

MEETING MINUTES

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| Meeting Project Name : | PERSONAL DATA PROTECTION ACT (PDPA) Meeting | | |
| Date of Meeting : | March 29, 2022 | Time : | 10.00 a.m. - 10.45 a.m. |
| Meeting Prepared by : | Ms. Pichaya Sajawasunt | Location : | Bldg. 5 conference room & Zoom Meeting |
| 1. Meeting Objective | | | |
| Personal Data Protection Act (PDPA) | | | |
| 2. Attendees | | | |
| School Admin : Dr. John, Dr. Michael, Mrs. Penporn School Staff : Ms. Pichaya, Mr. Paisarn, Ms. Aomjai, Ms. Sumon, Ms. Kaemmika, Ms. Sirada, Ms. Cheryl, Ms. Kamonthip Lawyer : Mr. Weerasak | | | |
| 3. Agenda and Notes, Discussions, Issue | | | |
| Topic | Discussion | | |
| <i>PDPA Solution</i> | <p>Mr. Weerasak explains about the plan to start the school's PDPA project :</p> <p>For the first year, we will use the service of VinarcoFormiti Ltd. in term of the Basic PDPA Implementation package and DPO Advisory Role. We will also use the PDPA Platform - Formiti 360 in order to keep record and facilitate the monitoring of the whole system data flow. For the Data Protection Officer, we will appointed one of the school staff to perform this position along with the support from our school lawyer team.</p> <p>For the second year onward, we still have to use the Formiti 360 Platform in order to keep track of every transaction untill the school IT Department team is ready to write our own program.</p> | | |
| <i>Voting for the proposed plan</i> | <p>Mr. Weerasak asks for the vote of his proposed plan to use the servcies from VinarcoFormiti.</p> <p>All the attendees agreed with the proposed plan with no objection.</p> | | |
| <i>Further Step</i> | <p>Mr. Weerasak will report to the Chairman for the result of the vote and will proceed to next step, hoping that we can start our PDPA project by the beginning of April, 2022</p> | | |