

## **Personal Data Privacy Policy of the Devawongse Varopakarn Institute of Foreign Affairs**

The Devawongse Varopakarn Institute of Foreign Affairs (DVIFA) recognizes and attaches importance to the management and protection of personal data relating to the participants in the courses and activities. The DVIFA's personal data privacy policy, in accordance with the Personal Data Protection Act B.E. 2562 (2019) or PDPA, is as follows:

### **1. Personal data collection**

The DVIFA may collect and use the following types of information directly or indirectly from the data owner or other sources - personal details, contact details, other sensitive data - for the administration of identification purposes.

The DVIFA will collect necessary personal data through the following means:

- (1) directly from the data owner, through form-filling, phone communication and other digital platforms;
- (2) cookies; and
- (3) third parties, when the DVIFA believes in good faith that the said third party has the right to use and share a person's personal data with the DVIFA.

If the data owner does not consent to the DVIFA's collection and use of his/her personal data, this may affect his/her request for DVIFA's services.

### **2. Personal data to be collected by DVIFA**

Personal data collected by DVIFA is as follows:

- (1) personal data such as name, last name, identification number, nationality, contact details, work information, including other personal information given voluntarily;
- (2) sensitive personal data such as religion, blood type, and health information when prior consent has been given, except the collection of those personal data exempted by law;
- (3) CCTV images for security reasons from the locations that are clearly signed within the DVIFA; and
- (4) photos or video records made with the participants' awareness during an activity for record keeping purposes or use in production of public relations media.

### **3. Purposes of personal data processing**

It is necessary that the DVIFA collect, use and disclose the personal data for the following purposes:

- (1) to support DVIFA's policy implementation on human resource development;
- (2) to enable the data owner to participate in a human resource development activity, training, seminar as well as other academic activities of the DVIFA;

- (3) to enable the data owner to continuously use the DVIFA's website and to facilitate subsequent access by saving his/her data (cookies);
- (4) to assess and summarise the DVIFA's performance via data analysis without disclosing personal information;
- (5) to inform the public about the DVIFA activities and announce upcoming activities;
- (6) to prevent illegal acts (using CCTV records); and
- (7) to comply with requirements stipulated under Thai law.

#### **4. Rights of the personal data owner**

The owner of personal data has the following rights according to the PDPA:

- (1) right to access his/her own data and to receive a copy of that data;
- (2) right to transfer his/her data;
- (3) right to object to data processing;
- (4) right to erase or destroy his/her data;
- (5) right to suspend the use of his/her data;
- (6) right to correct his/her data; and
- (7) right to withdraw his/her consent.

If the personal data owner wishes to take action on any of the above, requests should be made in writing through the contact channels provided at the end of this announcement. The DVIFA may refuse, with legitimate reason, to act upon a request. All actions taken must comply with the PDPA.

#### **5. Disclosure of personal data**

The DVIFA will not disseminate, sell, distribute, exchange, transfer or disclose the personal data to an outsider unless: it is for purposes given in this announcement; there is a legal obligation to do so; acting on the data owner's request or with his/her consent.

#### **6. Measures for the protection of personal data security**

The DVIFA protects personal data security by:

- (1) limiting access to personal data to concerned parties;
- (2) implementing measures to prevent unauthorised persons from accessing data and systems, for example through the use of passwords;
- (3) checking and testing the DVIFA's personal data collection system and processing system to ensure that the systems and technology is secure, and installing the necessary security software;
- (4) implementing the DVIFA's personal data protection policy in accordance with the guidelines for DVIFA personnel in data protection; and
- (5) organizing training to raise awareness and understanding of procedures for personal data protection and ways to handle any problems or cases where it is suspected that personal data has been violated.

The DVIFA cannot guarantee the personal data security if data is transferred through public networks, computer networks, personal computers or communication devices infected with malware by which hackers are able to access the information.

#### **7. Data retention period**

The DVIFA will store the data for as long as necessary to perform its duties and provide its services, and will destroy unused documents appropriately.

#### **8. Personal data link with a bank for payment transaction of fees and for services from DVIFA**

For any activities involving fee payment or other financial transactions, the DVIFA will link the personal data with the system of the Krungthai Bank.

#### **9. Review of Announcement on Personal Data Privacy**

The DVIFA reserves the right to change or amend this announcement from time to time. The updated announcement will be posted on both the DVIFA website: <http://dvifa.mfa.go.th> and <http://dvifa-training.mfa.go.th>, as well as the website of the International Studies Center of DVIFA: <http://isc.mfa.go.th>

#### **10. Contact channels**

For further information or queries about this announcement, please contact:

The Devawongse Varopakarn Institute of Foreign Affairs (DVIFA)

7th Fl., Ratthaprasasanabhakdi Building Government Complex,

Chaengwatthana Rd., Bangkok 10210, Thailand

Phone: +66 2203 5000 ext.45103

Fax: +66 2143 9324

E-mail: [dvifa@mfa.go.th](mailto:dvifa@mfa.go.th)

Website: [www.mfa.go.th/dvifa](http://www.mfa.go.th/dvifa)

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