



Personal Data Protection Policy

Southeast Asian Ministers of Education Organization Regional Centre for STEM Education

Preface

The Southeast Asian Ministers of Education Organization Regional Centre for STEM Education, hereinafter referred to as “**SEAMEO STEM-ED**,” has prepared this Personal Data Protection Policy, hereinafter referred to as “**Policy**,” to describe the structure of the control, management, security, and protection measures appropriate for the collection, use, or disclosure of the personal data under the possession of SEAMEO STEM-ED in compliance with the Personal Data Protection Act, B.E. 2562, hereinafter referred to as “**PDPA**.” SEAMEO STEM-ED hereby announces the Centre’s Personal Data Protection Policy as shown herein.

This Policy is intended for the individuals whose data SEAMEO STEM-ED has collected, used, and/or disclosed or will do so as follows:

1. job applicants or internship applicants, including family members and/or their reference persons;
2. staff members, including interns and family members of staff members and interns;
3. beneficiaries of SEAMEO STEM-ED, including ordinary persons and/or legal entities as represented by their legal representatives, directors, or agents (officers) on behalf of such legal entities;
4. stakeholders of SEAMEO STEM-ED, including resource persons, suppliers, partners, subgrantees, and similar parties and/or persons who may work and collaborate with SEAMEO STEM-ED in the future, whether ordinary persons or legal entities as represented by their legal representatives, directors, and agents (officers) on behalf of such legal entities;
5. others who are not the individuals according to clause 1 to clause 4.

Details of the Collection, Use, or Disclosure of Personal Data

I. Job Applicants and Internship Applicants

1. Personal data collected, used, or disclosed by SEAMEO STEM-ED

Category	Personal Data Example
Personal details	<ol style="list-style-type: none"> 1. Given name, middle name, surname, alias (if any) 2. Gender 3. Date of birth 4. Age 5. Education, educational institution, grades, graduation date 6. Marital status 7. Nationality
Contact details	<ol style="list-style-type: none"> 1. Mailing address 2. Email address 3. Home phone number/cellphone number 4. Social media accounts
Identification and authentication details	<ol style="list-style-type: none"> 1. ID card photo 2. Identification number 3. Passport information 4. Alien certificate/ID information 5. Signature
Employment details	<ol style="list-style-type: none"> 1. Occupation 2. Employer's details and workplace information 3. Rank/position 4. Salary 5. Remuneration 6. Employment history 7. Professional license(s) information 8. Insurance identification number and information 9. Social security number
Security information	CCTV images (photos or videos)
Sensitive personal data	<ol style="list-style-type: none"> 1. Religion 2. Blood type 3. Criminal records 4. Health data in medical certificates 5. Disability data 6. Height

Category	Personal Data Example
	7. Weight 8. ATK test results
Other information	1. Records of correspondence and other communications between you and SEAMEO STEM-ED, in whatever forms or methods, including but not limited to telephone, email, live chat, instant messages, and social media communication 2. Data that you provide to SEAMEO STEM-ED through any channels

2. Sources of Your Personal Data

SEAMEO STEM-ED may collect your personal data from various sources as follows:

2.1 Receive the personal data directly from you, such as:

- 2.1.1 through your job or internship application with the Centre, filling in and signing the application, attaching documents for consideration or selection for work or internship, completing questionnaires, or any relevant registrations;
- 2.1.2 your communication with SEAMEO STEM-ED via different contact channels such as telephone, e-mail, and others;
- 2.1.3 SEAMEO STEM-ED may collect your personal data automatically; for example, when you access the Centre's website, social media, or applications, etc.

2.2 Receive the personal data from other sources, such as:

- 2.2.1 from the reference persons that you provide in your job or internship application;
- 2.2.2 universities or job recruitment agencies;
- 2.2.3 government agencies or other publicly available sources, such as the Centre's website, job recruitment websites, searchable data on the internet or social media platforms; e.g., Facebook, etc.

3. Purposes for the Collection, Use, or Disclosure of Your Personal Data

SEAMEO STEM-ED shall collect, use, or disclose your personal data for the purposes of considering and accepting for employment or internship, supporting the performance of duties as staff members or interns of the Centre, or for any other benefits as set forth in this Policy.

3.1 Taking necessary steps prior to issuing your employment contract

SEAMEO STEM-ED shall collect, use, or disclose your personal data as follows:

- 3.1.1 to take necessary actions and measures related to considering and selecting you in the various steps, such as during your application via the Centre's website or job recruitment websites or direct application with the centre, when taking written tests or interviews, during assessment and selection, and/or during job offering;
- 3.1.2 to check your background and qualifications before employment in accordance with applicable laws, including checking criminal and health records and checking with the reference persons provided;

- 3.1.3 for the benefit of internal management relating to the employment process, such as the dissemination of a job applicant's data or interview results to relevant departments and authorized decisionmakers for selection, the internal procedure for preparing an employment contract, including other relevant human resources management procedure.

3.2 Legitimate Interests of SEAMEO STEM-ED

SEAMEO STEM-ED shall collect, use, or disclose your personal data as follows:

- 3.2.1 for verification of your identity;
- 3.2.2 for monitoring the security of the Centre's building and premises, including ID card deposit before entering such areas and recording of images with CCTV and other security systems;
- 3.2.3 for establishing, complying with, exercising, or defending legal claims.

3.3 Consent

SEAMEO STEM-ED shall collect, use, or disclose your personal data as deemed necessary, as follows:

- 3.3.1 health information, which is required for consideration and selection for employment;
- 3.3.2 criminal record/behavioral data for consideration and selection for employment or for checking qualifications and suitability for job assignment;
- 3.3.3 religious information for use in approving ordain leave, Islamic pilgrimage (Hajj) leave, food selection, performing religious ceremonies, or in the event of death, among other things;
- 3.3.4 in the event that you are classified as a minor, incompetent, or quasi-incompetent, whose consent must be given by your parent, guardian, or caretaker, as the case may be, for consideration and selection for employment.

3.4 Compliance With the Law

SEAMEO STEM-ED may collect, use, or disclose your personal data under other lawful bases such as:

- 3.4.1 for the prevention or suppression of the danger or harm to a person's life, body, or health;
- 3.4.2 to comply with legal obligations and law enforcement claims;
- 3.4.3 to report or disclose information to government agencies as required by law.

4. Duration of the Collection of Personal Data

SEAMEO STEM-ED shall collect your personal data according to the Centre's objectives and necessity. When personal data are no longer required or necessary to be collected according to the objectives, SEAMEO STEM-ED shall erase, destroy, or make your personal data anonymous as soon as possible in accordance with the data protection and security measures of the Centre. In any case, SEAMEO STEM-ED shall not keep your personal data in excess of six (6) months from the dates on which the collection of such personal data is terminated.

Nevertheless, in the event that there are any reasons that make it necessary for SEAMEO STEM-ED to continue to collect, use, or disclose your personal data, the Centre reserves the right to extend the duration as required, in which case SEAMEO STEM-ED shall notify you in advance.

5. Type of Persons to Whom Your Personal Data may be Disclosed

SEAMEO STEM-ED may disclose your personal data to the persons as follows:

- 5.1 administration and human resources department, finance and accounting department, programme management department, or other departments of the Centre that require to use your personal data;
- 5.2 the Centre Director and senior executives of the Centre;
- 5.3 donors and sponsors of the Centre;
- 5.4 relevant professionals such as doctors, auditors, legal consultants, attorneys, and so forth;
- 5.5 government agencies or any regulatory agencies as prescribed by laws, such as the Revenue Department, Social Security Office, courts, Royal Thai Police, Student Loan Fund Office, Legal Execution Department, Investor Club Association, Office of The Board of Investment, Food and Drug Administration, and so forth;
- 5.6 relevant external entities such as banks that provide credit facilities, insurance companies, asset management companies, etc.

II. Staff Members, Interns, and Their Family Members

1. Personal data collected, used, or disclosed by SEAMEO STEM-ED

Category	Personal Data Example
Personal details	<ol style="list-style-type: none"> 1. Given name, middle name, surname, alias (if any) 2. Gender 3. Date of birth 4. Age 5. Education, educational institution, grades, graduation date 6. Marital status 7. Nationality
Contact details	<ol style="list-style-type: none"> 1. Mailing address 2. Email address 3. Home phone number/cellphone number 4. Social media accounts 5. Address location on a map
Identification and authentication details	<ol style="list-style-type: none"> 1. ID card photo 2. Identification number 3. Passport information 4. Alien certificate/ID information 5. Signature
Employment details	<ol style="list-style-type: none"> 1. Occupation 2. Employer's details and workplace information 3. Rank/position 4. Salary 5. Remuneration 6. Work permit data 7. Performance appraisal data 8. Leave history 9. Employment history 10. Professional license(s) information 11. Insurance identification number and information 12. Social security number 13. Job start date and end date 14. Data pertaining to the use of the Centre's information system
Data on participation in the Centre's activities	Photo and/or video recordings

Category	Personal Data Example
Financial details	Bank accounts information
Geographic information and information about your devices and software	<ol style="list-style-type: none"> 1. Your GPS location 2. IP address of your computer
Security information	<ol style="list-style-type: none"> 1. Photos/visual images 2. Personal appearance 3. Detection of any suspicious and unusual activities 4. CCTV images or videos 5. Video recordings
Sensitive personal data	<ol style="list-style-type: none"> 1. Religion 2. Blood type 3. Biometric information (e.g., face recognition, fingerprint, voice recognition, and retina recognition) 4. Criminal records 5. Health data 6. History of illness 7. Weight 8. Height 9. Disability data 10. ATK test results
Other information	<ol style="list-style-type: none"> 1. Records of correspondence and other communications between you and SEAMEO STEM-ED, in whatever forms or methods, including but not limited to telephone, email, live chat, instant messages, and social media communication 2. Data about insurance policy and claims for compensation (e.g., policy coverage, medical records, insurance claims history) 3. Data that you provide to SEAMEO STEM-ED through any channels 4. Computer traffic data

2. Sources of Your Personal Data

SEAMEO STEM-ED may collect your personal data from various sources as follows:

2.1 Receive the personal data directly from you, such as:

- 2.1.1 through the preparation of your employment contract, signing a contract, filling out and signing a form, attaching documents for the employment contract, completing questionnaires, or any relevant registrations;
- 2.1.2 your communication with SEAMEO STEM-ED via different contact channels such as telephone, e-mail, and others;
- 2.1.3 the information about your participation in the Centre's activities, such as images or videos;

- 2.1.4 SEAMEO STEM-ED may collect your personal data automatically; for example, when you access the Centre’s website, ICT systems, social media, or applications, etc.
- 2.2 Receive the personal data from other sources, such as:
 - 2.2.1 from the reference persons that you provide in your job or internship application;
 - 2.2.2 from the hospitals where you had pre-employment medical check-ups and annual medical check-ups;
 - 2.2.3 government agencies or other publicly available sources, such as the Centre’s website, job recruitment websites, searchable data on the internet or social media platforms; e.g., Facebook, etc.

3. Purposes for the Collection, Use, or Disclosure of Your Personal Data

SEAMEO STEM-ED shall collect, use, or disclose your personal data for the purposes of considering and accepting for employment or internship, as the case may be, supporting the performance of duties as staff members or interns of the Centre, or for any other benefits as set forth in this Policy.

3.1 Contractual Compliance

The purpose is for complying with the contracts in which you are a contracting party, be they an employment contract, internship contract, non-disclosure agreement, personal data processing agreement, work regulations and rules, an agreement relating to the condition of employment resulting from claims, or any other agreements. Some examples of your personal data that SEAMEO STEM-ED may collect, use, or disclose include the following:

- 3.1.1 recording of working periods, payment of wages or other remunerations, disciplinary investigation, management of complaints, leaves, work breaks, preparing staff records, termination of employment, etc.;
- 3.1.2 arrangement of welfares or other benefits, providing annual medical check-ups, insurance coverage, and provident funds, or participating in the Centre’s activities, etc.;
- 3.1.3 development of skills and abilities, arrangement of employee cards, preparation of employee data, communication, authorisation, risk management, monitoring and assessment, prevention of fraud and corruption, appointments, promotions, change of positions, organisational restructuring, performance appraisal, or internal management for other purposes deemed necessary for employment;
- 3.1.4 review of qualifications and professional license(s) for certain positions, conflict of interest assessments for certain managing positions.

Possible effects from failure to provide personal data may include the following:

- (1) SEAMEO STEM-ED may not be able to pay your salary, wage, or other payments that you are entitled to receive from the Centre via fund transfers thereof into your account;
- (2) SEAMEO STEM-ED may not be able to consider providing welfare or other benefits to you completely and properly;
- (3) SEAMEO STEM-ED may not be able to fulfill the requirements in your contract in whole or in part;
- (4) SEAMEO STEM-ED’s fulfillment of the requirements in your contract may be delayed or inconvenienced or face obstacles as your failure to provide personal data may cause the Centre to add necessary steps and procedures;

- (5) Other effects that may occur in the future apart from clauses (1) to (4), as the case may be, for which SEAMEO STEM-ED shall inform you on a case-by-case basis.

3.2 Compliance With the Laws

To comply with the legal obligations in the role as an employer or any other status, such as:

- 3.2.1 Civil and Commercial Code, Insurance Law, Labour Protection Law, Social Security Law, Workmen's Compensation Fund Law, Labour Relations Law, Provident Fund Law, Revenue Code, Bankruptcy Law, Anti-Money Laundering Act, and Computer Crime Law, and so forth;
- 3.2.2 other applicable laws, including notices and regulations issued under the authority of the applicable laws;
- 3.3.3 inspections by regulatory authorities or other legal proceedings, including reporting or legally disclosing personal data to government offices.

Possible effects from the failure to provide personal data may include the following:

- (1) The Centre may not be able to comply with legal obligations for your benefit in whole or in part.
- (2) The Centre's compliance with legal obligations for your benefit may be delayed or inconvenienced or face obstacles as your failure to provide personal data may cause the Centre to add necessary steps and procedures.
- (3) Other effects that may occur in the future apart from clauses (1) to (2), as the case may be, for which the Centre shall inform you on a case-by-case basis.

3.3 Legitimate Interests

For the purpose of the legitimate interests of SEAMEO STEM-ED or other persons or legal entities, provided that such interests do not exceed reasonable expectations, or for any other purposes permitted by law, such as:

- 3.3.1 verification of your identity;
- 3.3.2 voice recordings, photos, or CCTV recordings;
- 3.3.3 surveys, preparing access cards or parking assignments for the Centre's office, announcing relevant results, parcel receipt and delivery, relevant research studies, or statistics;
- 3.3.4 risk management, monitoring and assessment, management of complaint resolutions, internal organisational management, or the prevention, handling, and mitigation of risks that may be incurred from fraud and corruption;
- 3.3.5 cyberattacks, violation of laws, examination of data on electronic devices usage for work efficiency enhancement or for review of work behavior, or court proceedings;
- 3.3.6 developing and updating the Centre's website, data backups on cloud or servers;
- 3.3.7 accounting, preparing payroll, or financial audit;
- 3.3.8 establishing, complying with, exercising, or defending legal claims.

3.4 Consent

To collect, use, or disclose your personal data as deemed necessary, such as:

- 3.4.1 health data, including blood type, for employment selection consideration, for providing medical benefits, for medical treatment, or for hospital referral;
- 3.4.2 biometric data such as face, fingerprint, or iris recognition, for the purpose of identification and verification, for keeping track of your working hours, attend meetings or training workshops or seminars, participating in activities, or entering/leaving the office, and so forth;
- 3.4.3 religious information for consideration in approving ordination leave, Islamic pilgrimage (e.g., Hajj) leave, food selection, or religious ceremony in case of death, etc.;
- 3.4.4 delivery or transfer of your personal data to countries that may have inadequate personal data protection standards (unless the PDPA expressly states that the Centre may proceed without obtaining consent);
- 3.4.5 in the event that you are a minor, incompetent, or quasi-incompetent, your consent must be obtained from your parent, guardian, or caretaker, as the case may be;
- 3.4.6 other activities in which the Centre must obtain your consent; for example, when providing your personal data to the financial auditor and so forth.

3.5 Other Lawful Bases

SEAMEO STEM-ED may collect, use, or disclose your personal data based on the following lawful bases:

- 3.5.1 preparing historical documents or archives for the public interest or for research or statistics;
- 3.5.2 preventing or suppressing the danger to a person's life, body, or health;
- 3.5.3 as may be required to carry out duties for the public interest or to exercise official authority.

4. Duration of the Collection of Personal Data

SEAMEO STEM-ED shall collect your personal data according to the Centre's objectives and necessity. When personal data are no longer required or necessary to be collected according to the objectives, SEAMEO STEM-ED shall erase, destroy, or make your personal data anonymous as soon as possible in accordance with the data protection and security measures of the Centre. In any case, SEAMEO STEM-ED shall not keep your personal data in excess of ten (10) years from the dates on which the collection of such personal data is terminated.

Nevertheless, in the event that there are any reasons that make it necessary for SEAMEO STEM-ED to continue to collect, use, or disclose your personal data, the Centre reserves the right to extend the duration as required, in which case SEAMEO STEM-ED shall notify you in advance.

5. Type of Persons to Whom Your Personal Data may be Disclosed

SEAMEO STEM-ED may disclose your personal data to the persons as follows:

- 5.1 administration and human resources department, finance and accounting department, programme management department, or other departments of the Centre that require use of your personal data;
- 5.2 the Centre Director and senior executives of the Centre;
- 5.3 donors and sponsors of the Centre;
- 5.4 relevant professionals such as doctors, auditors, legal consultants, attorneys, and so forth;

- 5.5 government agencies or any regulatory agencies as prescribed by laws, such as the Revenue Department, Social Security Office, courts, Royal Thai Police, Student Loan Fund Office, Legal Execution Department, Investor Club Association, Office of the Board of Investment, Food and Drug Administration, and so forth;
- 5.6 relevant external entities such as banks that provide credit facilities, insurance companies, asset management companies, your prospective employers when you specify SEAMEO STEM-ED as your current employer, visitors to the Centre's website, individuals who are interested in the Centre's services, and so forth.

III. Beneficiaries of SEAMEO STEM-ED, including ordinary persons and/or legal entities by their representatives, directors, or agents (officers) on behalf of such legal entities

1. Personal data collected, used, or disclosed by SEAMEO STEM-ED

Category	Personal Data Example
Personal details	<ol style="list-style-type: none"> 1. Given name, middle name, surname, alias (if any) 2. Gender 3. Age 4. Date of birth
Contact details	<ol style="list-style-type: none"> 1. Mailing address 2. Email address 3. Home phone number/cellphone number 4. Social media accounts
Identification and authentication details	<ol style="list-style-type: none"> 1. ID card photo 2. Identification number 3. Passport information 4. Alien certificate/ID information 5. Signature
Financial details	<ol style="list-style-type: none"> 1. Bank accounts information 2. Payment information (Pay-in slips)
Marketing survey information, marketing and sales information	<ol style="list-style-type: none"> 1. Opinion survey 2. Information and opinions expressed when participating in marketing surveys 3. Details of services received and your demands
Information concerning security	CCTV images or recordings
Sensitive personal data	<ol style="list-style-type: none"> 1. Religion 2. ATK test results
Other information	<ol style="list-style-type: none"> 1. Records of correspondence and other communications between you and SEAMEO STEM-ED, in whatever forms or methods, including but not limited to telephone, email, live chat, instant messages, and social media communication 2. Data that you provide to SEAMEO STEM-ED through any channels

2. Sources of Your Personal Data

SEAMEO STEM-ED may collect your personal data from various sources as follows:

2.1 Receive the personal data directly from you, such as

- 2.1.1 through the application to use SEAMEO STEM-ED's services, signing a contract, filling out a form, completing a questionnaire, or any relevant registrations;
 - 2.1.2 your communication with SEAMEO STEM-ED via different contact channels such as telephone, email, LINE application, Facebook, Messenger, Instagram, and others;
 - 2.1.3 data from your participation in SEAMEO STEM-ED's various activities, such as photos or videos, and so forth;
 - 2.1.4 SEAMEO STEM-ED may collect your personal data automatically; for example, when you access the Centre's website, social media, or applications, etc.
- 2.2 Receive the personal data from other sources, such as
- 2.2.1 SEAMEO STEM-ED's beneficiaries, representatives, or service providers such as suppliers or subgrantees;
 - 2.2.2 operating partners of SEAMEO STEM-ED;
 - 2.2.3 government agencies or other publicly available sources, such as the Centre's website, searchable data on the internet or social media platforms, e.g., Facebook, etc.

3. Purposes for the Collection, Use, or Disclosure of Your Personal Data

SEAMEO STEM-ED shall collect, use, or disclose your personal data for several purposes, depending on the nature of your relationship with the Centre or for any other purposes as set forth in this Policy, as follows:

3.1 Contractual Compliance

For the purpose of complying with the contracts in which you, a beneficiary of the Centre, are a direct contracting party or a representative of a legal entity that is a contracting party or a director or an officer representing a legal entity that is a beneficiary of the Centre, whether for a reservation agreement, chattel purchase and sale agreement, real property agreement to purchase and sale, hire of work agreement, service agreement, rental agreement, property lease agreement, hire purchase agreement, loan agreement, mortgage agreement, suretyship agreement, bill, bill of exchange, cheque, joint venture agreement, or any other business agreements or memoranda of understanding used for the operations of the Centre or your application to use the Centre's services or that of a legal entity that you represented before entering into an agreement with the Centre, as the case may be. Some examples of that which SEAMEO STEM-ED may collect, use, or disclose your personal data include the following:

- 3.1.1 for considering approving your applications to use the Centre's services or for making an agreement between you or a legal entity in which you are an authorized representative and the Centre;
- 3.1.2 for using the services and various benefits of the Centre, including any available services and benefits from a partner of the Centre; for performing contractual obligations; for performing internal processes of the Centre; or for receiving or delivering information or documents between you and the Centre, including to comply with any regulations of government authorities or public enterprises that are necessary for the performance of the agreement between you and the Centre.

Possible effects from the failure to provide personal data may include the following:

- (1) The Centre may not be able to make payments as provided in the agreement via fund transfers into your account.
- (2) The Centre may not be able to perform its duties for your benefit as required by the agreement in whole or in part.

- (3) The Centre's performance of its duties for your benefit as required by the agreement may be delayed or inconvenienced or face obstacles as your failure to provide personal data may cause the Centre to add necessary steps and procedures.
- (4) Any other effects that may occur in the future apart from clauses (1) to (3), as the case may be, for which SEAMEO STEM-ED shall inform you on a case-by-case basis.

3.2 Compliance With the Laws

To comply with required legal obligations, such as:

- 3.2.1 Civil and Commercial Code, Insurance Laws, Revenue Code, Bankruptcy Law, Prevention and Combating Money Laundering Law, Computer Crime Act, Hotel Act, and so forth;
- 3.2.2 other applicable laws, including notices and regulations issued under the authority of the applicable laws;
- 3.2.3 inspections by regulatory authorities or other legal proceedings, including reporting or legally disclosing personal data to government offices.

Possible effects from the failure to provide personal data may include the following:

- (1) The Centre may not be able to comply with legal obligations for your benefit in whole or in part.
- (2) The Centre's compliance with legal obligations for your benefit may be delayed or inconvenienced or face obstacles as your failure to provide personal data may cause the Centre to add necessary steps and procedures.
- (3) Other effects that may occur in the future apart from clauses (1) to (2), as the case may be, for which the Centre shall inform you on a case-by-case basis.

3.3 Legitimate Interest

For the purpose of the legitimate interests of SEAMEO STEM-ED or other persons or legal entities, provided that such interests do not exceed reasonable expectations, or for any other purposes permitted by law, such as

- 3.3.1 verification of your identity;
- 3.3.2 voice recordings, photos, or CCTV recordings;
- 3.3.3 opinion surveys, participation in the Centre's activities, announcement of relevant results, parcel receipt and delivery, research studies, or statistics;
- 3.3.4 risk management, monitoring and assessment, management of complaint resolutions, internal organisational management, or the prevention, handling, and mitigation of risks that may be incurred from fraud and corruption;
- 3.3.5 cyberattacks, violations of laws, examination of data on electronic devices usage for work efficiency enhancement or for review of work behavior, or court proceedings;
- 3.3.6 developing and updating the Centre's website, data backups on cloud or servers;
- 3.3.7 accounting, preparing payroll, or financial audit;
- 3.3.8 business planning, reporting, and forecasting;

- 3.3.9 maintaining the Centre's relationships with our beneficiaries, such as communicating on any information inquiries, managing suggestions and feedback, offering benefits, and any notifications without a marketing purpose;
- 3.3.10 disclosure of data to the Centre's agents, contractors, sub-contractors, vendors, and service providers for any of the Centre's activities;
- 3.3.11 establishment of, compliance with, exercise, or defense of legal claims.

3.4 Consent

To collect, use, or disclose your personal data as deemed necessary, such as

- 3.4.1 health data, in the event that the Centre finds it necessary to use the data in our operation for your benefit;
- 3.4.2 biometric data such as for face recognition, fingerprint recognition, or iris recognition for the purpose of examination and verification of your identity for participating in meetings or activities, attending seminars, entering and leaving the office, and so forth;
- 3.4.3 delivery or transfer of your personal data to countries that may have inadequate personal data protection standards (unless the PDPA expressly states that the Centre may proceed without obtaining consent);
- 3.4.4 in the event that you are a minor, incompetent, or quasi-incompetent, your consent must be obtained from your parent, guardian, or caretaker, as the case may be;
- 3.4.5 participation in the Centre's activities, such as training workshops, seminars, sweepstakes activities, quiz games with prizes, study tours, etc.;
- 3.4.6 for the benefits of assessing, improving, and developing the Centre's services;
- 3.4.7 providing information about the services, benefits, service promotions, marketing activities, invitations to join activities, or presenting the services of the Centre;
- 3.4.8 survey of demand, satisfaction, interest, and comments regarding the Centre's services to be used for offering our services and for improving the services to meet your needs;
- 3.4.9 disclosing to the Centre, the entities in our network, or our operating partners to improve the Centre's services and offer relevant benefits and the services that are jointly offered by the Centre and our partners today or will be offered in the future as well as to provide news about special benefits and service promotions;
- 3.4.10 other activities for which the Centre requires your consent.

3.5 Other Lawful Bases

SEAMEO STEM-ED may collect, use, or disclose your personal data based on the following lawful bases:

- 3.5.1 preparing historical documents or archives for the public interest or for research or statistics;
- 3.5.2 preventing or suppressing the danger to a person's life, body, or health;
- 3.5.3 as may be required to carry out duties for the public interest or to exercise official authority.

4. Duration of the Collection of Personal Data

SEAMEO STEM-ED shall collect your personal data according to the Centre's objectives and necessity. When the personal data are no longer required or necessary to be collected according to the objectives, SEAMEO STEM-ED shall erase, destroy, or make your personal data anonymous as soon as possible in accordance with the data protection and security measures of the Centre. In any case, SEAMEO STEM-ED shall not keep your personal data in excess of ten (10) years from the dates on which the collection of such personal data is terminated.

Nevertheless, in the event that there are any reasons that make it necessary for SEAMEO STEM-ED to continue to collect, use, or disclose your personal data, the Centre reserves the right to extend the duration as required, in which case SEAMEO STEM-ED shall notify you in advance.

5. Type of Persons to Whom Your Personal Data may be Disclosed

SEAMEO STEM-ED may disclose your personal data to the persons as follows:

- 5.1 administration and human resources department, finance and accounting department, programme management department, or other departments of the Centre that require to use your personal data;
- 5.2 the Centre Director and senior executives of the Centre;
- 5.3 donors and sponsors of the Centre;
- 5.4 relevant professionals such as doctors, auditors, legal consultants, attorneys, and so forth;
- 5.5 government agencies or any regulatory agencies as prescribed by laws, such as the Revenue Department, Social Security Office, courts, Royal Thai Police, Student Loan Fund Office, Legal Execution Department, Investor Club Association, Office of the Board of Investment, Food and Drug Administration, and so forth;
- 5.6 relevant external entities such as banks that provide credit facilities, insurance companies, asset management companies, etc.

IV. Stakeholders of SEAMEO STEM-ED, including ordinary persons and/or legal entities by their representatives, directors, or agents (officers) on behalf of such legal entities

1. Personal data collected, used, or disclosed by SEAMEO STEM-ED

Category	Personal Data Example
Personal details	<ol style="list-style-type: none">1. Given name, middle name, surname, alias (if any)2. Gender3. Age4. Date of birth
Contact details	<ol style="list-style-type: none">1. Mailing address2. Email address3. Home phone number/cellphone number4. Social media accounts
Identification and authentication details	<ol style="list-style-type: none">1. ID card photo2. Identification number3. Passport information4. Alien certificate/ID information5. Signature
Financial details	<ol style="list-style-type: none">1. Bank accounts information2. Payment information (Pay-in slip)
Marketing survey information, marketing and sales information	<ol style="list-style-type: none">1. Opinion survey2. Information and opinions expressed when participating in marketing surveys3. Details of services received and your demands
Information concerning security	CCTV images or recordings
Sensitive personal data	<ol style="list-style-type: none">1. Religion2. ATK test results
Other information	<ol style="list-style-type: none">1. Records of correspondence and other communications between you and SEAMEO STEM-ED, in whatever forms or methods, including but not limited to telephone, email, live chat, instant messages, and social media communication2. Data that you provide to SEAMEO STEM-ED through any channels

2. Sources of Your Personal Data

SEAMEO STEM-ED may collect your personal data from various sources as follows:

2.1 Receive the personal data directly from you, such as:

- 2.1.1 through signing a contract, filling out a form, completing a questionnaire, or any relevant registrations;
- 2.1.2 your communication with SEAMEO STEM-ED via different contact channels such as telephone, email, LINE application, Facebook, Messenger, Instagram, and others;

- 2.1.3 data from your participation in SEAMEO STEM-ED’s various activities, such as photos or videos, and so forth;
- 2.1.4 SEAMEO STEM-ED may collect your personal data automatically; for example, when you access the Centre’s website, social media, or applications, etc.
- 2.2 Receive the personal data from other sources, such as:
 - 2.2.1 SEAMEO STEM-ED’s beneficiaries, representatives, or service providers, such as suppliers or subgrantees;
 - 2.2.2 operating partners of SEAMEO STEM-ED;
 - 2.2.3 government agencies or other publicly available sources, such as the Centre’s website, searchable data on the internet or social media platforms; e.g., Facebook, etc.

3. Purposes for the Collection, Use, or Disclosure of Your Personal Data

SEAMEO STEM-ED will collect, use, or disclose your personal data as you have entered into an agreement to work with the Centre or being a director, agent, authorised representative, or acting on behalf of the individual or legal entity that has entered into an agreement with the Centre for several purposes, depending on the nature of your relationship with the Centre or for any other purposes as set forth in this Policy, as follows:

3.1 Contractual Compliance

For the purpose of complying with the contracts in which you, who are a stakeholder of the Centre, either being a seller, contractor, service provider, lessor, asset custodian, or having any other legal relationships in the same way with the Centre, serve as a direct contracting party or a representative of a legal entity that is a contracting party or being a director or an officer representing a legal entity that is a stakeholder of the Centre, whether for a chattel purchase and sale agreement, hire of work agreement, service agreement, rental agreement, property lease agreement, loan agreement, asset deposit agreement, mortgage agreement, pledge agreement, guarantee agreement, bill, bill of exchange, cheque, joint venture agreement, or any other business agreements or memoranda of understanding used for the operations of the Centre or your application to use the Centre’s services before entering into an agreement with the Centre, as the case may be. Some examples that SEAMEO STEM-ED may collect, use, or disclose your personal data include the following:

- 3.1.1 for considering your qualifications before the Centre issues a purchase order;
- 3.1.2 for considering approving the agreement between you and the Centre;
- 3.1.3 for performing contractual obligations and inspecting work performance under the agreement between you and the Centre or complying with the Centre’s internal processes.

Possible effects from the failure to provide personal data may include the following:

- (1) The Centre may not be able to make payments as provided in the agreement via fund transfers into your account.
- (2) The Centre may not be able to perform our duties for your benefit as required by the agreement in whole or in part.
- (3) The Centre’s performance of our duties for your benefit as required by the agreement may be delayed or inconvenienced or face obstacles as your failure to provide personal data may cause the Centre to add necessary steps and procedures.
- (4) Any other effects that may occur in the future apart from clauses (1) to (3), as the case may be, for which SEAMEO STEM-ED shall inform you on a case-by-case basis.

3.2 Compliance With the Laws

To comply with required legal obligations, such as:

- 3.2.1 Civil and Commercial Code, Insurance Laws, Revenue Code, Bankruptcy Law, Prevention and Combating Money Laundering Law, Computer Crime Act, Hotel Act, and so forth;
- 3.2.2 other applicable laws, including notices and regulations issued under the authority of the applicable laws;
- 3.2.3 inspections by regulatory authorities or other legal proceedings, including reporting or legally disclosing personal data to government offices.

Possible effects from the failure to provide personal data may include the following:

- (1) The Centre may not be able to comply with legal obligations for your benefit in whole or in part.
- (2) The Centre's compliance with legal obligations for your benefit may be delayed or inconvenienced or face obstacles as your failure to provide personal data may cause the Centre to add necessary steps and procedures.
- (3) Other effects that may occur in the future apart from clauses (1) to (2), as the case may be, for which the Centre shall inform you on a case-by-case basis.

3.3 Legitimate Interest

For the purpose of the legitimate interests of SEAMEO STEM-ED or other persons or legal entities, provided that such interests do not exceed reasonable expectations, or for any other purposes permitted by law, such as:

- 3.3.1 verification of your identity;
- 3.3.2 voice recordings, photos, or CCTV recordings;
- 3.3.3 opinion surveys, participation in the Centre's activities, announcement of relevant results, parcel receipt and delivery, research studies, or statistics;
- 3.3.4 risk management, monitoring and assessment, management of complaint resolutions, internal organisational management, or the prevention, handling, and mitigation of risks that may be incurred from fraud and corruption;
- 3.3.5 cyberattacks, violations of laws, examination of data on electronic devices usage for work efficiency enhancement or for review of work behavior, or court proceedings;
- 3.3.6 developing and updating the Centre's website, or data backups on cloud or servers;
- 3.3.7 business planning, reporting, and forecasting;
- 3.3.8 maintaining the Centre's relationships with our beneficiaries and stakeholders, such as communicating any information inquiries, managing suggestions and feedback, offering benefits, and any notifications without a marketing purpose;
- 3.3.9 disclosure of data to the Centre's agents, contractors, sub-contractors, vendors, and service providers for any of the Centre's activities;
- 3.3.10 establishment of, compliance with, exercise, or defense of legal claims.

3.4 Consent

To collect, use, or disclose your personal data as deemed necessary, such as:

- 3.4.1 health data, in the event that the Centre finds it necessary to use the data in our operation for your benefit;
- 3.4.2 biometric data such as for face recognition, fingerprint recognition, or iris recognition for the purpose of examination and verification of your identity for participating in meetings or activities, entering and leaving the office, and so forth;
- 3.4.3 delivery or transfer of your personal data to countries that may have inadequate personal data protection standards (unless the PDPA expressly states that the Centre may proceed without obtaining consent);
- 3.4.4 in the event that you are a minor, incompetent, or quasi-incompetent, your consent must be obtained from your parent, guardian, or caretaker, as the case may be;
- 3.4.5 providing information about the various services and activities related to you;
- 3.4.6 survey of demand, satisfaction, and comments regarding the Centre's services or other areas related to you to be used for offering our services and for improving the services to meet the needs of our beneficiaries;
- 3.4.7 disclosing to the operating partners of the Centre to improve the Centre's services and offer the services that are jointly offered by the Centre and its partners today or will be offered in the future as well as to provide relevant news;
- 3.4.8 other activities for which the Centre requires your consent.

3.5 Other Lawful Basis

SEAMEO STEM-ED may collect, use, or disclose your personal data based on the following lawful bases:

- 3.5.1 preparing historical documents or archives for the public interest or for research or statistics;
- 3.5.2 preventing or suppressing the danger to a person's life, body, or health;
- 3.5.3 as may be required to carry out duties for the public interest or to exercise official authority.

4. Duration of the Collection of Personal Data

SEAMEO STEM-ED shall collect your personal data according to the Centre's objectives and necessity. When personal data are no longer required or necessary to be collected according to the objectives, SEAMEO STEM-ED shall erase, destroy, or make your personal data anonymous as soon as possible in accordance with the data protection and security measures of the Centre. In any case, SEAMEO STEM-ED shall not keep your personal data in excess of ten (10) years from the dates on which the collection of such personal data is terminated.

Nevertheless, in the event that there are any reasons that make it necessary for SEAMEO STEM-ED to continue to collect, use, or disclose your personal data, the Centre reserves the right to extend the duration as required, in which case SEAMEO STEM-ED shall notify you in advance.

5. Type of Persons to Whom Your Personal Data may be Disclosed

SEAMEO STEM-ED may disclose your personal data to the persons as follows:

- 5.1 administration and human resources department, finance and accounting department, programme management department, or other departments of the Centre that require to use your personal data;

- 5.2 the Centre Director and senior executives of the Centre;
- 5.3 donors and sponsors of the Centre;
- 5.4 relevant professionals such as doctors, auditors, legal consultants, attorneys, and so forth;
- 5.5 government agencies or any regulatory agencies as prescribed by laws, such as the Revenue Department, Social Security Office, courts, Royal Thai Police, Student Loan Fund Office, Legal Execution Department, Investor Club Association, Office of the Board of Investment, Food and Drug Administration, and so forth;
- 5.6 relevant external entities such as banks that provide credit facilities, insurance companies, asset management companies, etc.

V. Others who are not the individuals according to clause 1 to clause 4

1. Personal data collected, used, or disclosed by SEAMEO STEM-ED

Category	Examples of personal data
Personal details	<ol style="list-style-type: none">1. Given name, middle name, surname, alias (if any)2. Gender3. Date of birth4. Age5. Nationality
Contact details	<ol style="list-style-type: none">1. Mailing address2. Email address3. Home phone number/cellphone number4. Social media accounts
Identification and authentication details	<ol style="list-style-type: none">1. ID card photo2. Identification number3. Passport information4. Alien certificate/ID information5. Signatures
Employment details	<ol style="list-style-type: none">1. Occupation2. Position
Information concerning security	CCTV images or recordings
Sensitive personal data	<ol style="list-style-type: none">1. Religion2. ATK test results
Other information	<ol style="list-style-type: none">1. Records of correspondence and other communications between you and SEAMEO STEM-ED, in whatever forms or methods, including but not limited to telephone, email, live chat, instant messages, and social media communication2. Data that you provide to SEAMEO STEM-ED through any channels

2. Sources of Your Personal Data

SEAMEO STEM-ED may collect your personal data from various sources as follows:

2.1 Receive the personal data directly from you, such as:

- 2.1.1 through filling out a form, completing a questionnaire, or any relevant registrations, or submitting a claim or a request to exercise your rights;
- 2.1.2 your communication with SEAMEO STEM-ED via different contact channels such as telephone, email, and others;
- 2.1.3 SEAMEO STEM-ED may collect your personal data automatically; for example, when you access the Centre's website, social media, or applications, etc.

2.2 Receive the personal data from other sources, such as:

- 2.2.1 SEAMEO STEM-ED's stakeholders, beneficiaries, representatives, or service providers;
- 2.2.2 operating partners of SEAMEO STEM-ED;
- 2.2.3 government agencies or other publicly available sources, such as the Centre's website, searchable data on the internet or social media platforms; e.g., Facebook, etc.

3. Purposes for the Collection, Use, or Disclosure of Your Personal Data

SEAMEO STEM-ED shall collect, use, or disclose your personal data for several purposes, depending on the nature of your relationship with the Centre or for any other purposes as set forth in this Policy, as follows:

3.1 Processing Your Request

SEAMEO STEM-ED may collect, use, or disclose information as follows:

- 3.1.1 taking steps to process your request, such as a membership application to receive various benefits from the Centre, an application to participate in the Centre's various activities such as a development project, training workshop, seminar, social responsibility activity, and so forth;
- 3.1.2 complying with the Centre's internal processes or receiving or delivering of information or documents between you and the Centre, etc.;
- 3.1.3 for the benefits of internal employment management process of the Centre such as sending job applicants' data or interview reports to the relevant departments and authorised persons for employee selection, following an internal process for preparing employment agreements, or for other personnel management processes.

3.2 Compliance With the Laws

To comply with required legal obligations, such as:

- 3.2.1 Civil and Commercial Code, Insurance Laws, Labor Protection Law, Social Security Law, Workmen's Compensation Fund Law, Labor Relations Law, Provident Fund Law, Revenue Code, Bankruptcy Law, Prevention and Combating Money Laundering Law, Computer Crime Act, and so forth;
- 3.2.2 other applicable laws, including notices and regulations issued under the authority of the applicable laws;
- 3.2.3 inspections by regulatory authorities or other legal proceedings, including reporting or legally disclosing personal data to government offices.

Possible effects from the failure to provide personal data may include the following:

- (1) the Centre may not be able to comply with legal obligations for your benefit in whole or in part;
- (2) the Centre's compliance with legal obligations for your benefit may be delayed or inconvenienced or face obstacles as your failure to provide personal data may cause the Centre to add necessary steps and procedures;
- (3) other effects that may occur in the future apart from clauses (1) to (2), as the case may be, for which the Centre shall inform you on a case-by-case basis.

3.3 Legitimate Interest

For the purpose of the legitimate interests of SEAMEO STEM-ED or other persons or legal entities, provided that such interests do not exceed reasonable expectations, or for any other purposes permitted by law, such as:

- 3.3.1 verification of your identity;
- 3.3.2 voice recordings, photos, or CCTV recordings;
- 3.3.3 opinion surveys, participation in the Centre's internal activities, announcement of relevant results, parcel receipt and delivery, research studies, or statistics;
- 3.3.4 risk management, monitoring and assessment, management of complaint resolutions, internal organisational management, or the prevention, handling, and mitigation of risks that may be incurred from fraud and corruption;
- 3.3.5 cyberattacks, violations of laws, examination of data on electronic devices usage for work efficiency enhancement or for review of work behavior, or court proceedings;
- 3.3.6 developing and updating the Centre's website, or data backups on cloud or servers;
- 3.3.7 establishment of, compliance with, exercise, or defense of legal claims.

3.4 Consent

To collect, use, or disclose your personal data as deemed necessary, such as:

- 3.4.1 health data, such as ATK test results, or in other cases that the Centre finds it necessary to use the data in our operation for your benefit;
- 3.4.2 religion data for preparing food or for holding religious ceremonies, etc.;
- 3.4.3 delivery or transfer of your personal data to countries that may have inadequate personal data protection standards (unless the PDPA expressly states that the Centre may proceed without obtaining consent);
- 3.4.4 in the event that you are a minor, incompetent, or quasi-incompetent, your consent must be obtained from your parent, guardian, or caretaker, as the case may be;
- 3.4.5 satisfaction survey and for assessing and improving the Centre's services and service promotion offering;
- 3.4.6 invitations to you to participate in the Centre's or partners' projects and activities, including the communication related to such projects and activities, which may include recordings of your images and voice while participating in the projects and activities;
- 3.4.7 other activities for which the Centre requires your consent.

3.5 Other Lawful Bases

SEAMEO STEM-ED may collect, use, or disclose your personal data based on the following lawful bases:

- 3.5.1 preparing historical documents or archives for the public interest or for research or statistics;
- 3.5.2 preventing or suppressing the danger to a person's life, body, or health;
- 3.5.3 as may be required to carry out duties for the public interest or to exercise official authority.

4. Duration of the Collection of Personal Data

SEAMEO STEM-ED shall collect your personal data according to the Centre's objectives and necessity. When the personal data are no longer required or necessary to be collected according to the objectives, SEAMEO STEM-ED shall erase, destroy, or make your personal data anonymous as soon as possible in accordance with the data protection and security measures of the Centre. In any case, SEAMEO STEM-ED shall not keep your personal data in excess of two (2) years from the dates on which the collection of such personal data is terminated.

Nevertheless, in the event that there are any reasons that make it necessary for SEAMEO STEM-ED to continue to collect, use, or disclose your personal data, the Centre reserves the right to extend the duration as required, in which case SEAMEO STEM-ED shall notify you in advance.

5. Type of Persons to Whom Your Personal Data may be Disclosed

SEAMEO STEM-ED may disclose your personal data to the following persons:

- 5.1 administration and human resources department, finance and accounting department, programme management department, or other departments of the Centre that require the use of your personal data;
- 5.2 the Centre Director and senior executives of the Centre;
- 5.3 donors and sponsors of the Centre;
- 5.4 relevant professionals such as doctors, auditors, legal consultants, attorneys, and so forth;
- 5.5 government agencies or any regulatory agencies as prescribed by laws, such as the Revenue Department, Social Security Office, courts, Royal Thai Police, Student Loan Fund Office, Legal Execution Department, Investor Club Association, Office of the Board of Investment, Food and Drug Administration, and so forth;
- 5.6 relevant external entities such as banks that provide credit facilities, insurance companies, asset management companies, etc.

Transfer of Personal Data to Foreign Countries

1. SEAMEO STEM-ED may transfer your personal data to the donors of the Centre abroad, SEAMEO Centres in other countries, or other entities abroad that are the donors of or work with the Centre, for which the Centre shall determine the personal data protection policy for the transfer of personal data with them. Such personal data protection policy shall be reviewed and certified by the Office of the Personal Data Protection Committee. Nevertheless, while the policy is still incomplete and there is a requirement to transfer your personal data, the Centre shall request your prior consent before doing so.

2. SEAMEO STEM-ED may need to transfer your personal data to a cloud service company, a server service company, or a foreign company that offers a similar service. In such cases, the Centre shall provide adequate personal data protection standards in accordance with the personal data protection guidelines as prescribed by the Office of the Personal Data Protection Committee. Nonetheless, if the Centre determines that the standard is not adequate, the Centre shall request your consent in advance.

Rights of the Owner of Personal Data

Within the duration of the collection of your personal data as prescribed in this Policy, you are entitled to the following rights:

1. the right to withdraw consent for the collection, use, or disclosure of your personal data, in particular, when the Centre previously requested your consent;
2. the right to request viewing your personal data and request a copy(ies) thereof or disclose the acquisition of your personal data when you have not granted a consent;
3. the right to request your personal data, request for your personal data to be sent or transferred to another entity or request to receive a copy of your personal data that the Centre has sent or transferred;
4. the right to oppose the collection, use, or disclosure of your personal data that the Centre has collected without your consent in accordance with the law;
5. the right to request the Centre to erase, destroy, or make your personal data anonymous in the case where your personal data are no longer necessary or when you withdraw consent or you exercise the right to oppose according to clause 4;
6. The right to request the suspension of the use of your personal data in the case where your personal data are in the process of being reviewed for an update or making it complete and not misleading, or when the data is no longer necessary for collection or being proved as required by law;
7. The right to request the correction of your personal data or make it up-to-date and complete and not cause any misunderstanding.

The information about the rights above will be in the Centre's requesting form, which is kept by the Administration Department by the Administration Manager.

You will not be liable for any expenses in exercising the foregoing rights. SEAMEO STEM-ED shall consider your request and inform you about the results of the Centre's consideration of your request within 30 days from the date the Centre received said request.

Security Measures for Personal Data

SEAMEO STEM-ED has provided security measures for personal data that covers prevention measures regarding management, technical aspect, and physical aspect in connection with access to or usage of personal data. As of the effective date of this policy, SEAMEO STEM-ED has kept collected personal data in the form of documents or hard copies in locked file cabinets. For collected personal data that the Centre has kept in the form of electronic files, an access limit measure has been installed with a password requirement to allow only authorised staff members to have access to personal data. In addition, the Centre has assigned a staff member with a duty to inspect and update the control of personal data in possession of the Centre on a regular basis and to monitor the Centre's systems for any data breach that may occur and make appropriate notifications of such breach of personal data.

SEAMEO STEM-ED has arranged for those who are involved with personal data or in the processing of personal data to make a memorandum or an agreement with the Centre to prevent them from collecting, using, or disclosing personal data without proper authority or improperly.

In this regard, SEAMEO STEM-ED shall prepare specific guidelines and conditions for personal data security measures.

Amendment of Personal Data Protection Policy

SEAMEO STEM-ED shall review this Personal Data Protection Policy on a regular basis for compliance with the relevant rules, laws, and regulations. In any case, when there are any amendments to the Personal Data Protection Policy, the Centre shall notify you via email or other communication channels of the Centre, such as website or social media channels, as soon as possible.

Contact Channel

The Southeast Asian Ministers of Education Organization Regional Centre for STEM Education

Address: 11th floor, Nature and Environment Building., Science Center for Education, 928 Sukhumvit Road, Khlong Toei, Bangkok 10110, Thailand

E-mail: secretariat@seameo-stemed.org, HR@seameo-stemed.org

This Personal Data Protection Policy shall be effective on 7 July 2022.

Announced on 7 July 2022.

The Southeast Asian Ministers of Education Organization Regional Centre for STEM Education