



- Translated Version -

## Privacy Notice

### for Users, Trade Partners, Non-SLRI Staff Having Operation Relationship, and SLRI Operators

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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 users, trade partners, non-SLRI staff having operation relationship, and SLRI operators (collectively referred to as “you”), and in order for you to ensure that SLRI shall protect and manage your personal data in accordance with the laws 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 Types of Persons that SLRI Collects Personal Data

Under this Privacy Notice, SLRI shall collect personal data of the following persons:

**1.1 User** means either a general or juridical person from both government and private sectors requesting for SLRI’s service or information of SLRI’s service, a person receiving advertisement and public relations concerning service of SLRI, and shall mean to include a general person related to or a representative of the juridical person being a SLRI’s user such as an executive, committee member, hired staff, employee, agent, representative, or any other general person, and a person having his/her personal data appeared in documents in relation to the conduct of transactions between SLRI and such juridical person such as a coordinator, a person issuing purchase order, a person receiving product, a cheque payer, etc. including a person that such juridical person has provided data for SLRI.

**1.2 Trade partner** means a person who shall sell or sells product and/or provides service for SLRI, whether he/she has been registered as trade partner of SLRI or not, such as a contractual party, service provider, advisor, etc. and shall mean to include a general person related to or is an agent of a juridical person being a trade partner such as an executive, committee member, employee, hired staff, agent, representative or any other general person, and a person having his/her personal  
*/ data appeared in...*

data appeared in documents in relation to the conduct of transactions between SLRI and such juridical person such as a coordinator, a person delivering the product, a cheque payer, etc. including a person that such juridical person has provided data for SLRI.

**1.3 Non-SLRI staff having operation relationship** means a person who is not a user, a trade partner, or SLRI operator that has relationship in the manner relating to the conduct of work such as a person who performs work in the government sector which regulates conduct of work or supervises the compliance with laws, a person interested to participate in project or a project participant, a person interested to make a joint investment or be the co-investor, an agent or a broker for the procurement of product or service for SLRI, and shall mean to include a general person related to or is an agent of such juridical person such as an executive, committee member, employee, agent, representative or any other general person, and a person having his/ her personal data appeared in documents in relation to the conduct of transactions between SLRI and such juridical person.

**1.4 SLRI operator** means a committee member, sub-committee member, advisor, operation team, staff, or a person working at SLRI in compliance with SLRI policies or regulations.

## Item 2 Objectives of Collection, Usage, and Disclosure of Personal Data

**2.1 in general, whether you are a user, trade partner, non-SLRI staff having operation relationship, or SLRI operator,** SLRI may process your personal data for the following objectives:

Clause	Objectives	Lawful Basis
1.	for contacting and coordinating in relation to SLRI operation	Legitimate Interests
2.	for collection and use of your personal data including name-surname, position, affiliation, and photo or video in relation to the operations and activities of SLRI for dissemination or public relations through relevant channels such as internal email of SLRI, SLRI's website, Facebook, LINE, YouTube or other online media of SLRI or other media such as television and publication, etc.	Legitimate Interests
3.	for use as data on application to use electronic system or enabling the right to access or use internet or relevant electronic systems	Legitimate Interests
4.	for planning, reporting, and estimation of work; risk management; audit supervision including the internal audit of	Legitimate Interests

Clause	Objectives	Lawful Basis
	the Internal Audit Division, and internal management in the organization, including for the benefit of internal operations within SLRI in relation to the disbursement of payment of the Finance and Accounting Division of SLRI	
5.	for use of data in the proceedings in relation to Know Your Customer guidelines concerning SLRI's operation including investigation on operation status or other types of profile inspection for evaluation on the appropriateness or risk assessment before making decision to enter into relevant transactions, identity proof and verification, and/ or the verification of authority, the granting and obtaining of authority for the execution of any agreement or contract with SLRI	Legitimate Interests
6.	for use as database of stakeholders of SLRI and/ or use as data for relationship management or relevant coordination in relation to SLRI's operation	Legitimate Interests
7.	for disclosure of data only at necessity for the compliance with relevant evaluation criteria participated by SLRI	Legitimate Interests
8.	for investigation and inquiry of the complaint in the organization, corruption prevention, or any other legal proceedings including inspection and management of complaints and allegations in relation to the operation of SLRI or the related person for transparency and justification of all parties	Legitimate Interests
9.	for accepting the application or approval of participation in relevant projects or activities of SLRI such as field trip activity, site visit, receiving donation, seminar, training project, or other projects of SLRI or the projects that SLRI cooperates with the third parties or government sector, etc. as well as the relevant proceedings in relation to the activity participation such as answering quiz for reward, reward competition, delivery of reward, etc.	Legitimate Interests

Clause	Objectives	Lawful Basis
10.	for security maintenance in SLRI area including the exchange of cards for access to such area, recording of videos of the visitors of SLRI or the buildings, and area of SLRI by closed-circuit television (CCTV)	Legitimate Interests
11.	for compliance with laws or courts' summons, letters, or orders of organizations, independent organizations, or officers having duties and authority under laws such as the compliance with summons, writs of attachment, orders of courts, police officers, public prosecutors, and government sectors including the reporting or disclosure of data to the shareholders, government sector, or independent organizations such as Energy Regulatory Commission, Ministry of Energy, Revenue Department, Land Department, State Audit Office, the Office of National Anti-Corruption Commission, etc. for compliance with relevant laws	Legal Obligation
12.	for compliance with laws concerning public interest in respect of public health such as health protection against dangerous communicable disease or epidemic which may be contagious or spread into the kingdom	Legal Obligation
13.	for management and administration concerning your sanitation and safety such as health insurance, etc.	Vital Interests
14.	<p>when you use SLRI's social media such as Facebook, LINE, YouTube, and other online media, SLRI may collect, use, or disclose your personal data for the following objectives:</p> <p>(a) for performance measurement and analysis on market survey and market strategies including for planning, reporting and estimation of work</p> <p>(b) for opinion survey, analysis, research, and development of products, services and activities of SLRI to be more suitable with your requirement, and for development of communication and public relations to meet your requirement</p>	Legitimate Interests and Legal Obligation

Clause	Objectives	Lawful Basis
	<p>(c) for risk management, audit supervision including for the internal audit of the Internal Audit Division, and internal management and administration in the organization such as for inspection and prevention of corruption, etc.</p> <p>(d) for contacting in order to request for additional data, complaint inspection, complaint management, performance record keeping, and proceedings in accordance with internal procedures of SLRI</p> <p>(e) for selection of activity participants, answering quiz through online channels, announcement of activity results, giving of rewards to participants in accordance with conditions determined by SLRI as well as keeping as database of profile of activity participants of SLRI</p> <p>(f) for compliance with laws, investigation, and inquiry pursuant to legal proceedings and any other rules and regulations and for reporting or disclosure of data to government sector or any other organizations by the virtue of laws or courts' orders including for the establishment, compliance, exercise or defense of legal claims</p>	

Other than the abovementioned objectives, SLRI may further process your personal data in the relevant cases as follows:

**2.2 in the case you are a user**, SLRI may process your personal data for additional objectives as follows:

Clause	Objectives	Lawful Basis
1.	for consideration on approval of request for service including procedures of identity verification, verification of authority, granting and obtaining of authority, risk assessment for entering into related transactions and the implementation in accordance with SLRI internal procedures for entering into	Contractual Basis and Legitimate Interests

Clause	Objectives	Lawful Basis
	contract, operation under the contract, service provision including coordination, collection of expense, and delivery of related documents, etc.	
2.	for the benefit of evaluation, improvement, and development of SLRI service including for surveying satisfactory to be appropriate and in response with your requirement	Legitimate Interests
3.	for use as data and supporting documents for any proceedings with banks, financial institutions, Department of Business Development, Revenue Department, Excise Department, and other relevant external organizations	Legitimate Interests

**2.3 in the case you are a trade partner**, SLRI may process your personal data for additional objectives as follows:

Clause	Objectives	Lawful Basis
1.	<p>for implementation in accordance with related procedures prior to entering into contracts such as:</p> <ul style="list-style-type: none"> <li>● trade partner registration</li> <li>● consideration on qualification of a trade partner</li> <li>● preparation of data prior to procurement process such as finding and setting a median price, indicating name and details of a trade partner in SLRI internal system, etc.</li> <li>● purchase or acceptance of bidding forms, attending the clarification, presentation of outcomes related to procurement (on the case-by-case basis), price bargaining, and announcement of winning bidder</li> <li>● invitation for bid, bidding, verification of authority, granting or obtaining of authority in submission of bidding documents of a bidder, and consideration on qualification of SLRI's bidder in accordance with procurement procedures of SLRI including the case a bidder is a user,</li> </ul>	Contractual Basis and Legitimate Interests

Clause	Objectives	Lawful Basis
	<p>legal advisor, business advisor, tax advisor, auditor, financial advisor, financial institution, advisor on accounting and finance system development</p> <ul style="list-style-type: none"> <li>● preparation of confidentiality agreements</li> </ul>	
2.	<p>for the necessity in making transactions between SLRI and trade partners such as:</p> <ul style="list-style-type: none"> <li>● identity verification, verification of authority, granting or obtaining of authority including for use as evidence in support for making related transactions</li> <li>● implementation in accordance with rules, regulations, and relevant internal procedures of SLRI</li> <li>● consideration, preparation, and execution of commercial contract</li> <li>● compliance with hiring contracts, service contracts, other commercial contracts, and other related agreements or collaboration between SLRI and parties including procedures for requesting and consideration of related documents which may contain personal data of the committee members of the company which is a third party or representative of government organizations</li> <li>● acceptance of work pursuant to contract between SLRI and a trade partner, administration of supplies and products, and issuance of work certification until completion</li> </ul>	Contractual Basis and Legitimate Interests
3.	<p>for compliance with laws related to making transactions between a trade partner and SLRI such as laws concerning procurement of government sector, laws concerning taxation, laws on inspection of rights and benefits of the land, laws concerning state audit, laws concerning government data</p>	Legal Obligation

**2.4 in the case you are a non-SLRI staff having operation relationship,** SLRI may process your personal data for additional objectives as follows:

Clause	Objectives	Lawful Basis
1.	for communication such as having business contact, appointment, conference, meeting and converse on services or related projects of SLRI including the recording of details concerning such contact	Legitimate Interests
2.	for checking qualification or evaluating appropriateness before making decision to make transactions, doing risk assessment of related transactions, identity identification and verification, verification of authority, granting and obtaining of authority in signing any agreement or contract with SLRI, investigation on operation status or other types of profile inspection, and implementation in compliance with SLRI internal procedures	Legitimate Interests
3.	for consideration, making, and signing related contracts or agreements including managing such contracts or agreements	Legitimate Interests
4.	for consideration on request for participation in SLRI projects or projects run by SLRI in collaboration with third parties or government organizations, and implementation related to such projects	Legitimate Interests

**2.5 in the case you are a SLRI operator,** SLRI may process your personal data for additional objectives as follows:

Clause	Objectives	Lawful Basis
1.	for inspection and verification of identity as SLRI operator	Legitimate Interests
2.	for compliance with SLRI policies and use as supporting data in monitoring and inspecting the implementation, and compliance with such policies	Legitimate Interests
3.	for coordinating with other organizations concerning SLRI operation	Legitimate Interests
4.	for coordinating, performing work, or doing transactions with users, trade partners, government sectors, state enterprises, government institutions, public organizations, independent	Contractual Basis and Legitimate Interests



Clause	Objectives	Lawful Basis
	organizations established by laws, third-party organizations or persons, as SLRI representative or ordered by SLRI, including execution of contracts, addendum or amendment to the contracts or agreements, granting and obtaining of authority, giving clarification, data, or words to third parties, participation in training, seminar, or academic conference, giving speech to third party on behalf of SLRI including implementation in compliance with SLRI internal procedures, performance evaluation, and reimbursement of work expense or welfare	
5.	for verification of authority, granting or receiving of authority including for use as supporting documents in making related transactions	Legitimate Interests
6.	for use as supporting documents in meeting, collaborating, preparing documents before doing procurement process in compliance with SLRI rules, regulations, and other internal procedures, making documents related to work, recording the meeting, and doing meeting reports	Legitimate Interests

In the case you do not provide SLRI with personal data which is required for implementation in accordance with enforced laws for the abovementioned objectives, SLRI may find it impossible to make transactions or manage in accordance with the contracts (depending on the case-by-case basis).

### Item 3 Collected Personal Data

In general, SLRI shall contact you directly to request your personal data. In some cases whatsoever, SLRI may collect your personal data from other sources such as your affiliation, work colleagues, secretaries, or coordinators, government organizations, or other sources which are accessible by the public such as websites, internet platform, etc.

SLRI shall collect your personal data as follows:

#### 3.1 General Personal Data

*/ 3.1.1 identity data...*

**3.1.1** identity data such as name, surname, national identification number, passport number, date of birth, gender, age, nationality, signature, photograph, identification number of license for professional practice, employee number (only for SLRI operator), driving license, etc.

**3.1.2** contact data such as address, copy of house registration, telephone number, facsimile, email, geolocation, contact details of related person in case of emergency, social media account, LINE ID, contact details of your secretary, etc.

**3.1.3** financial data such as bank account number, etc.

**3.1.4** communication data used in contacting SLRI such as date, time, and location of contacting SLRI, photo or voice record in contact with SLRI, etc.

**3.1.5** data related to company or organization such as affiliation, workplace, work position, etc.

**3.1.6** data related to education background, work experience, training experience, expertise skill, contributions, etc.

**3.1.7** data related to personal interests

**3.1.8** photo recorded by CCTV

**3.1.9** data related to participation of meetings, trainings, seminars, activities, or projects held by SLRI which may include photographs, motions, and/or voice recorded during such meetings, trainings, seminars, or activities

**3.1.10** other data required for legal proceedings or execution such as marital status, data related to property, etc.

**3.1.11** opinions, recommendations, complaints

**3.1.12** record of your activity or project participation with SLRI

**3.1.13** screening record of epidemic diseases in accordance with the preventive measures

**3.1.14** data related to driving behavior of SLRI's vehicles

*/ 3.2 Sensitive Personal...*

## 3.2 Sensitive Personal Data

In general, SLRI has no intention to collect and use for any 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 documents exclusively for identity verification.

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

3.2.1 nationality

3.2.2 religious belief

3.2.3 health record and/or disabilities

3.2.4 result of quantitative analysis of drug use

3.2.5 biometrics data such as facial and/or voice recognition systems, fingerprints

## Item 4 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. The criteria used in determining retention period include the period SLRI needs to utilize your personal data for the stated objectives and the data may be further retained for a necessary period for compliance with laws or statutory prescription period, for establishment, compliance, exercise, or defense of legal claims, or for other reasons pursuant to SLRI internal policies and regulations.

## Item 5 Disclosure of Personal Data

In order to implement in accordance with the objectives stated in this Privacy Notice, SLRI may disclose your personal data to the following persons:

5.1 government organizations, regulatory organizations, state enterprises, public organizations, independent organizations established by law, or other organizations as determined by laws including

*/ persons authorized by...*

persons authorized by laws such as courts, police officers, Revenue Department, Anti-Money Laundering Office, Department of Skill Development, Department of Labour Protection and Welfare, Department of Energy Business, Ministry of Natural Resources and Environment, Ministry of Transport, Ministry of Energy, Office of the Ombudsman, State Audit Office of the Kingdom of Thailand, House of Representatives Committee, House of Senate Committee, Department of Legal Execution, Office of the Attorney General, Office of National Anti-Corruption Commission, National Science and Technology Development Agency, etc.

**5.2** authorities, organizations, or persons related to exercise of legal claims, legal proceedings, objection to the complaint or allegation, defending of the case of SLRI such as the parties of the case and witnesses, etc.

**5.3** agents, contractors/ sub-contractors, and/ or service providers of any operation to SLRI such as professional advisors, transport service providers, service firms for the conduct of marketing activities, travel and accommodation agencies, organizer companies of activities, trainings, or seminars, activity organizers, media producers and advertising firms, insurers, auditors, legal advisors, etc.

**5.4** non-SLRI staff having operation relationship (in the case it is necessary to comply with the contract in the case there is a joint operation of project or business)

**5.5** management system standard certification institutes

**5.6** training participants

**5.7** banks or financial institutions

**5.8** other third parties such as disclosure of data in e-GP system, announcement of selected persons via SLRI's social media, or public relations of photos or news of SLRI activities or projects to mass media and third parties, etc.

## **Item 6 Transfer or Disclosure of Personal Data to Foreign Countries**

In some cases, SLRI may need to disclose your personal data to companies in the overseas which have different standards of personal data protection from the standards of Thailand because SLRI has co-operation or transactions with such companies. Therefore, SLRI may need to disclose your personal data to such companies, government organizations, professional advisors, and related persons who need to get access to such data in the normal course of SLRI's operation. SLRI may

*/ disclose your personal...*

disclose your personal data to companies in the overseas to support the commencement of legal proceedings or arbitrations which may occur in the future. Also, SLRI may collect your personal data on computer server or in the cloud of offshore service providers and may process data by using programs or applications of the offshore service providers.

SLRI shall always deliver or transfer such data in accordance with the Personal Data Protection Act 2019.

## **Item 7 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 9 or SLRI official website in request to exercise your rights. You shall be entitled to exercise the following rights when the laws concerning personal data protection are applied to SLRI:

### **7.1 Right to Withdraw Consent**

In the case SLRI request your consent, you have the right to withdraw your consent that has already given to SLRI on processing of your personal data unless such withdrawal is limited by laws 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.

### **7.2 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.

### **7.3 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 laws.

### **7.4 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...*

data by SLRI for processing as determined by laws.

### **7.5 Right to Erasure**

You have the right to request SLRI to erase your personal data as determined by laws, 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.

### **7.6 Right to Restriction of Processing**

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

### **7.7 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.

### **7.8 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 8 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 you have provided to SLRI. In the case that your consent is required, SLRI shall request your additional consent.

## **Item 9 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...

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)