

Privacy Policy

High Standard International Consultant Company (Lanna International School) Limited recognises the importance of protecting your data. This Privacy Policy explains our practices regarding the collection, use or disclosure of personal data, including other rights of the Data Subjects Under the Personal Data Protection Laws.

Collection of Personal Data

We will collect your personal data that we receive directly from you as follows:

- Students' Management Information Systems
- Human Resource Management Information Systems
- Finance Management Information Systems
- Phone number
- School Trips & Activities
- E-mail

Types of Data Collected

Personal data includes but is not limited to name, surname, age, date of birth, nationality, identification card, and passport.

- Contact information such as an address, telephone number, e-mail address.
- Account details such as username, password, transactions history.
- Proof of identities such as a copy of identification card and passport.
- Transactional and Financial information such as purchase history, credit card details, bank account.
- Technical data such as IP address, Cookie ID, Activity Log.
- Any other information that is considered personal data under the Personal Data Protection Laws, such as photos, videos.

Children

If you are under 20 or have legal restrictions, we may collect, use or disclose your personal data only with a parent's consent. We require your parents or guardian to be aware and consent to us or be allowed by applicable laws to hold and use this data. If we become aware that we have collected personal data from children without verification of parental consent, we will take steps to remove the relevant information from our servers

Storage of Data

We store your data as hard and soft copies using the following systems.

- Third-party server service providers in Thailand
- Third-party server service providers outside Thailand
- Internal CCTV system
- Cloud
- Internal hard copy filing
- Internal School Servers and local electronic devices

Use of Data

We use the collected data for various purposes, which include, but are not limited to:

- To create and manage accounts
- To provide products or services
- To improve products, services, or user experiences
- To share and manage information within the organisation
- To conduct marketing activities and promotions
- To provide after-sales services
- To gather user's feedback
- To process payments of products or services
- To comply with our Terms and Conditions
- To comply with laws, rules, and regulatory authorities

Disclosure of Personal Data

We may disclose your personal data to the following parties in certain circumstances:

Within our Organisation

We may disclose your personal data within our organisation to provide and develop our products or services. We may combine information internally across the different products or services covered by this Privacy Policy to help us be more relevant and useful to you and others.

Service Providers

We may use service providers to help us provide our services, such as payments, marketing and development of products or services. We will ensure that service providers we engage with have their privacy policies" Please note that service providers have their privacy policies.

Business Partners

In relation to our business partners, we may disclose specific personal data to them to coordinate and provide products or services to you and provide necessary information about the availability of our products or services.

Data Retention

We will retain your personal data for a minimum period stipulated in Thailand's relevant regulations and laws. We will erase, destroy or anonymise personal data when it is no longer necessary or when the period lapses.

Data Subject Rights

Subject to the Personal Data Protection Laws thereof, you may exercise these rights in the following situations:

Withdrawal of consent: If you have given consent to us to collect, use or disclose your personal data, whether before or after the effective date of the Personal Data Protection Laws, you have the right to withdraw such consent at any time throughout the period your personal data is available to us unless it is restricted by law or you are still under beneficial contract.

Data access: You have the right to access your personal data that is under our responsibility; to request us to make a copy of such data for you, and to request us to reveal how we obtain your personal data.

Data portability: You have the right to obtain your personal data if we organise such personal data in automatic machine-readable or usable formats and can be processed or disclosed by automatic means; to request us to send or transfer the personal data in such format directly to other data controllers if doable by automated means, and to request to obtain the personal data in such format sent or transferred by us directly to other data controller unless not technically feasible.

Objection: You have the right at any time to object to the collection, use or disclosure of your personal data, even when our data use is conducted for legitimate reasons, but is beyond your expectations.

Data erasure or destruction: You have the right to request us to erase, destroy or anonymise your personal data if you believe that the collection, use or disclosure of your personal data is against relevant laws; or if retention of the data by us is no longer necessary in connection with related purposes under this Privacy Policy; or when you request to withdraw your consent or to object to the processing as earlier described.

Suspension: You have the right to request us to suspend processing your personal data during the period where we examine your rectification or objection request; or when it is no longer necessary and we are bound to erase or destroy your personal data pursuant to relevant laws, but you instead request us to suspend the processing.

Rectification: You have the right to rectify your personal data, to ensure it is up to date, complete and not misleading.

Complaint lodging: You have the right to complain to competent authorities pursuant to relevant laws if you believe that the collection, use or disclosure of your personal data is violating or not in compliance with relevant laws.

You can exercise these rights as the Data Subject by contacting our Data Protection Officer as mentioned below. We will notify the result of your request within 30 days upon receipt of such request. If we deny the request, we will inform you of the reason via SMS, email address, telephone, or registered mail (if applicable).

Advertising and Marketing

We may send certain information, for example, newsletters, via your email or other electronic means. If you no longer want to receive the communications from us, you can click the “unsubscribe” link in the email or contact us through our email.

Cookies

To enrich and perfect your experience, we use cookies or similar technologies to display personalised content and appropriate advertising and store your preferences on your computer. We use cookies to identify and track visitors, their usage of our website and their website access preferences. If you do not wish to have cookies placed on your computer you should set their browsers to refuse cookies before using our website.

Data Security

We endeavour to protect your personal data by establishing security measures in accordance with the principles of confidentiality, integrity, and availability to prevent the loss, unauthorised or unlawful access, destruction, use, alteration, or disclosure including administrative safeguard, technical safeguard, physical safeguard and access controls.

Data Breach Notification

We will notify the Office of the Personal Data Protection Committee without delay and, where feasible, within 72 hours after having become aware of it, unless such a personal data breach is unlikely to result in a risk to your rights and freedom. If the

personal data breach is likely to result in a high risk to your rights and freedoms of you, we will also notify the personal data breach and the remedial measures to you without delay through our website, SMS, email address, telephone or registered mail (if applicable).

Changes to this Privacy Policy

We may change this Privacy Policy from time to time. To monitor any changes to this Privacy Policy we encourage you to frequently check our website.

This Privacy Policy was last updated and has been effective since 10th June 2022

Links to Other Sites

The purpose of this Privacy Policy is to offer products or services and use our website. Any websites from other domains found on our site are subject to their privacy policy which is not related to us.

Contact Information

If you have any questions about this Privacy Policy or would like to exercise your rights, you can contact us by using the following details:

Data Controller

Lanna International School (Thailand)
166 Moo 10, Baan Waen,
Hang Dong, Chiang Mai, 50230, Thailand
www.lannaist.ac.th
Tel 052 000 838

Data Protection Officer

Email: DPO@lannaist.ac.th
Tel 052 000 838