



## Data Protection Measures and Privacy Policy Announcement (Privacy Policy)

The Office of Property Management, Kasetsart University (PMKU), hereby establishes this Privacy Policy in accordance with the Personal Data Protection Act B.E. 2562 (2019), in order to ensure the protection of personal data of customers and all individuals under its supervision.

### 1. Collection of Personal Data

PMKU collects personal data only to the extent necessary for the provision of services through its website and related systems. Such personal data may include, but is not limited to: username (including name and surname), email address, residential or workplace address including affiliated internal units, gender, skills, preferences, billing address, national identification number or taxpayer identification number, browser type, domain name, records of visited web pages, and referring websites.

PMKU recommends that users review the privacy policies of any external or linked websites to understand their respective practices regarding the collection, use, processing, and disclosure of personal data.

### 2. Use of Personal Data

PMKU shall use personal data only to the extent necessary for purposes related to the leasing of spaces or buildings under the supervision of Kasetsart University, for revenue generation, as well as for managing residential accommodations under the University's supervision. Such use includes activities within the scope of public relations, dissemination of information and updates, conducting opinion surveys relating to PMKU or University activities, and facilitating transactions associated with PMKU.

Any amendment or updating of personal data shall be carried out strictly within the scope of PMKU's objectives, in order to ensure that such data remains accurate, complete, and up to date. This may include updates to names or surnames, current contact details, images of products and services of contracted tenants, and corporate tax documentation.

### 3. Rights of Data Subjects

Data subjects shall have the right to:

- Request access to their personal data and obtain information regarding the source of such data
- Request correction or updating of inaccurate or incomplete personal data
- Request restriction or suspension of processing where applicable

- Request deletion or destruction of personal data where such data is no longer necessary and Exercise any other rights as provided under applicable laws.

In cases where personal data has been obtained from third-party sources, including publicly available sources, data subjects may request further details regarding such collection.

PMKU reserves the right to retain personal data for the duration of any contractual relationship. Upon termination of such relationship, PMKU may retain the data for an additional period of six (6) months for the purpose of protecting its legitimate interests and legal rights.

#### **4. Retention and Security of Personal Data**

PMKU shall implement appropriate technical and organizational measures to ensure the security of personal data and to prevent unauthorized or unlawful access, use, disclosure, alteration, or destruction.

PMKU may retain supporting records necessary for its operations, including but not limited to CCTV recordings within areas under the supervision of Kasetsart University.

#### **5. Use of Cookies**

“**Cookies**” refer to data transmitted by PMKU to users’ web browsers to facilitate automatic recording of website usage. Cookies enhance user experience by enabling the system to remember user preferences and previously visited pages.

Users may manage or delete cookies at any time through their browser settings. PMKU recommends that users review this Privacy Policy to better understand the use of cookies.

#### **6. Amendments to the Privacy Policy.**

PMKU reserves the right to amend or update this Privacy Policy without prior notice in order to ensure its appropriateness and effectiveness in operations.

Users are encouraged to review this Privacy Policy regularly upon accessing PMKU services.

#### **7. Contact Information**

In the event that data subjects wish to exercise their rights, including requesting access, correction, restriction, or deletion of their personal data, they may contact PMKU through official communication channels or the designated system administrator.

This Policy shall be effective from the date of announcement onwards.