

This privacy notice ("Notice") applies to business visitors to King Abdullah University of Science and Technology ("KAUST", "we", "us", "our"). A business visitor is a person employed by another institution or self-employed whose visit to the University is expected to last within the range of one day to six months, extendable as needed with proper approvals. This Notice does not apply to contractor workforce employees working at KAUST or Research Park tenants. The purpose of this Notice is to inform you of how we process your Personal Data. This Notice does not form part of any contract.

For the purpose of applicable data protection legislation, the entity which is responsible for your Personal Data is King Abdullah University of Science and Technology, Thuwal 23955-6900, Kingdom of Saudi Arabia.

This Notice replaces and supersedes any previous notices addressing the same or similar issues, whether formal or informal. KAUST reserves the right to alter, amend, or replace this Notice in whole or in part. The latest version of this Notice can be found here. You should always check that you are referring to the latest version of this Notice if you have previously downloaded hard copies of this Notice.

## **1. What Personal Data do we process about you?**

Below are some examples of categories of Personal Data we may collect or process for business visitors to KAUST, when applicable:

- Demographic details such as full name, nationality, gender, age, date of birth
- Contact details such as phone number and email address
- Emergency contact information
- Job title and name of your employer, agency, organization, or institution
- Visit dates and purpose of the visit, visit and visa extensions
- Host's information such as their name, KAUST ID, contact details, number of visitors hosting
- Government IDs, i.e., Passport, Iqama, and National ID (for gate access)
- Information and documentation to support a request for a visa approval letter
- Visa details
- Border entry number, and entry stamp in passport
- KAUST ID, including a photo for the ID
- Entry in an access log for any access to restricted facilities, including KAUST ID, date, and time
- Travel information such as departure city and country, your flight information, airport "meet and greet"(if applicable), and taxi pick-up details
- Details required to book accommodation and other visit logistics
- Vehicle insurance; license plate number; vehicle make, model, year, and color
- Date and time of KAUST gate exit and entry and vehicle plate snapshot

- Information about your use of KAUST IT systems and network
- Communications related to your visit to KAUST
- Contract or agreement, signature, and financial information for payment
- Footage related to you or involving you from CCTV (including mobile CCTV) and traffic cameras (please note, CCTV surveillance and traffic cameras are used to deter, detect or investigate incidents and to maintain the health and safety of individuals and the security of facilities and equipment)
- Information required for emergency response, investigation, and reports in the case of any health, safety, security (including traffic) incidents
- Photos and videos of you at KAUST-sponsored community events (i.e., Parade of Nations)
- Photos and/or videos of your activities at KAUST and related marketing and media materials, highlighting you and your activities at KAUST, which may be published on KAUST's websites and/or social media channels.

## 2. What sensitive Personal Data may be collected?

We may also collect, store and use the following "special categories" of more sensitive personal information, when applicable, to meet our obligations under applicable Saudi laws; to implement a contract we have with you; to fulfil our duty of care to ensure a safe working and living environment; to safeguard vulnerable individuals; and/or to prevent unlawful acts from occurring:

- If there is a health, safety, or security (including traffic) incident involving you during your visit, we may collect information about you in line with our procedures, including
  - Health data in connection with a health-related emergency situation where KAUST personnel respond to the emergency and
  - Information related to security incidents or criminal acts, i.e., captured by traffic cameras, CCTV, reported by a witness, or collected during an investigation.
- For Muslim visitors arriving during Hajj, KAUST shares your name, flight number, arrival date and airline carrier with the General Authority for Civil Aviation. GACA further shares that information with the airline carrier.

## 3. Where do we get your Personal Data?

Most of the information we collect comes directly from you. The hosting department and relevant personnel may communicate with you in person; over the phone; via email, chat, and/or video conference regarding information related to your visit. For visit approval, visa support, gate access, and travel-related bookings, the hosting department may send you links to webforms (or direct you to a portal) to collect your information.

We may receive information about you from entities external to KAUST. For example, when we make reservations for your visit, we may receive your flight details from airlines, booking details from

transportation service providers, and reservations from hotels. For visitors carrying a visa issued by KAUST, KAUST is able to access visa details on the Ministry of Foreign Affairs' portal. For visitors requesting a visa extension, KAUST has access to relevant information (nationality, passport details, border entry number, and visa expiry date) about you on the Ministry of Interior portal related to the visa extension application.

#### **4. Do I need to provide all the information requested?**

Mandatory fields in forms related to your request are marked with an asterisk. Failure to provide the information and documents requested may result in an inability to process your request or, when applicable, to be issued a visa.

#### **5. Why do we collect and process your Personal Data?**

We process your Personal Data to make an approval decision about your request to visit KAUST; assist with a visa application, when applicable; manage the logistics of your visit, which may include travel arrangements, meet and greet at the airport, transportation, and accommodation bookings; grant gate access for approved visitors; and, when applicable, issue you a KAUST ID, provide you access to KAUST IT systems, and pay you for your services.

Your Personal Data will not be processed later in a manner inconsistent with the purposes outlined in this Notice, except as provided or required by law.

#### **6. Why are we able to process your Personal Data?**

Saudi law: Information collected to support a visa application is stipulated by Saudi law.

Contract: In some cases, we may have an agreement with you that requires KAUST to support with relevant government authorizations, make travel and accommodation arrangements for your stay at KAUST, and to pay you for your services.

Legitimate Interest: KAUST has a legitimate interest in processing Personal Data so that it can host business visitors and to ensure the security of its community and its facilities.

Vital interest: In emergencies situations involving you, we may process your Personal Data to serve a definite interest of yours when you are difficult to contact, to serve your vital interests, and/or to protect public health or safety.

Consent: For photos and videos captured at KAUST-sponsored community events and content used in marketing materials, we rely on your consent to process your Personal Data.

#### **7. Is there automated decision-making or profiling involved?**

No, KAUST does not rely on any automated decision-making or conduct any profiling in this process.

## 8. Who do we share your Personal Data with?

Your Personal Data is shared with the relevant KAUST personnel approving and processing your visit.

This may include, when applicable, personnel in:

- The hosting department arranging the logistics of your visit (for example, status of business visit request and notifications of gate entry/exit and any overstay)
- Human Resources and Government Affairs to assist you with business visa approval and, as applicable, the airport meet and greet service;
- Information Technology to provide you with a KAUST Connect ID, KAUST email address, and VPN access;
- Accommodation Services for accommodation
- Security to provide gate access and to maintain your profile on the visitor management system.

KAUST may share minimal relevant Personal Data with external entities. The table below indicates the entities we may share your Personal Data with and why.

Entities	Information we may share (when applicable) and why
Airlines	KAUST may share relevant information to book related flights.
Bank(s) you designate	KAUST will share required information with your bank to make payments, when applicable
Contractor workforce employees and independent contractors	Some individuals processing your Personal Data may be contractor workforce employees and/or independent contractors who work at KAUST.
Court or governmental entity	KAUST may share relevant information about you in a court case or in response to a governmental entity where a claim, complaint, or lawsuit has been brought against KAUST.
Emergency contact and/or relevant emergency responder	KAUST may disclose relevant information to an emergency contact and emergency responders in emergency cases, i.e., suspected/confirmed death, urgent hospital admission for a serious health reason, you are unconscious and not responding, serious physical injury or mental health crisis, reported missing, and other serious welfare concerns
GACA (General Authority for Civil Aviation)	For Muslim visitors arriving during Hajj, KAUST shares your name, flight number, arrival date and airline carrier with GACA. GACA further shares that information with the airline carrier.
Hotels	The hosting department may share relevant information for a hotel reservation.

KAUST website and KAUST social media accounts	KAUST may share photos and videos covering KAUST events that may include you if you are present at such events on KAUST websites and/or its social media accounts.  If you give a talk, seminar, or workshop at KAUST, KAUST may feature that presentation and information about your research and/or other achievements in advertisements, articles, or stories on KAUST websites and social media accounts.
Ministry of Interior	When applicable, KAUST may share information required to support a request for a visa extension.
Ministry of Foreign Affairs	KAUST may send relevant information to the Ministry of Foreign Affairs to request a visa approval letter, including your name, nationality, birth date, passport number, and passport expiry.
Taxi services	KAUST may share relevant information (i.e., name, phone number, and flight number) to book taxis.
Software providers and consultants implementing software	Your Personal Data is processed using software. Consultants may support KAUST with system updates and changes, including migration of Personal Data from an existing system to an updated or new system.
University Travel Office or other travel agency	Information required to book travel may be shared with the travel office or a travel agency.
Visa agency or Saudi Mission abroad	At your request, KAUST will share Personal Data with a visa agency or Saudi Mission abroad to support the processing of your visa.

KAUST will never sell your Personal Data.

## 9. How long do we keep your Personal Data?

Your Personal Data is permanently retained by KAUST. CCTV footage is deleted after 90 days unless required to investigate an incident. Security logs of access to a restricted facility are retained for 1 year, then deleted.

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