

This privacy notice ("Notice") applies to event visitors to King Abdullah University of Science and Technology ("KAUST", "we", "us", "our"). An event visitor is a person who is visiting KAUST to attend or participate in an event and is expected to stay within KAUST only for the duration of the event. This includes events related to The KAUST School. 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. For a copy of a previous version of this Notice, please contact DPO@KAUST.edu.sa.

1. What Personal Data do we process about you?

Below are some examples of categories of Personal Data we may collect or process for event 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
- Relationship to a diplomat
- Accommodation and transportation information
- Event-specific information such as race or competition results and award winners
- Scheduling information and planned attendance
- Food preferences, dietary restrictions, and special requests
- Payment information
- Government IDs, i.e., Passport, Iqama, and National ID (for gate access)
Information and documentation to support a request for a visa approval letter
- 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
- Participation in a raffle and winners
- Event feedback and suggestions
- 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 participating in a KAUST-sponsored event, 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 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 to food allergies or disabilities disclosed related to special accommodation requests
 - 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.

3. Where do we get your Personal Data?

Most of the information we collect comes directly from you. You may complete a KAUST registration form or register via a KAUST app. The hosting KAUST department and relevant personnel may communicate with you over the phone; via email, chat, and/or video conference regarding information related to your visit. For visit approval and gate access, the hosting department may send you links to webforms (or direct you to a portal) to collect your information.

We may receive information from entities external to KAUST. For example, we may receive information about you from your school, organization, or institution if a group will be participating in the event, to facilitate registration, gate entry, and event logistics.

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.

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

The table below provides the reasons why we may process your Personal Data and the associated legal bases:

PURPOSE	LEGAL BASIS
Register you for the event	Consent
Accept your payment	Agreement with you
Review your visit request and grant gate access	Consent Legitimate interest to ensure the security of the KAUST community
Provide you with digital itineraries for booking your attendance at specific sessions to manage your schedule	Consent
Communicate with you regarding logistics and special requests	Consent Explicit consent for collection of health data related to food allergies or disabilities
Provide you food and beverages	Consent
Publish competition results, award winners, and event photos and videos on KAUST's official websites and social media channels	Consent
Provide you access to KAUST's guest network	Agreement with you
Collect your feedback on event	Consent
Respond to health or security incidents and manage emergency situations	Serve your definite interest when difficult to contact you Serve your vital interests Protect public health or safety Comply with applicable laws
Carry out CCTV surveillance to deter, detect or investigate incidents, and to maintain the health and safety of individuals and security of facilities and equipment	Comply with applicable Saudi laws Legitimate interest in protecting health and safety of employees in workplace and supporting the security of the KAUST's facilities and equipment

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. 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.

7. 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 (for example, regarding event logistics, status of visit request, notifications of gate entry/exit and any overstay)
- Government Affairs for the airport meet and greet service;
- 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
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
Public	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 official 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.
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.
Zakat, Tax, and Customs Authority	Invoices or payments subject to audit or government regulations will be stored in ZATCA servers for VAT purposes.

KAUST will never sell your Personal Data.

8. How long do we keep your Personal Data?

Your Personal Data is retained in accordance with the retention periods listed below and then securely destroyed or anonymized. For IT system integrity and functionality, KAUST may permanently retain minimal Personal Data such as an assigned system number and your full name.

Form Submissions

- Event registration form submissions: no longer than 1 year after event conclusion, unless otherwise specified on the form.
- Request to visit KAUST and visitor profile: 5 years after the end date of the visit
- Feedback on event: unless otherwise specified on the form, feedback is retained until an aggregated report has been created, or where no report is intended, for no longer than 30 days after receipt.

App-Based Registrations and Feedback

- Event registrations in KAUSTCentral: no longer than 3 years
- Event registrations and feedback in Campus Connect: as per Student Life's records schedule.

Note: KAUST departments may retain aggregated data related to events, where it is not possible to identify a single individual.

Photos and Videos

- Unpublished photos and videos: no longer than 3 years after capture

Government IDs

- Government IDs not directly collected by KAUST Security must be promptly destroyed once successfully shared with KAUST Security.

Security Logs, & CCTV:

- Entrance and exit logs, final checkout, and notifications logs: 5 years after entry creation
- Logs for ID-controlled access: 1 year after log creation
- CCTV footage: 90 days unless required to investigate an incident.

Emergencies and Security Incidents:

- Emergency calls, minor security incidents, and minor traffic violations: 3 years
- Medium to major security incidents: 7 to 10 years, depending on the severity. KAUST permanently retains the minimum required personal information related to major security incidents.

Tax-Related Records

- KAUST permanently retains digital documentation required for tax records.

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