

# Sumontha Suksa School Privacy Protection Policy

With respect to the privacy rights of individuals, staff, personnel, students and the public. General users by the school recognize the importance of protecting the privacy rights of such individuals. has approved the use of personal data protection policy which prescribes criteria, mechanisms and management measures of the school to be comprehensive, clear and in accordance with the personal data protection law in order to ensure the data subject's confidence.

## contact details

### Computer Operations Department technology and information

#### Sumontha Suksa School

No. 2, Moo 2, Tha Yang Subdistrict, Thung Yai District, Nakhon Si Thammarat Province 80240

Email: [ict@sumontarsuksa.ac.th](mailto:ict@sumontarsuksa.ac.th)

## 1. Definition

### 1.1 Processing (Processing)

Means any action with personal data such as collecting, recording, organizing, structuring, keeping, updating, changing, recovering, using, disclosing, forwarding, publishing, transferring, merging, deleting, destroying.

### 1.2 Personal Data

Refers to information about an individual that enables it to be identified either directly or indirectly. but does not include specific deceased information such as name, surname, email address, telephone number, IP address, picture

### 1.3 Sensitive Personal Data

Refers to information that is genuinely personal to an individual. But it is sensitive and may risk unfair discrimination such as race, ethnicity, political opinion. doctrine religion or philosophy sexual behavior Criminal record Health information Disability union information genetic information, biological information or any other information which affects the personal data subject in the same way as prescribed by the Personal Data Protection Committee

### 1.4 Owner of personal data (Data Subject)

Refers to a natural person whose personal data can identify that person either directly or indirectly.

#### 1.5 Data Controller

Refers to a person or juristic person who has authority to make decisions about the collection, use or disclosure of personal data.

#### 1.6 Data Processors

means a person or juristic person who performs operations related to the collection, use or disclosure of personal data in accordance with the instructions or on behalf of the data controller.

## 2. Personal Data Protection Governance

2.1 The School. has appointed a Personal Data Protection Officer (“DPO”) to have the power and duty to supervise, control and manage personal data in accordance with the Personal Data Protection Law and the Personal Data Protection Policy of school.

2.2 The school. has prepared a privacy policy and other documents related to the protection of personal data in accordance with the law. and the school's internal privacy protection policy.

2.3 The school. Has managed the implementation of the policy to supervise the implementation of the school's internal personal data protection policy continuously. and reviewed at appropriate intervals

2.4 School. To regularly raise awareness of the importance of protecting the privacy of individuals under the Personal Data Protection Act. To provide employees of the school with knowledge and accurate understanding of the law and the school's privacy protection policy.

## 3. Personal Data Processing

3.1 The school. The processing of personal data is lawful, transparent, fair and takes into account the privacy rights of individuals, both as the school. and personal data processors

3.2 School. Purpose of processing personal data and period of storage of personal data To do only as necessary under the lawful purpose.

3.3 The school. There is a process to maintain confidentiality, completeness, accuracy and the security of personal information appropriately enough

3.4 The school. There is a process to control and supervise the management of personal data in every step in accordance with the law. and the privacy protection policy of the school.

3.5 Schools. A Record of Processing Activities (RoPA) is in place to record details of the personal data processing activities. and corrective action Keep records of personal data processing activities up-to-date.

3.6 The school. There is a process to notify the purpose and details of the processing of personal data (Privacy Notices) that are complete, easy to read, clear and clear to the owners of personal data appropriately.

3.7 School. The accuracy and currentness of personal data is checked. Including providing a channel to correct personal information.

3.8 In the event that the school has disclosed, sent, transferred, including received the transfer of personal data to or from external agencies School. As a data controller or data processor A personal data processing agreement will be drawn up before processing. To determine rights, duties and liabilities in accordance with the personal data protection law. and other related laws

3.9 In the event that the school. has disclosed, sent or transferred information to foreign countries. The school always reviews and assesses the personal data protection standards of the destination country. in order to comply with the conditions stipulated by law

3.10 The school. has conducted a personal data protection risk assessment. and provide appropriate measures to mitigate potential risks and impacts.

3.11 The School. has established a policy for appropriate deletion and destruction of personal data.

#### **4. Provision of channels for exercising the rights of data subjects (Data Subject Access Request)**

4.1 School. and appropriate channels for exercising the rights of data subjects complete according to the Personal Data Protection Act B.E. 2562 as follows:

4.1.1 Right of access where you can obtain a copy of your data and check whether we process your data in accordance with the law.

4.1.2 The right to transfer personal data (Right to Data Portability) in the event that we have made personal data in a format that can be read or generally used by tools or devices that work automatically. And can use or disclose personal information by automated means. You can request that your personal data be sent or transferred to another entity by automated means. or obtain personal data that we send or transfer directly to another entity unless technically this is not possible.

4.1.3 Right to object to the processing of your personal data (Right to Object) where you can object in the event that we process your data.

1. Public Task or Legitimate Interest
2. for direct marketing purposes
3. For scientific research purposes historical or statistical, unless necessary for the execution of our public interest missions

4.1.4 Right to erasure of personal data (Right to Erasure) where you can request to delete or destroy or make your personal data anonymous. In the following cases

1. When the processing of personal data is no longer necessary
2. when you withdraw your consent to the processing of personal data and we have no legal grounds to continue processing that personal data
3. when you have objected to the processing of your personal data
4. when personal data is unlawfully processed

4.1.5 The right to suspend the use of personal data (Right to Restrict Processing) where you can request to suspend the use of your personal data. In the following cases

1. When in the process of checking upon your request to correct personal information
2. When it is personal information that must be deleted or destroyed But he asked to suspend the use instead.
3. When personal data is no longer necessary for retention according to the purpose But you need to ask to keep it for use in establishing legal claims. Compliance with or exercising legal claims or raising up against legal claims
4. When in the process of proving or verifying your request for the right of objection

4.1.6 Right to rectification of personal data (Right to Rectification) where you can request to correct your data to be correct, complete and up-to-date. If you find that your information is inaccurate, complete and up-to-date, we are unable to review and correct it ourselves.

in some cases according to the condition of the operation We may not be able to process your request, for example, if it is necessary to perform a contractual or legal obligation, etc. However, in the event that you have given your consent to the processing of personal data. You can withdraw that consent at any time by contacting the relevant department. We will stop processing such data as soon as possible. But the withdrawal of consent will not have the effect of revoking the processing of personal data that has already been carried out.

You are advised that we will keep a record of the actions taken in connection with your request for resolving any issues that may arise. Personal information protection In case you wish to exercise the above rights or have a complaint about the processing of personal data please contact School Personal Data Protection Officer (via the channels provided above) We will process your request promptly and in accordance with the law. However, you have the right to complain about the lack of personal data protection according to the law at the Personal Data Protection Office.

4.2 School. Including the reason for always refusing to exercise the rights of the data subject.

## **5. Personal Data Security**

5.1 The school. Provides appropriate and sufficient data security measures and controls access to data as necessary.

5.2 School. Guidelines for responding to such incidents Including providing a notification process, coordinating and cooperating with the Office of the Personal Data Protection Commission. In order to be able to manage and remedy in a timely manner.

## **6. Supervision and inspection of compliance with personal data protection laws, regulations and related policies (Personal Data Protection Compliance)**

6.1 The School. Including relevant documents on a regular basis At least once a year to always comply with the law.

6.2 Schools. Will monitor secondary law enforcement. and other relevant laws at all times To bring to amend and improve the school's policy. In accordance with the law.

## **7. Roles, Duties and Responsibilities**

7.1 School administrators have roles, duties and responsibilities as follows:

7.1.1 Establish a structure and process for handling personal data, and relevant internal controls of the school, and the privacy protection policy of the school.

7.1.2 Supervise and support the school to implement effective personal data protection, and in accordance with the law

7.2 Personal Data Protection Working Group has roles, duties and responsibilities as follows:

7.2.1 Establish a personal data governance structure and related internal controls, including a policy to manage irregularities related to personal data, and guidelines for responding to abnormal events To be able to identify and deal with related abnormal events, with personal information in a timely manner

7.2.2 Evaluate the effectiveness of the implementation of the personal data protection policy of the school and report the results of such assessment to the school committee regularly at least once a year, including ensuring that various risks related to personal information received management and have appropriate risk management guidelines

7.2.3 Set and review Standards and Guidelines to ensure school operations comply with the law, and the privacy protection policy of the school.

7.2.4 Appoint a personal data protection officer of the school.

7.3 The school's personal data protection officer has roles, duties and responsibilities, as required by law which includes the following functions

7.3.1 Report the status of personal data protection to the Personal Data Protection Committee for acknowledgment, regularly and make recommendations to improve school privacy protection.

7.3.2 Advise school staff, personnel, employees and students on compliance with the law, and protection policy School personal information.

7.3.3 Check the operation of departments in the school, Compliance with the law and the school's privacy protection policy.

7.4 School employees, Their roles, duties and responsibilities are as follows:

7.4.1 Comply with the School's Personal Data Protection Policy, Standards, Guidelines, Procedures, and other documents related to the protection of Personal Data.

7.4.2 Reporting unusual incidents related to personal data protection and non-compliance with the law and the school's privacy protection policy.

**Announced on October 1, 2022**

