

## Privacy Notice: Contractor Workforce Employees

Applicability: Prospective, Current, and Former Contractor Workforce Employees

This privacy notice ("Notice") applies to prospective, current, and former contractor workforce employees at KAUST. 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 ("KAUST", "we", "us", "our").

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?**

For prospective or current contractor workforce employees, we may collect or otherwise process the following types of Personal Data:

- Personal details such as name, date of birth, gender, and marital status
- Contact details such as personal phone number and personal email address
- Government IDs, i.e., Passport, Iqama, National ID
- KAUST ID and photo
- Full payment details for monthly invoices
- Leave, remote work, and flexible working requests and associated documentation (i.e., birth certificate, marriage certificate for leaves)
- Recruitment information (including copies of applications, references, CVs, and other information included as part of the application process)
- KAUST directory information such as KAUST ID number, job title, work contact details, workplace location, department, direct reports, and line manager
- Current work records (including job title, work history, working hours, contract, changes to contracts, Iqama and work permits, training records and professional memberships)
- Performance-related information such as probation reviews, PMP objectives and feedback
- Disciplinary and complaint/grievance information
- Vehicle information
- Information related to actual or potential conflicts of interest or conflicts of commitment
- Online learning preferences and history, course attendance and completion
- CCTV footage and other information obtained through electronic means such as swipe card records

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- Information about your use of our IT systems
- Photographs and videos (i.e., for department websites or in connection with internal events)
- Communications in your KAUST email – please note that this remains private to you

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

KAUST may also collect, store and use the following "special categories" of more sensitive personal information, when applicable, to meet our obligations under applicable laws; to fulfil our duty of care to ensure a safe working and living environment; and to prevent unlawful acts from occurring. Some examples of sensitive Personal Data we may process, when applicable, include:

- Sick leave requests and medical reports on portal (accessible only by your manager)
- Information about work-related injuries and occupational disability or exposure
- Religion on Iqama for Hajj leave and Ramadan hours
- Criminal or security history in background check and
- Information about your health; race, tribe, and/or ethnicity; or criminal and security history related to a filed grievance/complaint or a reported disciplinary issue.

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

### Your Employer

KAUST receives the following information about you from your employer, including, when applicable:

- Your CV, completed applications and accompanying documentation such as a conflict of interest disclosure form, a confidentiality agreement, and a copy of your National ID or Iqama
- Information required to request a KAUST ID such as your name, nationality, gender, photo, marital status, government ID copy, government ID details, date of birth, residential status, personal email and mobile phone number
- Information required to visit KAUST (i.e., for an interview) such as your name; gender; a copy of your government ID; government ID details; and information about your vehicle, insurance, and driver's license and
- Feedback that may involve you, regarding any concerns you ask KAUST to discuss with your employer.

### Social Media and Third Parties

Recruiting managers and/or HR recruiters may obtain information about you from your public social media accounts, i.e., information you share on LinkedIn. If you attend training sponsored by KAUST, KAUST may receive information from the trainer related to that training such as your attendance and completion as well as any certification issued.

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### Directly From You

KAUST receives information about you that you log in KAUST's systems such as leave requests and associated documentation. You may provide a photo for a KAUST website or participate in photos or videos for internal department activities or events.

### Individuals at KAUST

KAUST may receive information about you from other individuals at KAUST, for example, who may mention you in a grievance/complaint or in relation to an incident involving you with health, safety, security, disciplinary, or conflict of interest implications.

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

Webforms used to collect Personal Data will identify mandatory fields. You do not need to provide information in fields marked "Optional" or that do not have an asterisk (or other marking that indicates the field is mandatory).

You are required to submit information for a KAUST ID, including a photo. 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 leave, remote or flexible work requests, if you don't submit all the required information via the portal, your requested leave may not be approved.

Participating in online learning, photos, videos, and feedback surveys is completely optional.

For grievance or disciplinary cases, you are provided the opportunity to respond to the complaint/allegation and share your 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. In some cases, a failure to respond to an investigation committee may result in a disciplinary penalty.

For any questions about the Personal Data requested, please contact the Data Privacy Officer 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 so that you can provide skilled manpower for the University. Without the Personal Data you provide, we wouldn't be able to select you for a position, provide you access to KAUST, pay you for your services, or otherwise manage your relationship with KAUST.

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The table below lists reasons why we may process your Personal Data and the associated legal basis.

PURPOSE	LEGAL BASIS
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
Issue KAUST ID, login credentials; provide IT services and facility access	Consent and Waiver Agreement Comply with applicable laws (i.e., NCA requirements) Legitimate interest in securing KAUST’s facilities, equipment, and information from unauthorized access
Manage the KAUST Directory	Consent and Waiver Agreement Legitimate business interest in providing access to work contact details to facilitate communication and collaboration
Manage invoicing and payment	Consent and Waiver Agreement Comply with applicable laws
Manage requests for leave, flexible working hours, and remote working	Consent and Waiver Agreement Implement Remote Working Agreement Support compliance with applicable laws
Manage performance, conflicts of interest and conflict of commitment	Consent and Waiver Agreement Conflict of Interest Certification Agreement Legitimate business interest in ensuring individuals working at KAUST do not have a conflict of interest or commitment
Provide online learning and development opportunities	Consent Legitimate business interest in upskilling individuals working at KAUST
Provide photos of team members on KAUST website(s)	Consent
Conduct surveys to evaluate your experience with your employer	Consent
Investigate and manage workplace health and safety incidents; illness and injury management; and consulting, monitoring, and/or management of exposure to animals, lead, blood and body fluids	Consent and Waiver Agreement Comply with applicable laws and regulations Legitimate interest in protecting and supporting employee 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	Consent and Waiver Agreement 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

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Manage grievance and disciplinary cases	Consent and Waiver Agreement Comply with applicable laws Legitimate interest in ensuring a safe, respectful, productive, healthy and pleasant work environment Consent
Manage equipment usage and services provided for billing related to the Core Labs and Research Centers	Consent and Waiver Agreement Contracts for services provided
Test functionality of systems and applications; manage information; and analyze data to evaluate and improve provision of HR services and benefits now and in the future	Consent and Waiver Agreement Legitimate business interest to ensure HR operations run efficiently and to inform management decisions

The Personal Data collected to effectively administer your relationship with KAUST 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. 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?**

Within KAUST, we share the minimum relevant information with the specific individuals deciding upon a request or issue. 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
Contractor workforce employees and independent contractors	Some individuals processing your Personal Data may be contractor workforce employees from other contractors 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 responder	KAUST may disclose relevant information to an 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.

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Employer	KAUST shares with your employer, if applicable: the payment you are receiving; your leave schedule and, upon request, your leave type; merit-based increases; that an investigation occurred and its outcome (not the full report), if applicable; concerns you request KAUST to raise with your employer; and annual feedback evaluation (with identifying information removed).
KAUST network users	Directory information related to you, i.e., your name, job title, KAUST ID, department, manager, direct reports, KAUST-email and phone number.
Medical service provider at KAUST Health	KAUST may share information with a medical service provider at KAUST Health when an individual is a health or safety risk to themselves or others.
Software providers and consultants implementing software	Your Personal Data is processed using software. Consultants may support KAUST with migration of Personal Data from an existing system, and with installation and implementation of a new or updated system.
Survey providers	To garner feedback about employee experience or workforce competencies, we may share names, job titles, KAUST email addresses, and basic organizational information for the survey provider to send out the surveys and collect the responses.
Training providers	Information needed to provide training
University Travel Office	Information required to book business travel

### 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. Non-incident-related CCTV footage is deleted after 90 days.

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