Regulation of the Executive Board of the National Institute of Educational Testing Service on the Collection and Disclosure of Official Information B.E. 2550 (A.D. 2007)

Whereas it is expedient to issue a regulation on the collection and disclosure of governmental information of the National Institute of Educational Testing Service (Public Organization), by virtue of Section 20 (5) (a) of the Royal Decree on the Establishment of the National Institute of Educational Testing Service consequently had a resolution, in the meeting No. 5/2550 (A.D. 2007) on the 4th day of May B.E. 2550 (A.D. 2007), to issue the following regulation.

- Article 1 This set of regulations is called "Regulation on the Executive Board of the National Institute of Educational Testing Service (Public Organization) on the Collection and Disclosure of Official Information B.E. 2550 (A.D. 2007)."
- Article 2 This regulation shall come into force as from the day following the date of promulgation.
- Article 3 This set of regulation supersede nay rules, regulations, announcements, and orders of the National Institute of Educational Testing Service (Public Organization) which concerns or has already been provisioned herein or is in conflict with the any provision herein contained.
 - Article 4 In this set of regulations,
- "Institute" means the National Institute of Educational Testing Service (Public Organization);
- "Board" means the Executive Board of the National Institute of Education Testing Service;
- "Director" means the Director of the National Institute of Educational Testing Service (Public Organization);
- "Department of Administration" means the Department of Administration pursuant to the Regulation of the National Institute of Educational Testing Service (Public Organization) on allocation of tasks, administration, and scopes of the duties of the department B.E. 2548 (A.D. 2005);
- "Information" means any piece of fact, data or substance whether such imparting medium of communication is undertaken through its nature or any other methods whether it be in a form of document, folder, report, book, diagram, map, illustration, photograph, video/audio/computer recording or any other method on which the recorded substance can be shown or presented;
- "Official information" means any information possessed or controlled by the Institute whether it be the information pertaining to operations of the Institute or any private sector.
- "Personal information" means any individual information e.g. education, financial status, health record, criminal record or professional experience including any piece of information in which the holder's name, number, code or any identify is showed e.g. fingerprint, voice recording or photograph as well as any information of a decreased person.
- Article 5 The Chairman of the Executive Board of the Institute shall have change and control of the execution of this Regulation.

In a case where there is an issue regarding the conformity to any of this regulation, or any significant matter is not specified herein, the Executive Board shall raise such issue to the committee for consideration and making a final decision.

Section 1 Systematization of Official Information and News

Article 6 The Department of Administration classifies and systemizes all information in its possession or control by conforming to the law concerning official information as follows:

- (1) Information published in the Government Gazette;
- (2) Information to which public scrutiny is permitted;
- (3) Any other information designated by the Board.

The classification of the information mentioned in the first paragraph shall take into consideration the legal nature of each type of official information whether it is strictly confidential or can be disclosed by an official order.

The Department of Admiration assigns an official to control, supervise, verify, follow and facilitate the enforcement of the first paragraph in an orderly manner and up-to-date.

Article 7 The Department of Administration provides a service to the public by compiling an index of Item 1 and Item 2 in Article 6 as much as detailed possible in order to facilitate people when the search by themselves.

Section 2 Request of Official Information and Authorization of Released Information

Article 8 Any government agency or any official thereof or any person requesting to examine, study, research or duplicate the official information shall submit an application indicating reasons and needs, and enclosing this Regulation to the Director for an approval.

Article 9 When the application is received, the Department of Administration shall verify validity of the application and shall inform the requestor regarding the process and duration for obtaining the official information. In a case where the process cannot be completed within a day, the requestor shall be notified the date to pick up the requested information from the Department of Administration.

In a case of undisclosed official information, the requestor shall be notified reasons of rejection, the right to appeal to the Committee of Releasing Information, and the period of appealing. In a case of doubts on the nature of information whether disclose or undisclosed, the matter shall be submitted to the Committee for consideration and decision.

In a case of the requested information is in the possession or control of other units or agencies, the matter shall be submitted to an authorized official to consider and make a decision.

Article 10 In a case where the request is approved by the authorized official, the requestor shall be permitted to examine or duplicate such information.

In a case of the requested information is in the possession or control of any other unit or agency, such unit or agency shall submit the approved requested information to the Institute for the requestor's further examination or duplication.

Article 11 In a case where there is any law, regulation, promulgation, order or the cabinet's resolution outlining a special handling of the official information, such law, regulation, promulgation, order or the cabinet's resolution shall be complied.

Section 3 Official Information Services

- Article 12 For the convenient use of the facility, the Head of the Department of Administration shall arrange a place for people to examine the official information. In addition, officers will be available to provide assistance when people come in contact to request official information related to the Institute. The announcement must be made to the public regarding the contact information of news release and official information.
- Article 13 The price of any piece of official information either for release or for sale will be determined by the Institute's rules and regulations.
- Article 14 The fee of inspection, research, duplication, copy by typing the details of information on the computer, or requesting a duplication with certified of true copy is determined by the announcement of the committee.

The certification on a true copy of official information in the first paragraph shall be the duty of the Head of the Department of Administration or assigned officers. When certifying a true copy, they must sign with the indication of first name, last name, position, date (including day, month, and year) clearly on each copy that is requested by the requestor.

Promulgated on this 11th day of May B.E. 2550 (A.D. 2007)

Signed

(Dr. Sangob Laksana)

Chairman of the Executive Board of the National Institute of Educational Testing Service