

Privacy Notice for Academic Activities and Public Relations

Faculty of Communication Arts, Assumption University

This Privacy Notice is issued to inform you about the collection, use, and disclosure of your personal data in connection with learning activities, faculty events, and public relations activities organized by or on behalf of the Faculty of Communication Arts.

1. Personal Data Collected, Purposes of Processing, and Legal Basis

Personal Data Collected	Purposes of Processing	Legal Basis
1. Personal Data 1.1 General Data: Full name, student ID number, copy of national ID card, and/or passport (for domestic and international travel) 1.2 Special Requirements Data: including food allergies, relevant health information (where necessary), dietary requirements, religious restrictions, or other special assistance requirements.	To administer academic activities, field trips, educational projects, travel arrangements, accommodation, transportation, meal arrangements, and travel insurance where applicable in accordance with the curriculum. To ensure your safety and provide appropriate accommodation during academic activities, travel, meals, and other faculty-organized events in accordance with health or religious requirements.	Contract Explicit Consent
2. Image and Audio Data: Photographs, audio recordings, and video recordings	To document faculty activities and promote the faculty and the University through websites, social media platforms, printed publications, and other communication channels. Individual participants will generally not be identified by name unless separate permission has been obtained.	Explicit Consent

2. Consequences of Not Providing Personal Data

- **Travel- related activities:** Everybody may be unable to arrange travel insurance transportation accommodation or appropriate meals. These may affect your safety convenience or ability to participate in certain activities.
- **Public relations activities:** The faculty will make reasonable efforts to avoid capturing your image. As a result, you may not appear in photographs or videos documenting faculty activities or receive recognition through related publicity materials.

3. Data Retention Period

- **Travel-related personal data:** Will be securely destroyed after the completion of the relevant course and the processing of final grades.
- **Photographs and videos:** Will be retained for as long as they continue to serve the faculty's public relations purposes.

4. Disclosure of Personal Data to Third Parties

The faculty may disclose your personal data or image and audio data where necessary to achieve the purposes described in this Privacy Notice. The third parties may include:

- **Service Providers:** Such as insurance providers, airlines, travel agencies, hotels, restaurants, transportation providers, or travel management platforms for travel, accommodation, meal arrangements, and related services.
- **Academic and Industry Partners:** Where an activity involves collaboration with external organizations, your personal data or participation may be shared with:
 - Partner universities and educational institutions participating in academic exchanges or joint educational activities.
 - Companies, organizations, or industry partners involved in site visits, internships, workshops, competitions, or collaborative projects; and
 - Invited guest speakers, trainers, or facilitators participating in faculty activities.
- **Use by External Organizations:** Where activities are jointly organized with external partners, photographs or videos that include your image may also be used by those organizations for publicity through their own communication channels or social media platforms to showcase academic collaboration and related activities.

5. Your Rights as a Data Subject

You have the rights provided under applicable data protection laws, including the right to access, correct, erase, or request the deletion of your personal data, and to object to certain processing activities, particularly where your personal data is disclosed to external organizations. These rights include:

- **Right to Object:** You may object to the collection or disclosure of your photographs or videos to external organizations collaborating with the faculty.
- **Right to Erasure (Right to be Forgotten):** You may request that the faculty coordinate with external organizations (such as guest speakers or companies visited during academic activities) to remove your photographs or personal data from their publicity materials where appropriate.
- **Right to Restrict Processing:** While the accuracy of your personal data is being verified, or while your request for deletion is under consideration, you may request that the faculty temporarily suspend the disclosure of your personal data or photographs to external organizations.

You may exercise your rights at any time by:

- **Informing the faculty in advance, or notifying staff during an activity,** if you do not wish to appear in photographs or video recordings.
- **Contacting your course instructor or your academic advisor to request the removal** of photographs or videos showing your face from the faculty's social media platforms or, where applicable, from those of external collaborating organizations.

6. Contact Information: Email: comarts@au.edu Tel.: +66 27832222 Ext. 2971, 2975, 2979

Faculty of Communication Arts,
Assumption University

Effective Date: 13 July 2026

Version: 1.0