.1.2 Right to request or transfer personal information in the event that the information exists in a format that is readable or generally usable with a tool or device that works automatically and can be used or disclose personal information by automatic means Including the right to request information to be sent to other people as you wish. However, there may be operating costs.

7.1.3 The right to object to the collection, use or disclosure of personal data in cases required by law.

7.1.4 The right to request that the data subject's personal data be erased or destroyed or made available to them become non-identifiable by any means as required by law.

7.1.5 The right to suspend the use of your personal data, unless otherwise restricted by law Assumption College is unable to process your request.

7.1.6 The right to withdraw the consent given at any time unless the revocation of consent is limited by law or contract. It will not affect the lawful processing of previously provided personal data.

7.1.7 The right to lodge a complaint with the competent authorities in accordance with the Personal Data Protection Act if Assumption College did not follow the law.

7.2 The data subject has the right to request amendments, change personal information if you see that the information at Assumption College existing is not entirely accurate, to make it to be present and completely correct. It is not leading people to misunderstand.

7.3 The exercise of the data subject's rights stated above must be in accordance with the law. Assumption School may refuse to exercise the rights of the data subject as required by law In the case of Assumption School refuses to act on the request to exercise the rights of the data subject, Assumption School will record the reason for the denial in the personal data processing record as required by law.

7.4 The right to be informed of the results of the submission of an application for the right to use their information within 30 days from receipt of a request from the owner of the data which was filed at the address of Assumption College.

Article 8. Update of Personal Data Protection Policy

Assumption College may revisit changes to this policy to be in accordance with the guidelines, laws, rules and regulations relevant to this policy. Assumption College will publish the updated policy in the channel specified by Assumption College as soon as possible so that Assumption College personnel have considered and implemented the acceptance by electronic means or any other method, and if personnel have already shown their acceptance such amended Policy shall also be deemed to be an integral part of this Policy.

Therefore, this policy is announced and effective. From 1 June 2022 onwards

Signed by.....
(Brother Dr. Arwut Silaket)
School Director

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Data Controller
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