

## SEI Asia Personal Data Protection Instructions

### GENERAL

The [Stockholm Environment Institute](#), Asia Centre ([SEI Asia](#)) operates in Thailand under an institutional cooperation agreement with Chulalongkorn University Social Research Institute, while the Stitelsen The Stockholm Environment Institute (SEI) [Head Quarters](#) is based in Stockholm, Sweden. In recognition of the importance of the protection of personal data, SEI including SEI Asia, needs to comply with the [General Data Protection Regulation \(GDPR\)](#) as an institution. Furthermore, in compliance with Thailand Personal Data Protection Act B.E. 2562, SEI Asia has implemented the SEI Asia Personal Data Protection Instructions, in order to inform the Data Subject on the process of data collection, storage, usage and disclosure of personal data, including the rights of the Data Subject.

**Personal Data** means any information relating to a specific person, which enables the identification of that person, whether directly or indirectly, but not including information of deceased persons. Common examples of personal data could include names, personal phone number, identification numbers, copy of ID/passport, contact information, email address, photographs and video images, among others.

**Sensitive Personal Data** means any information relating to a particular person which is sensitive and presents significant risks to the person's fundamental rights and freedoms, which can include data regarding racial or ethnic origin, political opinions, cults, religious or philosophical beliefs, sexual behavior, criminal records, health data, disabilities, trade union information, genetic data, biometric data, or any data which may affect the Data Subject in the same manner, as prescribed by the Act.

### COLLECTION OF PERSONAL DATA

SEI Asia shall only collect personal data within the limits and scope, of the law as necessary. We may collect personal data through our recruitment process, either by the SEI recruitment system where the privacy notice is available, or voluntary direct submission of one's CV for certain circumstances ( i.e., employment, contracts, agreements, procurement, organizational events such as workshop, conference, meeting or research projects and activities etc.) and through online behavior on SEI webpage (managed by HQ in accordance with [Privacy Policy](#) and [Cookie Notice](#)), and possible other situations where you have chosen to provide personal data to us.

In case SEI Asia needs to collect sensitive data, we shall request explicit consent from the Data Subject in writing before collecting, unless otherwise allowed by the legislation.

### PURPOSE OF COLLECTION, USAGE AND PROCESSING OF PERSONAL DATA

SEI Asia collects and processes personal data in accordance with Thailand legislation. SEI Asia is the Data Controller of personal data, which is registered to SEI Asia only. The personal data of the Data Subject shall be processed by authorized Data Processors of SEI Asia. The personal data is registered in SEI Asia's system for employment, staff administration, contracts, procurement, financial transactions, organizational operations, projects and events, as well as analytics for further development of the organizational system and/or any other purposes which are in compliance with the legal obligations or regulations to which SEI Asia is subject.

Your personal data may be processed or operated by external parties, in limited circumstances, for which SEI has prior agreement to manage and administer, such as time sheets, travel assistance, employee surveys, evaluations and performance management through online systems.

The processing of certain personal data is necessary for SEI Asia to be able to fulfil its obligations according to certain existing legislation e.g., labour and taxation laws as well as relevant acts such as Social Security Act etc. This is the legal grounds for SEI Asia's personal data processing. If the Data Subject does not register the personal data, SEI Asia cannot fulfil our obligations as an employer, payer, organiser, or project owner.

SEI Asia shall only retain and process your personal data for what is necessary for the fulfilment as noted above or as prescribed by laws in order to fulfil our obligations, and will not disclose any personal data or information to other third parties, unless for the sole reason to ensure SEI operations and compliance with the law.

## **PERSONAL DATA DISCLOSURE**

The disclosure of personal data is only carried out when necessary and in accordance with the laws. According to the organizational operations and to fulfil our obligations as well as for the benefits of individuals, we may disclose the personal data that you have provided to us, to relevant parties as necessary, such as SEI Headquarters, donors, auditors, insurance provider, provident fund service provider, travel agents, event organizers, accommodation service provider, affiliates or related corporations, who may be situated inside or outside of Thailand, for one or more of the above stated purposes. SEI Asia may disclose the personal data to government regulators or authorities in order to comply with any laws, rules, guidelines, regulations or schemes that apply to us.

## **SEI ASIA DATA SECURITY SYSTEM**

SEI aims to ensure the security of your personal data through our internal security measures and strict policy enforcement. All stored personal data will be protected from unauthorized access use or disclosure with complex access control system, managed by our internal ICT systems, and supported by our IT Specialist to ensure data security, in compliance with IT oversight from HQ. We will avoid engaging with any information technology providers who have no protection on personal data.

We also require our staff and third-party contractors to follow the applicable privacy standards and policies and to exercise due care and measures when using, sending or transferring your personal data.

## **RIGHTS OF THE DATA SUBJECT**

You have the right to request any actions regarding your personal data as follows:

- Right to access and obtain a copy
- Right to withdraw consent
- Right to rectification
- Right to erasure
- Right to restriction of processing

- Right to data portability
- Right to object
- Right to lodge a complaint

You may exercise these rights in accordance with Personal Data Protection Act B.E. 2562 by sending a notice to us through email or any other channel as in the contact information provided below. SEI Asia shall consider the request and proceed, unless there are certain circumstances where we have the legal grounds to reject your request.

#### **REVIEW OF PERSONAL DATA PROTECTION POLICY**

SEI Asia may review this policy from time to time to ensure that it remains in adherence to laws and/or significant change of organizational operations. We will inform all employees of any updated SEI Asia Personal Data Protection Instructions on our Intranet at <https://seiorg.sharepoint.com/sites/Asia>

#### **CONTACT INFORMATION**

If you have any questions regarding SEI Asia Personal Data Protection Instructions, please contact us through the following channels:

Chinnarat Buttho, Human Resources (HR) Specialist at [chinnarat.buttho@sei.org](mailto:chinnarat.buttho@sei.org)  
Nipa Laithong, Senior Administrative and HR Officer at [nipa.laithong@sei.org](mailto:nipa.laithong@sei.org)

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