

This privacy notice ("Notice") applies to current and former students and visiting students of King Abdullah University of Science and Technology ("KAUST", "we", "us", "our"). The purpose of this Notice is to inform you of how we process your Personal Data. Given the temporary nature of the visiting student's relationship with KAUST, many processing details will not apply. This Notice does not form part of any contract or agreement.

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](mailto:DPO@KAUST.edu.sa).

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

Here are some examples of categories of personal data we may hold about you:

- Personal details such as name, date of birth, gender, nationality, marital status and dependents
- Contact details such as address, personal phone number and email address
- Information related to your sponsor if your fellowship is sponsored by a third party
- Emergency contact information
- Government IDs, i.e., Passport, Iqama, National ID
- KAUST ID; KAUST-issued email; program name and division; your Principal Investigator ("PI"), Graduate Program Coordinator ("GPC"), or Graduate Program Student Advisor("GPSA")
- Recruitment information (including your completed application, academic transcripts, publications, references, CVs, statement of purpose, and other information included in the application process)
- Information about your family members (including marriage, birth, and divorce certificates and family registry card)
- Relocation information to and from KAUST, including border entry number and entry and exit dates
- Bank information details and stipend payment information, including payment dates and amount
- Information related to accessibility and accommodation requests or requirements
- Information related to your housing / accommodation at KAUST and your vehicles
- Student emails and communication
- Information related to reimbursement requests and academic travel

- Student Life events you have registered for and attended, student group membership, and your profile on Campus Connect
- Information related to career development services and offerings, i.e., CVs provided for revision services, LinkedIn profile, internships completed, registration and attendance in development courses, trainings, and workshops
- Leave requests and associated documentation, extension requests and supporting documentation;
- Work submitted for your courses; research you conduct
- Academic grades, performance, progression, course completion, academic transcript, diploma, awards, and publications
- Information about your degree advisors and instructors, including changes in these arrangements
- Information, including supporting documents, on delays or issues impacting your graduation date and degree progression, including grade appeals
- Information, including supporting documents, related to conduct cases and complaints/grievances
- Requests sent to helpdesks and associated documentation; requests via chatbots; feedback provided in surveys or assessments
- Information about visitors you request and/or host
- CCTV footage and other information obtained through electronic means such as swipe card records
- Information about your use of KAUST's IT systems
- Registration for KAUST-sponsored events, courses, workshops, conference, training, and related certificates obtained
- Academic travel details and, upon request, associated visa support letters
- Information related to your participation in entrepreneurial development and/or a startup, such as boot camps, hackathons, startup accelerator programs, mentorship, etc.
- Information about equipment you reserve, use, services you request, and associated billing related to the Core Labs and Research Centers and
- Photos and videos (i.e., covering KAUST-sponsored events; appearing on your department's website; featuring your research, startup or other achievements; for a media campaign you participate in; recognition received linked on KAUST's website or its social media accounts; and to support KAUST IDs).

## 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 an agreement we have with you; to fulfil our duty of care to ensure a safe campus and living environment; to safeguard vulnerable individuals; and to prevent unlawful acts from occurring:

- Information about your or your family member's religious beliefs for an Iqama or Family Visit Visa application
- Biometric data to identify you and to provide access to restricted facilities (where you have provided express consent)
- Health and mental health information related to:
  - Pre-onboarding medical check
  - Leave requests (i.e., medical, maternity, involuntary, compassionate)
  - An accommodation or accessibility request
  - Counseling services you request
  - CARE Team and/or Clinical Crisis Team cases
  - A personal visitor extension (only when you voluntarily share that information)
  - Illness, injury, and exposure from health hazards in the workplace community and reported incidents
  - Enrollment in medical insurance and
- Information about your health; race, tribe, and/or ethnicity; or criminal and security history related to a filed grievance/complaint and/or a reported disciplinary issue.

When needed (i.e., for housing, schooling, other benefits, or in relation to a health or safety incident), we may request information about your children. Children are considered a vulnerable category under certain data protection laws.

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

You may provide KAUST with your Personal Data in-person, via email, text, online chat, phone, a virtual meeting, via a platform (i.e., Campus Connect), and/or webforms throughout your time at KAUST. Information may be requested and collected, for example, during recruitment; admissions; onboarding and orientation; in relation to portal requests, including leave; when grievances/complaints involving you are filed; if you are part of any disciplinary proceedings; when you send inquiries or make requests to KAUST's helpdesks or chatbots; when you register and deregister for courses, events, workshops, and other opportunities at KAUST; when you select courses and submit coursework; when grades are issued and appealed; during the final exit process, and in other circumstances as needed.

We may receive Personal Data about you from other individuals, for example, who may provide a reference about you; express concern about you; mention you in a grievance/complaint; or mention you in relation to an incident involving you with health, safety, security, or disciplinary implications. The information we collect about you may be received over the phone, email, text, or in a virtual or in-person meeting.

We may receive information from entities external to KAUST. The table below lists some of the data sources and data we may receive.

External Source	Data we may receive
External training providers	Training and development information, including attendance and certification
Former educational institutions	Verification of attendance, graduation
Medical Insurance Providers	Membership information
Medical Service Provider at KAUST Health	Pre-onboarding medical approval decision
Ministry of Foreign Affairs	Family Visit Visa application status, receipt of visa
Ministry of Interior	Iqama application status, Iqama
Professional bodies	Your professional registration status
Sponsor	Confirmation of sponsorship status
University Travel Office	Travel details related to relocation, academic travel

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

Webforms and communications from KAUST will identify mandatory data fields and documentation. For webforms or paper forms, you do not need to provide information in fields marked “Optional”.

Information requested in relation to your student application, onboarding, and when signing the enrollment form (KAUST Fellowship Student Terms and Conditions Agreement) is mandatory. Failure to submit such documentation can jeopardize your acceptance, enrollment, or eligibility to live at KAUST.

Any information requested to support an Iqama application is mandatory. Failure to submit the information requested will prevent your Iqama from being issued and will impact your ability to study at KAUST. Failure to provide information requested for relocation may cause delays.

You are required to complete a KAUST ID Request. You will not be issued a KAUST ID if you do not provide the information requested, which will impact your ability to access KAUST and its facilities.

For medical insurance, all Personal Data requested is mandatory for your enrollment in the applicable plan and/or to correctly process benefits.

It is mandatory to submit your bank details and to make timely updates. If you don't submit or timely update your bank information, this may prevent you from receiving your stipend or payments.

Institutional and academic requirements for graduation are communicated throughout your time at KAUST. Information related to meeting these requirements (i.e., attendance, grades, completion status) must be submitted or recorded. Failure to meet these requirements could impact your degree progression and graduation eligibility.

To reserve and use certain equipment in the Core Labs and Research Centers, you are required to create a basic profile in the Research Infrastructure Centralized Lab Management System, including your name, email, and, when required, your safety certificates. If you don't have a profile or the proper safety certificates, you won't be able to reserve and use the equipment and supplies.

For personal visitor requests, failure to provide the information requested may result in an inability to process your visitor request or, when applicable, to be issued a Family Visit Visa.

For requests for medical leave, to return from involuntary leave, and for accommodation/accessibility, if you do not submit the required information, your request will not be approved.

For conduct cases and complaints, you are provided the opportunity to share your story and/or version of events, but it is optional whether you provide the information requested. Withholding information may mean the case is not pursued or that your perspective is not taken into consideration in the outcome. Adjudication is not postponed when a respondent declines to respond; a decision will still be made.

It is mandatory to cooperate with Graduate Services when there is a serious risk of harm to yourself or to others. If you are exhibiting unsafe behaviors and decide not to provide requested information, this may result in consequences, up to and including exiting the University.

Participating in career development opportunities and Student Life events are fully optional. In most cases, counseling services are optional; however, KAUST may require counseling services in certain cases to maintain fitness /capability to study and live at KAUST.

For any questions about the mandatory or optional nature of Personal Data requested, please contact us at [DPO@kaust.edu.sa](mailto:DPO@kaust.edu.sa).

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

We process your Personal Data for the purpose of providing our academic programs, to assess and record your academic performance, and provide support to enhance your wellbeing. The table below lists reasons why we may process your Personal Data and the associated legal basis.

PURPOSE	LEGAL BASIS
Manage agreements related to studying and living at KAUST	Consent KAUST Fellowship Student Agreement
Manage relocation	KAUST Fellowship Student Agreement Comply with immigration laws

Collect and maintain emergency contact information	Consent Serve your vital interests or a definite interest of yours when you are unreachable Protect public health or safety Comply with applicable laws
Issue KAUST ID; grant facility access; provide IT services and library services	KAUST Fellowship Student Agreement Comply with applicable laws (i.e., NCA requirements) Legitimate interest in securing KAUST's facilities, equipment, and information from unauthorized access
Provide academic programs, assess and record academic performance	KAUST Fellowship Student Agreement Comply with applicable laws
Administer stipend, living allowance, and benefits (i.e., insurance, accommodation, travel allowance)	KAUST Fellowship Student Agreement Other agreements with you (i.e., housing agreement) Comply with applicable laws
Organize Student Life events and facilitation participation in student groups	Consent Legitimate interest in supporting social engagement and student wellbeing
Manage requests for leave	KAUST Fellowship Student Agreement Consent
Manage reimbursement requests and academic travel	KAUST Fellowship Student Agreement Comply with applicable laws Legitimate interest in supporting student participation in conferences, seminars, training courses, internships or off-campus directed research
Identify career options and next steps, provide skill development opportunities and CV revision services	Consent Agreement (i.e., for in-Kingdom Career Launch Program participants) Legitimate interest in building student skills in career development to promote their future success
Provide a point of contact for student questions, requests, and support for issues (Student Center Helpdesk)	KAUST Fellowship Student Agreement Comply with applicable laws on sponsorship transfer and visas Consent
Manage complaints and conduct cases	KAUST Fellowship Student Agreement Comply with applicable laws Legitimate interest in ensuring a safe, respectful, productive, healthy, and pleasant environment for studying and living
Provide counseling services, to enhance academic and personal well-being and address psychological needs	Consent (signed Informed Consent Form)
Monitor and timely support individuals exhibiting at-risk or unsafe behaviors, to help keep that individual and/or the	KAUST Fellowship Student Agreement Medical Contract Serve your vital interests or a definite interest of yours when you are unreachable

community safe (CARE Team case management)	Protect public health or safety Comply with applicable laws
Manage personal visitor requests	Consent Comply with Saudi laws on Family Visit Visas Legitimate interest in supporting the security of the KAUST community and its facilities while providing students the opportunity to host family and friends
Assess and manage fitness/capability to carry out student duties in a lab or research center, and, as needed, provide adjustments or accommodation	KAUST Fellowship Student Agreement Comply with applicable laws and regulations Legitimate interest in supporting health and safety of individuals on campus
Investigate and manage health and safety incidents; illness and injury management; and consulting, monitoring, and/or management of exposure to animals, lead, blood and body fluids	Comply with applicable laws Legitimate interest in protecting and supporting student health, safety, and wellbeing
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 laws Legitimate interest in protecting health and safety of students working in labs and research centers and supporting the security of the KAUST's facilities and equipment
Manage equipment usage and services provided in the Core Labs and Research Centers	KAUST Fellowship Student Agreement
Enrollment on the Ministry of Education's Jameah Platform	Consent KAUST Fellowship Student Agreement
Manage final exit from KAUST	KAUST Fellowship Student Agreement Other applicable contracts (i.e., housing agreement, golf cart rental agreement, KAUST Health charges, TKS fees, library fines, fees related to violations, outstanding cash advances) Comply with applicable laws
Test functionality of systems and applications; manage information; and analyze data to evaluate and improve provision of services	Legitimate interest to ensure student operations and services run efficiently and to inform strategy and decisions

The Personal Data collected to effectively administer your student relationship with KAUST will not be processed later in a manner inconsistent with this purpose, except as provided or required by law. KAUST will never sell your Personal Data.

**6. Is there any 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?

Within KAUST, we share the minimum relevant information with the specific individuals deciding upon a request or issue or needed to provide you with a relevant service. Below is a table of external entities and individuals with whom we may share your information, what we may share, and why.

Entities and individuals	Information we may share (when applicable) and why
Bank(s) you designate	Information required to provide the stipend payments
Benefits Providers	Information to support the administration and processing of applicable benefits, i.e., health and dental insurance.
Career Fairs	KAUST provides a list of names, contact details, degree, and graduation candidates to entities at career fairs.
Credit card provider	KAUST provides some visiting students with pre-paid credit cards, adding funds as needed, to cover the living allowance.
Consultants providing training	Basic information (i.e., name, email, degree) about individuals participating in career development or safety-related training courses so the trainer can be informed about the participants
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 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, loss of consciousness and not responding, serious physical injury or mental health crisis, reported missing, or for other serious welfare concerns.
Efada-approved medical center	Relevant passport information, which gets submitted with your medical test results, to the Ministry of Health to support your Iqama application
Medical Service Provider at KAUST Health	<p>For sick leave requests, KAUST may share your medical report with a medical doctor at KAUST Health to review the report and make a recommendation.</p> <p>With your written consent, KAUST will share relevant information with KAUST Health so it can provide you with support.</p>



	<p>With your written consent, KAUST Health and the Student Counseling Services will reciprocate sharing of your medical files.</p> <p>KAUST will share information with KAUST Health when an individual is a health or safety risk to themselves or others.</p>
Ministry of Education (Jameah Platform)	To enroll you on the Jameah Platform, KAUST may provide your contact information, such as your name, email, and mobile number; official government ID number(s); demographic information, including your date of birth, gender, and nationality; and educational information, including academic degree awarded, major, program and study duration, credits obtained, scholarship information, graduation status, GPA, and high school graduation information. Enrollment on the Jameah Platform provides individuals the ability to: validate educational certificates with in-Kingdom universities; obtain attested diplomas and transcripts outside of KSA; and validate educational credentials on the Unified Employment Platform (Jadarat).
Ministry of Foreign Affairs	Family Visit Visa application for your personal visitors
Ministry of Interior	Iqama application, request for Student Iqama renewal
National Information Center	KAUST's medical insurance provider confirms your insurance coverage to the National Information Center.
Prospective employers	For participants in the in-Kingdom Career Launch Program, to share your CV with prospective employers
References	Information required to verify qualifications as part of the application process
Service providers	Minimum relevant information is provided to certain service providers supporting KAUST community, i.e., to support housing maintenance and recreational bookings.
Social Media and Job Boards	Information you share, i.e., on LinkedIn, that you share with KAUST for professional career advice
Software providers and software development consultants	Your Personal Data is processed using software. Project-based consultants may support KAUST with data entry, workflow development, and software development, and that would include access to some of your Personal Data as outlined in this Notice.
Survey providers	To collect feedback related to our services, we may share your name, KAUST email address, and basic organizational information with a survey provider to send out surveys and collect responses.
University Travel Office	Information required to book academic travel or for relocation
Zakat, Tax, and Customs Authority	Invoices or payments subject to audit or government regulations will be stored in ZATCA servers for VAT purposes.

## **8. How long do we keep your Personal Data?**

Your Personal Data are retained in accordance with KAUST's records retention and disposition schedules or, where no retention period has been scheduled, held permanently in applicable systems of record.

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