

This privacy notice ("Notice") applies to current and former job applications for positions at 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. 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.

1. What Personal Data do we process about you?

To process your application for a position at KAUST, we may collect (or process) the following categories of Personal Data:

- Name and contact details such as address, phone number(s) and email address(es)
- Demographic information such as date of birth, gender, nationality, and educational background
- Employment history, job title, and, for internal recruitment, your work performance
- Family information such as marital status, date(s) of marriage, and information about your dependents (i.e., names, relationship to you, dates of birth, nationality, and their government IDs)
- Government IDs, i.e., passport, Iqama, National ID
- Photos and videos you provide
- Financial and tax information
- References and names of references.

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:

- Criminal or security history reported in a background check
- Information about your religious beliefs to complete an Iqama application
- Health information such as the need for a reasonable accommodation to your work environment, lifestyle choices, occupational hazard exposure history, and medical records, to:

- conduct an occupational health assessment
- verify you and your relocating family members are medically eligible for an Iqama, and
- conduct a KAUST Health medical clearance for relocation

When applicable, we may request information about your children as part of the recruitment, and selection process. Children are considered a vulnerable category under certain data protection laws.

3. Where do we get your Personal Data?

We get your Personal Data through the application, forms, and materials you submit to support your employment application, including texts and emails you send and information conveyed in meetings, interviews, or over the phone.

We may also obtain Personal Data about you if you connect with us via social media, i.e., LinkedIn, or if you post your information on a job board that we follow. We may also obtain information about you from recruitment agencies or individuals recommending you for a position. References you provide to us and former educational institutions you've attended may also provide Personal Data about you.

As part of the selection process, relevant KAUST personnel such as hiring managers, HR representatives, the [KAUST Health Occupational Specialist](#), representatives from The KAUST School, and/or the [Medical Clearance](#) representative from KAUST Health may request additional information in-person and via phone, email, and/or video conference.

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

Mandatory fields and required documentation in the job application are marked as mandatory. All responses to the web-based forms to assess fitness for work, medical clearance, and medical eligibility for an Iqama are mandatory. In some cases, you may be required to provide additional documentation or follow-up information.

Failure to provide required information may prevent your application from being processed, or you may be deemed ineligible for a position with KAUST and/or for relocation to KAUST.

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

Your Personal Data collected is for recruitment and selection purposes, including, when applicable, to process requests for transfers or appointments. Part of the selection process may require gathering health information about you and, when applicable, your relocating family members to:

- ensure, so far as reasonably possible, that you are fit for work activities that you could be undertaking, to protect your own and others' health and safety

- ensure medical eligibility for an Iqama and fitness for relocation to KAUST
- assist KAUST in creating and maintaining a safe working environment and
- assess KAUST Health's ability to adequately support you and your dependents' medical needs upon arrival to KAUST.

Your Personal Data will not be processed later in a manner inconsistent with these purposes, except as provided or required by law. KAUST will never sell your Personal Data.

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

We may process your Personal Data with your consent.

We may need your Personal Data to comply with the requirements of the Saudi Labor Law regarding the employment of expatriates, including but not limited to medical clearance, security clearance via a background check, meeting educational and work experience requirements, and verifying eligibility to live and work in Saudi Arabia. Under Saudi Labor Law, prospective employers may require medical assessments prior to employment, including to verify an applicant is free from any communicable diseases.

KAUST also has a legitimate interest in collecting information to ensure you are a good fit for the role and for KAUST – that is, that The KAUST School and Accommodation Services are able to support and provide suitable accommodations for you and your dependents.

Under the General Data Protection Regulation, KAUST may collect this information as a step prior to entering into an employment contract.

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

During the recruitment process, KAUST sends automated rejection emails to candidates who do not meet certain qualifications and requirements for the position. However, candidates have the right to contest any automated decision-making and express their views. If you have any questions related to an automated rejection letter, you can email your recruiter or the [HR Helpdesk](#) for any questions you have related to an automated rejection letter.

8. Who do we share your Personal Data with?

We may contact the references you provide to us, your former employers, and former educational institutes you've attended to verify your employment details and qualifications. In doing so, we need to share minimal relevant information about you with them. Some of the individuals or entities may be outside the Kingdom of the Saudi Arabia. We also share minimal information about you with our background check service provider to initiate its background check.

When applicable, relevant personal information is also shared with applicable KAUST units to ensure available accommodation and to assess whether the school can support your children. Some individuals processing your Personal Data are contractor workforce employees and/or independent contractors who work in departments at KAUST, or out-of-Kingdom remote consultants who have an agreement with KAUST.

Completed KAUST Health Medical Clearance Forms are submitted to the KAUST Health representative, who shares your responses and any medical reports you provide with the designated reviewing physician from KAUST Health's medical service provider - who then determines your medical clearance status. The KAUST Health representative will communicate to your HR Recruiter only whether you are "cleared" or "not cleared." No other health information will be shared with the HR Recruiter.

Completed Occupational Health Forms or Pre-Employment Medical Questionnaires are submitted to KAUST's Occupational Health Specialist will notify your HR Recruiter of your clearance status, either "fit for work," or "not fit for work." In some cases, the Occupational Health Specialist consults with a physician from the medical service provider at KAUST Health when further assessments are required to determine fitness. If deemed "not fit for work," your HR Recruiter will notify the hiring manager and the relevant HR manager of the "not fit for work" status.

For the Medical Eligibility for an Iqama Form, the Occupational Health Specialist has sole access to completed questionnaires and does not disclose any Personal Data submitted. He/she will only notify your HR Relocation Advisor of your clearance status, either "cleared" or "not cleared." If clearance is not issued, your HR Relocation Advisor will notify your hiring manager and the Head, Staffing Services, that clearance has been declined.

9. How do we protect your Personal Data?

Your Personal Data will be kept confidential and protected with diligence and carefulness, in compliance with data privacy laws. All KAUST employees are required to sign and comply with KAUST's Confidentiality Agreement, which prohibits disclosure beyond a strict need-to-know basis. All individuals working at KAUST Health are additionally subject to strict confidentiality. KAUST's Health's policies on Confidentiality, Access and Confidentiality of Electronic Communication, and Protection of Patient's Dignity Privacy Policy are accessible [here](#).

Health-related forms submitted to the Occupational Health Specialist are treated as confidential medical records and retained separately by KAUST Occupational Health. Medical clearance forms and any provided medical reports are treated as confidential medical records by KAUST Health and are retained separately by KAUST Health. These files are not added to the usual HR personnel files.

To protect your digital Personal Data, KAUST applies technical measures such as encryption in transit and at rest in its systems and applications, with data hosted in various locations across

Saudi Arabia, Europe, Asia Pacific, and North America. Any Personal Data received over email will be stored with strict access-controls and password protection. For more information about the technical measures KAUST applies to protect your Personal Data, please see KAUST's [Minimum Security Standard](#) and [Information Security Policy](#).

10. 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 unless retention is further required for legal or judicial reasons.

Government IDs: Government IDs collected for verification purposes are promptly and securely destroyed once the verification process is complete.

Candidate profiles are retained for 3 years after the last login to KAUST's career portal - except for hired individuals, whose candidate profiles are retained in accordance with the Human Resources Records Retention Schedule. Active candidate profiles with current applications are not destroyed.

Job Applications are retained for 3 years after the last update to the job application - except for hired individuals, whose job applications are retained in accordance with the Human Resources Records Retention Schedule.

For data analytics purposes to improve KAUST's recruitment, KAUST retains minimum personal data about all applicants including date of birth, gender, nationality, point of origin, point of recruitment, college or university, job application ID and status, and candidate ID.

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