



- Translated Version -

## Privacy Notice

### for Job Applicants, Family Members of the Applicants, or the Other Persons that the Applicants Have Provided Data

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Synchrotron Light Research Institute (Public Organization) (hereinafter referred to as “SLRI”) gives highest priority to the protection of personal data of job applicants, family members of the applicants, or the other persons that the applicants have provided data, and in order for you to ensure that SLRI shall protect and manage your personal data in accordance with the law concerning personal data protection, SLRI hereby establishes this Privacy Notice for your acknowledgement of details of the processing of personal data, whether it be the collection, usage, and disclosure (collectively referred to as the “processing”) that may be occurred and including to inform you of the rights on your personal data and SLRI’s contact channels.

#### Item 1 Objectives of Collection, Usage, and Disclosure of Personal Data and the Cases Necessary for Provision of Personal Data

In the cases you are a job applicant of SLRI, SLRI needs to collect, use, and disclose your personal data based on lawful basis and for the following objectives:

Clause	Objectives	Lawful Basis
1.1	for doing necessary processes in considering and selecting job applicants including online job application via SLRI official website, job application at SLRI, or job application via recruitment agency, job interview, selection and evaluation, offering you employment contract, and other human resources administration process related to consideration and selection for working at SLRI	Contractual Basis
1.2	for evaluating qualification of job applicants prior to employment as determined by law which includes examining necessary data and data from reference persons previously provided by the applicants, or inspecting work experience for consideration of employment and signing employment contract	Legal Obligation and Legitimate Interests

Clause	Objectives	Lawful Basis
1.3	for internal audit of the Internal Audit Division	Legitimate Interests
1.4	for security maintenance in SLRI buildings or area and risk assessment on safety issue including request for access cards, exchange of cards for access and exit of such area, recording of data on the entry and exit of SLRI's area, and recording of videos in SLRI's buildings, offices, or branches by closed-circuit television (CCTV)	Legitimate Interests

Under some circumstances, SLRI may collect, use, and disclose personal data of persons in the family or other persons provided by job applicants of SLRI. In this regard, SLRI shall collect, use, and disclose personal data of such persons under related lawful basis for following objectives:

Clause	Objectives	Lawful Basis
1.5	for contact in case of necessity or emergency such as examining data of the applicant from reference persons previously provided or work experience, informing the applicant of danger, etc.	Legitimate Interests
1.6	for security maintenance in SLRI buildings or area and risk assessment on safety issue including request for access cards, exchange of cards for access and exit of such area, recording of data on the entry and exit of SLRI's area, and recording of videos in SLRI's buildings, offices, or branches by closed-circuit television (CCTV)	Legitimate Interests

SLRI would like to inform you that the processing of personal data of job applicants, family members of the applicants, or the other persons that the applicants have provided data is based on various types of lawful basis as stated herein without relying on consent. However, in some cases SLRI may not be able to process your data based on such lawful basis such as in the case required by law to gain consent from personal data owners on processing of sensitive data, etc. In such cases, SLRI shall request for your express consent (please refer to SLRI's documents on request for consent in addition to this document) and in the case you are a job applicant providing SLRI with personal data of family members or other persons, you shall be responsible to inform such persons of this Privacy Notice and/or proceed to gain consent (if necessary).

*/ In the case...*

In the case you do not provide SLRI with personal data which is required for implementation in accordance with contracts or your consent prior to contract execution, SLRI may find it impossible to select you for employment or manage the contract in accordance with the objectives of employment. In addition, not giving SLRI your personal data may affect your benefit or welfare and your convenience in performing work at SLRI.

## **Item 2 Collected Personal Data**

In general, SLRI shall contact you directly to request your personal data such as having you fill in the forms determined by SLRI, inquiring data from you, or requesting you to send personal data to SLRI. In some cases whatsoever, SLRI may collect your personal data from other sources to achieve abovementioned objectives such as

- reference persons you specified in your application form
- your university or educational institute
- recruitment agencies such as Super Resume Co., Ltd.
- government organizations such as the Royal Thai Police
- your former organizations

In this regard, the personal data collected by SLRI are as follows:

### **2.1 General Personal Data**

2.1.1 identity data such as name, surname, national identification number, date of birth, gender, age, nationality, marital status, signature, photograph

2.1.2 contact data such as address, telephone number, email

2.1.3 financial data such as salary, bank account number

2.1.4 other personal data such as work experience, education background, and related evidence, military status, personal data of reference persons, training experience, internship experience, driving license

*/ 2.1.5 personal data...*

2.1.5 personal data of your family members (father, mother, spouse) including name, surname, date of birth, gender, age, occupation, etc.

## **2.2 Sensitive Personal Data**

In general, SLRI has no intention to collect and use for specific objectives your religious belief and blood type displayed in a copy of your national identification card. Please conceal such data when submitting the copy to SLRI otherwise it will be implied that you give SLRI permission to conceal such data and the documents with such concealed data are valid and legally enforceable. In the case SLRI cannot conceal such data due to some technical difficulties, SLRI shall collect and use such data as partial document exclusively for identity verification.

However, SLRI needs to collect and use criminal record of job applicants to examine qualification prior to employment as determined by law and can perform data processing based on the lawful basis stated in item 1 and without your consent. In this regard, SLRI shall establish the most appropriate measures to protect your fundamental rights and benefits and shall strictly perform any proceedings with legal permission.

In the case SLRI needs to collect your sensitive personal data for data processing for other objectives than lawful basis, SLRI shall always request your express consent. Such sensitive personal data include as follows:

**2.2.1** health record

**2.2.2** disability status

## **Item 3 Period of Personal Data Retention**

SLRI shall retain your personal data only for necessary period and only for the objectives of collection, usage, or disclosure as stated in this Privacy Notice. In the case SLRI does not select you for employment in the position you applied for, SLRI shall retain your personal data for 2 years starting from the application date or the date of your latest revised application form to offer you other possibly suitable positions in the future.

## **Item 4 Disclosure of Personal Data**

In order to implement in accordance with the objectives stated in this Privacy Notice, SLRI

*/ may disclose your...*

may disclose your personal data to the third party such as the Royal Thai Police, etc.

## **Item 5 Your Rights as the Personal Data Owner**

As personal data owner, you have the rights as determined in the Personal Data Protection Act 2019. In this regard, you can contact SLRI via the contact channels stated in item 7 or SLRI official website in request to exercise your rights. You shall be entitled to exercise the following rights when the law concerning personal data protection are applied to SLRI:

### **5.1 Right to Withdraw Consent**

In the case SLRI requests your consent, you have the right to withdraw your consent already given to SLRI on processing of your personal data unless such withdrawal is limited by law or contracts beneficial to you.

In this regard, the withdrawal shall not affect the processing of your personal data legally conducted according to your prior consent.

### **5.2 Right of Access**

You have the right to request for the access to and the copy of your personal data under control of SLRI, including to request SLRI to disclose the acquisition of such data that you have not given consent to SLRI.

### **5.3 Right to Data Portability**

You have the right to request SLRI to transfer personal data which you have previously given to SLRI as determined by law.

### **5.4 Right to Object the Collection, Usage, or Disclosure of Personal Data**

You have the right to object the collection, usage, or disclosure of your personal data by SLRI for processing as prescribed by law.

### **5.5 Right to Erasure**

You have the right to request SLRI to erase your personal data as determined by law, however, SLRI may collect your personal data by using some electronic system which may be unable to erase such data. In this regard, SLRI shall destroy your personal data or make it unidentifiable.

*/ 5.6 Right to...*

## **5.6 Right to Restriction of Processing**

You have the right to request SLRI to restrict the use of your personal data as determined by law.

## **5.7 Right to Rectification**

In the case you find out that your personal data possessed by SLRI is incorrect or you have changed such data, you have the right to request SLRI to rectify your personal data so that such personal data be accurate, up-to-date, complete, and not causing misunderstanding.

## **5.8 Right to Lodge a Complaint**

You have the right to lodge a complaint to the officer authorized under the Personal Data Protection Act 2019 in the case that SLRI breaches or does not abide by such Act.

## **Item 6 Amendment to the Privacy Notice**

SLRI may occasionally amend or improve this privacy notice and shall notify such amendment and/or improvement via SLRI official website and/or email address you have provided to SLRI. In the case that your consent is required, SLRI shall request your additional consent.

## **Item 7 Contact Details**

For questions or further information regarding the protection, collection, usage, or disclosure of your personal data by SLRI as well as your rights or complaints regarding this issue, please contact SLRI via the following contact channels:

### **Synchrotron Light Research Institute (Public Organization)**

Address: Sirindhorn Witchothai Building 111 University Avenue, Suranaree Sub-district, Muang District, Nakhon Ratchasima

Tel.: 044-217-040

Email: [siampl@slri.or.th](mailto:siampl@slri.or.th)

### **Personal Data Protection Officer**

Address: Sirindhorn Witchothai Building 111 University Avenue, Suranaree Sub-district, Muang District, Nakhon Ratchasima

Email: [dpo@slri.or.th](mailto:dpo@slri.or.th)