

This privacy notice ("Notice") applies to current and former Elevate applicants and trainees 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?

The Personal Data processed will depend on the nature of your relationship with KAUST, i.e., applicant or trainee. Below are some examples of categories of Personal Data we may hold about you:

- Personal details such as name, date of birth, nationality, and gender
- Contact details such as address, personal phone number and email address
- Emergency contact information
- Government IDs, i.e., Passport, National ID,
- Bank account details, payment authorization form, stipend payment details
- Leave, remote work, and flexible working requests and associated documentation
- Recruitment information (including your application, references, CV, video submission, any interview details, and other information included as part of the application process)
- KAUST directory information such as KAUST ID, Elevate trainee status, KAUST contact details, workplace location, and department
- Performance-related information such as feedback from trainers, mentors, and relevant KAUST personnel
- Disciplinary and complaint/grievance information
- Helpdesk requests and associated documentation
- Information about visitors you request and/or host
- Information related to business expenses and business travel
- Relocation information to and from KAUST
- Information related to your housing / accommodation at KAUST and your vehicles
- Information related to actual or potential conflicts of interest or conflicts of commitment
- Learning preferences and history, courses taken and completed online
- CCTV footage
- KAUST ID card and information obtained through electronic means such as swipe card records

- Information about your use of our IT systems
- CVs to be shared with other employers, upon the Elevate trainee's request
- Photographs and videos
- Feedback you provide on your experiences at KAUST and in the Elevate Program

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 laws; to implement a contract we have with you; to fulfil our duty of care to ensure a safe working and living environment; to safeguard vulnerable individuals; and to prevent unlawful acts from occurring:

- Information about your religion to support the application of Ramadan working hours or a Hajj leave request
- Biometric data to identify you to provide access to restricted facilities
- Criminal or security history reported in a background check
- Health information for medical clearance to relocate to KAUST
- Enrollment in medical insurance
- Information about health to support related certain leave requests
- Information about injuries that occur in KAUST's workplace and
- Information about your health; race 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?

You may provide KAUST with your Personal Data in-person, via email, text, online chat, phone, a virtual meeting, and/or a webform or online platform throughout your relationship with KAUST.

Information is requested and collected, for example, during Elevate recruitment, relocation, COI/COC disclosure (and for required updates), when receiving feedback on performance, leave applications or other portal requests, when grievances/complaints involving you are filed, if you are part of any disciplinary proceedings, and when you send inquiries or make requests to KAUST's helpdesks or chatbot.

We may receive Personal Data about you from other individuals, for example, who may provide a reference about you; mention you in a grievance/complaint; or mention you in relation to an incident involving you with health, safety, security, disciplinary, or conflict of interest implications.

We may receive information from entities external to KAUST. The table below lists what information we may receive from them.

External Source	Data we may receive
Absher and background check provider (i.e., Hire Right)	Background check report, including verification results for reported employment and education
Medical provider at KAUST Health	Cleared or not cleared for relocation
Elevate recruitment platform	Application submission, video submission, interview bookings, user profile
External training providers	Training and development information, including attendance and participation
Formstack	Notifications of submissions
General Organization of Social Insurance	Registration status, benefits information
Social Media	Information you share, i.e., on LinkedIn
University Travel Office	Flight details related to relocation, business travel

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).

Your signature, digital or by hand, is required for any contract with KAUST. Failure to sign a contract may jeopardize the contract’s legal validity.

Failure to provide information requested for relocation may cause delays and your clearance to reside at KAUST.

You are required to complete a KAUST ID Request webform and, in some cases, to provide HR with additional information to support the 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 some facilities.

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

For leave, remote or flexible work requests, if you don’t submit all the required information via the portal, your requested leave will not be approved.

For personal visitor requests, failure to provide the information requested may result in an inability to process your visitor request.

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 offboarding, if you don't provide the information requested, this will result in delays in being cleared from all departments (i.e., Housing and IT) and from being issued your final stipend.

For any questions about the Personal Data requested, please contact us at apply.elevate@kaust.edu.sa.

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

We collect your Personal Data to process your application for the Elevate program, to make a decision on your application, and to administer the Elevate program.

Without the Personal Data you provide, we wouldn't be able to process your application, and, if applicable, select you for the program, relocate and onboard you, pay you your stipend, provide you with medical benefits, manage program offerings, and make improvements based on your feedback.

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

PURPOSE	LEGAL BASIS
Recruitment and selection of trainees for the Elevate training program	Consent Some Personal Data collected may have been publicly available or collected from a publicly available source.
Manage training contracts	Consent (provision of signature) Elevate training contract (implementation) Comply with applicable laws
Assess and manage fitness / capability to perform work and provide adjustments or accommodations in the workplace	Consent Comply with applicable laws Protect individual health
Manage relocation to KAUST	Elevate training contract Consent
Manage emergency contact information for emergency situations	Consent Serve your definite interest when difficult to contact you Serve your vital interests

Elevate Program Privacy Notice

Applicability: Elevate Applicants and Trainees

	Protect individual health Comply with applicable laws
Issue KAUST ID, login credentials; provide IT services and facility access	Elevate training contract Comply with applicable laws Legitimate interest in securing KAUST's facilities, equipment, and information from unauthorized access
Manage the KAUST Directory	Elevate training contract Legitimate interest in providing access to work contact details to facilitate communication and collaboration
Pay stipend and enroll in medical benefits	Elevate training contract Comply with applicable laws
Manage requests for leave, flexible working hours, and remote working	Elevate training contract Remote Working Agreement Comply with applicable laws
Manage reimbursements for business-related expenses and business travel	Elevate training contract Comply with applicable laws
Provide feedback on performance	Elevate training contract
Manage conflicts of interest and conflicts of commitment	Conflict of Interest Certification Agreement Comply with applicable laws
Provide learning and development opportunities	Elevate training contract (for required learning) Consent (for optional learning) Comply with applicable laws
Provide career development services, i.e., interview practice, feedback on LinkedIn profiles, sharing CVs with potential employers at the Elevate trainee's request	Elevate training contract Consent
Promote the Elevate program in photos, videos, and sharing stories on KAUST websites and in KAUST's media campaigns	Consent
Manage personal visitor requests	Consent Legitimate interest in supporting the security of the KAUST community and its facilities while providing trainees the opportunity to host family and friends
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	Elevate training contract Comply with applicable laws and regulations Protecting individual(s)' life and health
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 employees in workplace and supporting the security of the KAUST's facilities and equipment
Manage grievance and disciplinary cases	Elevate training contract

	Comply with applicable law Legitimate interest in ensuring a safe, respectful, productive, healthy and pleasant work environment
Manage offboarding clearance process	Elevate training contract and other applicable contracts (i.e., housing agreement) Comply with applicable laws
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	Elevate training contract Legitimate interest to ensure KAUST operations run efficiently and to inform management decisions

The Personal Data collected to effectively administer your employment 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 automated decision-making or profiling involved?

During the training program recruitment process, KAUST sends automated rejection emails to candidates who do not meet the qualifications and requirements for the training stream applied to. 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 apply.elevate@kaust.edu.sa for any questions you have related to the automated rejection letter.

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 as 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 share and why.

Entities and individuals	Information we may share (when applicable) and why
Bank(s) you designate	Information required to make monthly stipend payments
Consultants providing training	Relevant information for trainees receiving consultation or participating in development activities
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.

Elevate Program Privacy Notice
 Applicability: Elevate Applicants and Trainees

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.
General Organization of Social Insurance	Registration information, stipend information, start date, your questions and relevant information related to GOSI benefits, claims, and date of separation
KAUST network users	Directory information related to you, i.e., your name, status as an Elevate trainee, KAUST ID, department, KAUST-email, and phone number.
KAUST unit or external agency providing a background check (i.e., Hire Right)	Signed release for a background check
Medical insurance provider and their third parties	Information to support the administration and processing of medical benefits
Medical service provider at KAUST Health	<p>For medical clearance for relocation to KAUST, your completed health form may be submitted to a medical doctor who assesses whether KAUST Health can adequately support you and your dependents' medical needs upon arrival to KAUST.</p> <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 consent, KAUST will share relevant information with medical service provider at KAUST Health to provide you with support.</p> <p>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.</p>
Prospective employer	With your consent and at your request, we may provide your CV to prospective employers
Service providers	Minimum relevant information is provided to certain service providers supporting KAUST community, i.e., to support housing maintenance and recreational bookings.
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.

Taxi services (i.e., Hanco or SAPTCO)	Information to book taxis, i.e., for relocation
Training providers	Information needed to provide training, learning and/or development
University Travel Office	Information required to book travel, i.e., for relocation or business travel
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 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.

Applications: Successful applications are retained in accordance with HR's Records Retention Schedule. Unsuccessful applications are securely deleted from our recruitment platform one year after rejection.

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