



สถาบันวิจัยแสงซินโครตรอน (องค์การมหาชน)
Synchrotron Light Research Institute (Public Organization)

- Translated Version -

Announcement of Board of SLRI

Personal Data Protection Policy of Synchrotron Light Research Institute (Public Organization)

Since it is deemed appropriate to regulate the Personal Data Protection Policy to be applied as a practical standard for officers, users and related individuals in retention, collection, usage, and disclosure of personal data, with procedures that do not infringe rights or cause damages to owners of the data, Synchrotron Light Research Institute (Public Organization) therefore announces the personal data protection policy.

Pursuant to Article 19 of the Royal Decree on Establishment of Synchrotron Light Research Institute (Public Organization) B.E. 2551, and the Royal Decree on Establishment of Synchrotron Light Research Institute (Public Organization) (Amendment No. 2) B.E. 2560", and the meeting resolution of Board of SLRI No. 7/2022 on Thursday 28 April 2022, SLRI hereby issues the Announcement of Board of SLRI on Personal Data Protection Policy of Synchrotron Light Research Institute (Public Organization) as stated in the following enclosure.

Please kindly be informed accordingly.

issued on 8 May 2022

- signed -

(Associate Professor Dr. Weerapong Pairsuwan)

Chairman of Board of SLRI

- Enclosure -

Personal Data Protection Policy

Synchrotron Light Research Institute (Public Organization) regulates this personal data protection policy in order to inform related individuals of methods of collection, usage, disclosure, and retention of related personal data. In general practice, the institute requests for personal data from an individual, both electronically and via paper forms, for personal identification and transaction purposes according to the institute's duties.

The institute currently applies information technology in internal implementation. Some personal data have been changed from paper into electronic files. The institute, therefore, regulates policy and procedure of personal data protection to inform users, officers, and related individuals of the policy and implementation which do not cause infringement upon rights or damages to them as stated in this policy.

1. Definition

“Institute” means Synchrotron Light Research Institute (Public Organization).

“Personal data” means data which can identify either directly or indirectly to an individual but does not include data of the deceased especially for name and surname, address, telephone number, national identification number, etc.

“Individual” means a general person.

2. Respect of Rights of a User's Personal Data

2.1 The institute respects and realizes in importance of both the rights and personal data protection, also has awareness that users contacting the institute for service via electronic or other platforms require their personal data to be secured.

2.2 The institute shall use the received personal data which is complete, correct, updated, and capable of individual identification only for operating purposes of the institute, and shall strictly maintain personal data security as well as prevent use of personal data without permission.

3. Objectives of Collection, Usage, and Disclosure of Personal Data

The institute collects, retains, uses, and discloses personal data for data

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verification and operating purposes as stated in the Royal Decree on Establishment of Synchrotron Light Research Institute (Public Organization), B.E. 2551 and the Amendment version.

The institute shall perform to ensure that the institute officers responsible shall strictly follow the policy and procedure of the institute's personal data protection.

4. Limited Collection of Personal Data

4.1 The institute shall use legal and rightful methods in collecting personal data to the extent necessary for service provision according to the institute's authority, duties, and objectives, and as determined by law only.

4.2 The Institute shall always request for the data subject's consent prior to or during the process of personal data collection, except for requirement as determined by law with institute's purpose of personal data collection, as determined by law.

4.3 The institute shall not collect personal data related to nationality; ethnicity; political opinion; belief of religious doctrine, religion, or philosophy; sexual behavior; criminal record; health data; disability-related data; labor union data; genetical data; biological data; or any data possibly causing the same impact on data subject, except with either written or electronical consent from data subject, or except for requirement as determined by law.

4.4 The institute shall not perform any actions other than stated in the objectives of personal data collection, except for the following cases:

(1) The institute informs data subject of new objectives and earns the data subject's consent.

(2) Personal data collection is in a case as determined by law.

4.5 The institute may include personal data to other personal data gained from other sources, but only in case of necessity and with consent of the data subject for data update, and for both higher quality and effectiveness of the institute's service.

5. Quality of Personal Data

The institute collects users' personal data for service provision according to the institute's mission. Personal data shall be collected in conforming to the institute's

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authority, duties, and work purposes with data correctness, completeness, and update.

6. Use or Limited Disclosure of Personal Data

6.1 The institute shall not use or disclose the collected personal data without the data subject's consent. The use or disclosure shall be only for the objectives previously informed to data subject.

6.2 The institute shall monitor the data controller, data processor, and officers not to disclose, display, or perform any actions to disclose personal data, except for the cases as stated in Item 6.1 or requirement as determined by law.

6.3 In some cases, the institute may provide other individuals or organizations with access or permission to use collected personal data but only the required part and only for the objectives according to the institute's authority and duties. The provision shall be done according to the law or objectives previously informed to data subject as stated in Item 4.2 and shall perform under the Article 28 of the Personal Data Protection Act, B.E. 2562, if a case is covered by provisions of the Act.

7. Maintaining of Personal Data Security

The institute has appropriate measures to maintain personal data security, also raises the officers' awareness of this issue in order that the officers will strictly follow the measures. This implementation shall prevent illegal loss, access, destroy, use, modification, amendment, or disclosure of personal data. For security of personal data electronically collected by the institute, the maintaining shall be in accordance with the institute's policy and procedure on information security.

8. Data Subject Participation

Data subject can submit to the institute a request for his/her updated personal data collected by the institute. Data subject has rights to check for the existence of data collected at the institute, types of data, objectives of use of data. Data subject also has rights as follows:

(1) request for the copy or copy of certification in relation to personal data

(2) request for rectification or change of personal data

/ (3) request for...

(3) request for restriction of use or disclosure of personal data

(4) request for erasure or destroy of personal data

(5) request to be informed of the collecting methods used by the institute in gaining personal data without the data subject's consent

However, the institute may reject the rights in the cases as determined by the law or the data is no longer identify data subject.

9. Indication of Sharing Personal Data with Other Organizations

9.1 In case that the institute shares personal data with other organizations for electronic transaction and personal identification is necessary such as in electronic money transfer, all data transferring processes need to conform to the institute's disclosed policy and procedure of personal data protection.

9.2 Prior to sharing personal data to other organizations, the institute shall inform data subject and request for consent by providing at least the following details:

(1) individual or organization to share personal data

(2) objectives of personal data sharing

(3) methods to be applied for personal data sharing

(4) personal data to be shared

(5) individual to have access to the shared personal data

9.3 In sharing personal data to other individual or organization, the institute shall clearly disclose names of data collector and individual with rights in collected personal data. The institute shall have data sharing recorded as a reference.

9.4 In case that the institute shall use technologies in tracking, searching, or saving data of computer use of users or officers in whatever issues, the institute needs to clearly request the data subject for consent and shall use the personal data only for implementation in accordance with the institute's objectives.

9.5 Change of personal data sharing needs to be informed and requested by the institute to the data subject for a consent prior to implementation.

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10. Change of Personal Data Protection Policy

The institute may amend the personal data protection policy in conforming to the change in matters of law of service provision, the institute's implementation, or opinions or compliments of related individual. In this regard, the institute shall announce the change or directly inform the users in advance.

11. Disclosure of Personal Data Protection Policy

The institute shall announce the personal data protection policy. Revision or amendment of the policy shall be announced via both SLRI official website at <https://www.slr.or.th> and written announcement at the institute.