

## **Privacy Notice: Prospective Students and Student Applicants**

Applicability: Prospective Students, Prospective Visiting Students, Student Applicants, Visiting Student Applicants

This privacy notice ("Notice") applies to individuals who have expressed interest in or have applied to study 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.

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

Below are some examples of categories of Personal Data we may hold or process about you:

- Biographical information such as your name, country of residence, and nationality
- Contact details, including phone number, email address, and Skype account
- Educational status, skills, and academic background
- Program, discipline, research, and faculty of interest
- Attendance and interactions at events
- Communications with KAUST such as questions you email or submit in an enquiry form or to a chatbot
- Browsing information, such as IP address, website history, regional location
- Date-stamp receipt of KAUST emails
- Student application details and supporting documentation, including your government ID, academic transcripts, your CV, letters of recommendation, and statement of purpose
- Social media accounts
- Information received in interviews and interviewer feedback
- Visa pickup location

Other Personal Data may also be collected in connection with KAUST events or activities and/or as part of the application and selection process.

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

We may collect the following "special categories" of more sensitive personal information, when applicable:

- Geolocation data upon submission of an Admissions Enquiry Form and

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- Information about your religious beliefs to support a visa application (visiting students only).

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

You may provide KAUST with your Personal Data in-person, via email, text, online chat, phone, virtual meeting, via online platforms, and/or submitted webforms. We may receive Personal Data about you when you browse our KAUST website, submit a KAUST Admissions Enquiry Form, chat with our chatbot, register for and attend events/webinars about KAUST, submit an application, participate in interviews, and provide supplemental information as part of KAUST's selection process.

The systems we use to communicate may also collect additional data, such as interaction times, IP addresses, and geolocation. For questions about your Personal Data collected for recruitment purposes, please contact Admissions and Student Recruitment at [international.recruitment@kaust.edu.sa](mailto:international.recruitment@kaust.edu.sa) or [admissions@kaust.edu.sa](mailto:admissions@kaust.edu.sa).

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

Webforms, the application, and communications from KAUST will identify mandatory data fields and documentation. You do not need to provide information marked as "Optional."

The student application requires providing your biographical information, your transcripts; a CV; a statement of purpose; your passport, Iqama or National ID; three recommendations, and in some cases an official TOEFL or IELTS score. Failure to provide mandatory information will result in your application not being processed.

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

If you are a prospective applicant, we collect your Personal Data so that we can provide you with more information about KAUST and the application process. When you apply to KAUST, we need information about you to evaluate your suitability for admission. Minimum information (i.e., name, email, and country) about select prospective students and/or applicants may also be used to optimize marketing for KAUST. We may process your Personal Data with your consent. Your Personal Data will not be processed later in a manner inconsistent with these purposes, except as provided or required by law.

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

Admissions to KAUST are merit-based and do not involve any automated decision-making. You always have the opportunity to reach out to a recruiter at KAUST to make an inquiry about your application.

#### Use of Profiling for Targeted Advertising

KAUST partners with third parties (i.e., Google, Facebook) to send targeted advertising to prospective students. Targeted advertising helps to connect prospective students with KAUST, promote the university, and provide relevant information to individuals who may be interested in applying to KAUST.

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The third parties capture the location, age, and STEM interest of their members/users and then send KAUST ads to individuals in KAUST's target group. To create a target group, KAUST provides the third parties with a small number of prospective student names, their associated emails, and their countries. KAUST does not receive information from third parties regarding which individuals are receiving their ads or any other information about those individuals.

This use of targeted advertising is based on KAUST's legitimate interests in recruiting students for its programs and your consent. You can opt out of profiling at any time by contacting [international.recruitment@kaust.edu.sa](mailto:international.recruitment@kaust.edu.sa).

**7. Who do we share your Personal Data with?**

When you express interest in applying to KAUST, your information is shared with KAUST's recruiters, who may contact you to provide more information about KAUST and its application process.

When you apply to KAUST, your application is shared with relevant personnel in KAUST to evaluate and make a decision about your application. If you are extended an offer and accept, your Personal Data will be shared internally for onboarding purposes, including visa support; issuing you a KAUST ID; providing gate access; arranging accommodation; and providing student support. Please see the [Privacy Notice for Graduate Students](#) for more information.

We may share your name, email, and country with third parties for advertising purposes (please see question 7 for more details). KAUST does not otherwise share any of your Personal Data outside of KAUST and its data systems and applications. For more information about the software systems KAUST uses to host your Personal Data, please contact the Data Privacy Officer at [DPO@kaust.edu.sa](mailto:DPO@kaust.edu.sa).

KAUST will never sell your Personal Data.

**8. How do we protect your Personal Data?**

Your Personal Data will be held strictly confidential, accessible only to those authorized to access the information and strictly for the purpose of fulfilling their work duties. All KAUST employees are required to sign and comply with KAUST's Confidentiality Agreement, which requires handling confidential information with the highest diligence and carefulness, in compliance with data privacy laws, and prohibits disclosure beyond a strict need to know. Once received by KAUST, your information will be protected by KAUST's firewall, technical and organizational access controls, and with encryption in transit and at rest.

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](#).

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

Your Personal Data are permanently retained.

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