



Announcement of the Healthcare Accreditation Institute (Public Organization)

Subject: Personal Data Protection Policy

B.E. 2563 (2020)

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The Healthcare Accreditation Institute (Public Organization) recognizes the importance of protecting the personal data of its personnel. Therefore, the Institute has established a Personal Data Protection Policy, which sets forth the principles, procedures, and practices for handling the personal data of its personnel. This policy aligns with the guidelines of the Personal Data Protection Committee and complies with the relevant legal provisions.

By virtue of Section 15 of the Official Information Act B.E. 2540 (1997), Sections 26 and 27(3) of the Royal Decree on the Establishment of the Healthcare Accreditation Institute (Public Organization) B.E. 2552 (2009), as amended by the Royal Decree (No. 2) B.E. 2562 (2019), and Clause 7 of the Regulations of the Board of the Healthcare Accreditation Institute on Personnel Administration B.E. 2563 (2020), the Director hereby issues the Personal Data Protection Policy as follows:

Clause 1 This announcement shall be called:

“Announcement of the Healthcare Accreditation Institute (Public Organization) Re: Personal Data Protection Policy B.E. 2563 (2020)”

Clause 2 This announcement shall take effect from the date of its issuance onwards.

Clause 3 Any regulations, rules, announcements, orders, or operational guidelines that are inconsistent or in conflict with this announcement shall be superseded by this announcement.

Clause 4 In this announcement:

“Institute” means the Healthcare Accreditation Institute (Public Organization).

“Board” means the Board of the Healthcare Accreditation Institute.

“Committee Member” means a member of the Board of the Healthcare Accreditation Institute.

“Director” means the Director of the Healthcare Accreditation Institute.

“Data Subject” means a personnel member of the Institute who receives a salary or wage funded by the Institute’s budget.

“Personal Data” means any information relating to a person that enables the identification of such person, whether directly or indirectly, but excludes data of deceased persons.

“Sensitive Personal Data” means personal information of an inherently private nature that is sensitive and may lead to unfair discrimination, such as race, ethnicity, political opinions, religious or philosophical beliefs, sexual behavior, criminal records, health information, disabilities, or any other data that similarly affects the data subject, as prescribed by the Personal Data Protection Committee.

“Personal Data Protection Committee” means the committee appointed to oversee, regulate, and issue criteria, measures, or any other practices relating to personal data protection in accordance with the Personal Data Protection Act B.E. 2562 (2019).

Part 1

Collection of Personal Data

Clause 5 The Institute shall collect personal data of its personnel for specific purposes, within defined scope, and using lawful and fair methods. The collection shall be limited to what is necessary for the Institute’s operational objectives. The Institute shall ensure that the data subject is informed and gives consent, either electronically or in accordance with the procedures, criteria, and methods as prescribed by the Institute.

In the case of collecting sensitive personal data, the Institute shall obtain explicit consent from the data subject prior to such collection, unless the collection of personal data or sensitive personal data falls under an exception as specified in the Personal Data Protection Act B.E. 2562 (2019) or other applicable laws.

Part 2

Purposes of Collecting or Using Personal Data

Clause 6 The Institute shall collect or use personal data of the data subject for the benefit of the Institute's operations, such as procurement, contracting, financial transactions, institutional activities, and coordination, or for improving work quality and operational efficiency—for example, by creating databases, analyzing and developing institutional processes. Personal data may also be collected and used for other lawful purposes or for compliance with applicable laws and regulations related to the Institute's operations. The Institute shall retain and use such personal data only for the duration necessary to fulfill the stated purposes or as required by law.

Clause 7 The Institute shall not act in any manner inconsistent with the purposes for which the personal data was collected, unless:

1. A new purpose has been notified to the data subject and written consent has been obtained; or
2. The action is in compliance with the Personal Data Protection Act or other applicable laws.

Part 3

Disclosure of Personal Data

Clause 8 The Institute shall not disclose the personal data of a data subject to any person without prior consent and shall only disclose such data in accordance with the purposes previously notified. For the benefit of its operations and the provision of services to the data subject, the Institute may need to disclose personal data to other agencies or organizations, both domestic and international, such as service providers involved in processing personal data. In such cases, the Institute shall ensure that those parties maintain the confidentiality of the personal data and do not use it for purposes beyond the scope defined by the Institute.

The Institute may also disclose personal data in accordance with the criteria prescribed by law. This includes disclosure to government agencies, public authorities, regulatory bodies, or in response to legal requests such as subpoenas, litigation, or requests from private entities or external persons involved in legal proceedings.

Part 4

Guidelines for Implementing Personal Data Protection

Clause 9 The Institute shall establish various measures, including those related to the security and protection of personal data, in accordance with applicable laws, regulations, criteria,

and best practices in personal data protection. These measures shall be communicated to Institute personnel and other relevant individuals. The Institute shall also promote awareness and support among its personnel regarding their duties and responsibilities in the collection, retention, use, and disclosure of personal data. All personnel must comply with the Institute's Personal Data Protection Policy and operational guidelines to ensure that the Institute meets its obligations under relevant personal data protection laws accurately and effectively

Part 5

Rights of the Data Subject

Clause 10 The data subject shall have the following rights:

1. Right to withdraw consent – The right to withdraw consent to the processing of personal data previously given. Such withdrawal shall not affect the collection, use, or disclosure of personal data for which consent has already been provided.
2. Right of access – The right to access personal data and request a copy thereof, including the right to request disclosure of how personal data was obtained without the subject's consent.
3. Right to rectification – The right to request the correction of personal data to ensure it is accurate and up to date.
4. Right to erasure – The right to request the deletion of personal data.
5. Right to restriction of processing – The right to request the suspension of the use of personal data.
6. Right to data portability – The right to request the transfer of personal data to another party.
7. Right to object – The right to object to the processing of personal data.

The data subject may exercise the aforementioned rights by submitting a written request or an electronic request to the Institute, using the form prescribed by the Institute.

The Institute shall consider the request and notify the data subject of the result within fifteen (15) days from the date the request is received.

The Institute may deny the data subject's request if such denial is permitted by law.

Part 6

Review and Amendment of the Personal Data Protection Policy

Clause 11 The Institute may revise or amend this policy from time to time to ensure compliance with legal requirements, operational changes within the Institute, and feedback or recommendations from relevant agencies. The Institute shall clearly announce any changes prior to their implementation.

Clause 12 If the data subject has any questions, suggestions, or comments regarding this Personal Data Protection Policy or its implementation, they may contact the Institute at the address provided below.

The Healthcare Accreditation Institute (Public Organization)

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Announced on 31 May B.E. 2565 (2022)

(Mrs. Piyawan Limpanyalert)

Chief Executive Officer, Healthcare Accreditation Institute (Public Organization)