

This privacy notice ("Notice") applies to current and former employees 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. This Notice does not form part of any contract of employment.

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?

Here are some examples of categories of Personal Data we may hold about you:

- Personal details such as name, date of birth, gender, marital status and dependents
- Contact details such as address, personal phone number and email address
- Emergency contact information
- Government IDs, i.e., Passport, Iqama, National ID
- Bank account details, payroll details and tax status information
- Salary, visa fees, and benefits information
- Leave, remote work, and flexible working requests and associated documentation
- Recruitment information (including copies of applications, references, CV, and other information included as part of the application process)
- Information about your family members (including marriage, birth, adoption, divorce and child custody certificates)
- KAUST directory information such as KAUST ID, job title, work contact details, workplace location, department, direct reports, and line manager
- Employment records (including job titles, 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
- Helpdesk requests and associated documentation such as visa letters, employment certificate requests, address confirmation requests and bank loan letters
- 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, course attendance and completion, participation in the degree assistance program
- CCTV footage and other information obtained through electronic means such as swipe card records
- Information about your use of our IT systems
- ID card image, photographs, videos
- Information about equipment you reserve, use, services you request, and associated billing related to the Core Labs and Research Centers

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, including Saudi Labor Law; 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 an Iqama application; the application of Ramadan working hours; a Hajj leave request; and/or a Family Visit Visa request
- Biometric data to identify you to provide access to restricted facilities
- Facial recognition processing may be used for public-classified photos of faculty and researchers for media data management purposes, including to enhance search and data tagging functionality
- Criminal or security history reported in a background check
- Health information to assess medical eligibility for an Iqama and for medical clearance to relocate to KAUST
- Information about health to support related certain leave requests
- Information about work-related injuries and occupational disability
- 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
- That you (or your dependent) have one or more unknown parents, which may be revealed by the collection of a birth certificate

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, and/or a webform throughout your employment relationship with KAUST. Information is requested and collected, for example, during recruitment, relocation, COI/COC annual disclosure (and for required updates), the probation process and PMP cycle, leave applications or other portal requests, 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, and during the departure clearance process.

We may receive Personal Data about you from other individuals, for example, who may recommend you for a position at KAUST; provide a reference about you; or mention you in a grievance/complaint or 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
Medical provider at KAUST Health	Cleared or not cleared for relocation
Ministry of Interior	Iqama application status, Iqama
Ministry of Foreign Affairs	Family Visit Visa application status, receipt of visa
Ministry of HR and Social Development (Ajeer)	Contract details; work permit application status; issued work permit
Employment background check providers	Background check report, including verification results for reported employment and education
General Organization of Social Insurance	Registration status, benefits information
External training providers	Training and development information, including attendance and certification
Professional bodies	Your professional registration status
Airlines	Flight details related to relocation, business travel
Social Media and Job Boards	Information you share, i.e., on LinkedIn or a job board that KAUST follows
Recruitment agencies	Information you share to support your job search
Former educational institutions	Verification of educational background

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 your employment contract as well as for extensions, renewals, and transfers. Input from you during the probation period is for your benefit, and HR and/or your manager may require your cooperation in completing the form. Failure to sign a contract, extension or renewal may jeopardize the contract's legal validity.

Any information requested to support an Iqama or work permit is mandatory to provide. Failure to submit the information requested will prevent your Iqama and work permit from being issued and will impact your ability to work at KAUST. Failure to provide information requested for relocation may cause delays or otherwise impact the shipment of your personal effects (if applicable) and any reservations for travel, accommodation and airport pickup.

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 its facilities.

For benefits, all Personal Data requested is mandatory for your enrollment in any applicable benefit plans 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 or information about your dependents, this may prevent you from receiving your monthly salary or hourly wages or may result in the wrong amount being paid (for example, if you don't update a new dependent in the system).

Staff members are required to enter objectives into the performance management system and to submit feedback. A refusal to participate in the PMP may be subject to disciplinary action.

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. It is your individual responsibility to ensure that your leave balance is utilized in the leave year.

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 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 departure clearance, if you don't provide the information requested, this will result in delays in being cleared from all departments and from being issued your final settlement.

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

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

We process your Personal Data to help us effectively administer your employment relationship with the University. Without the Personal Data you provide when you first start working for us and throughout the duration of your employment, we wouldn't be able to employ you, pay you, make

reasonable adjustments, and provide your benefits under your employment contract. We also have requirements under Saudi Labor Law and its regulations regarding right to work, managing the employment relationship and monitoring performance.

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

PURPOSE	LEGAL BASIS
Manage employment contracts, contractual changes, and probation	Employment contract Comply with applicable laws and regulations
Assess and manage fitness / capability to work and, as needed during employment, provide adjustments or accommodations at work	Employment contract Comply with applicable laws and regulations Legitimate interest in supporting employee health and safety
Manage relocation	Employment Contract Comply with applicable laws and Iqama requirements
Manage emergency contact information for emergency situations	Consent 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	Employment contract Comply with applicable laws Legitimate interest in securing KAUST's facilities, equipment, and information from unauthorized access
Manage the KAUST Directory	Employment contract Legitimate interest in providing access to work contact details to facilitate communication and collaboration
Administer payroll and benefits (i.e., insurance, savings, pension, accommodation, travel allowance)	Employment contract Other agreements with you (i.e., Housing agreement) Comply with applicable laws
Manage requests for leave, flexible working hours, and remote working	Employment contract Remote Working Agreement Comply with applicable laws and regulations
Manage reimbursements for business-related expenses, business travel, and any eligible degree assistance	Employment contract Other agreement with you (i.e., degree assistance program agreement) Comply with applicable laws
Provide HR certificates and letters	Consent (certificates and letters are provided at your request)
Manage performance, conflicts of interest and conflict of commitment	Employment contract Conflict of Interest Certification Agreement Comply with applicable laws and regulations

Employee Privacy Notice

Applicability: Employees

Compile and analyze academic information for strategic planning	Consent Legitimate interest in assessing research trends, contribution, and impact, for strategic planning
Provide learning and development opportunities and conducting surveys to assess employee experience and competencies	Consent Comply with applicable laws and regulations Legitimate interest in upskilling workforce and supporting employee learning and development
Promote KAUST's academic research and initiatives on its websites and through media campaigns	Consent Legitimate interest to enhance KAUST's national and global reputation as a leader in research excellence
Honor employees through Employee Service Awards	Consent Legitimate interest in recognizing employee achievement
Manage KAUST's intellectual property rights	Consent Legitimate interest in managing KAUST's intellectual property
Manage personal visitor requests	Consent Comply with applicable laws on Family Visit Visas Legitimate interest in supporting the security of the KAUST community and its facilities while providing employees 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	Employment contract 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	Comply with applicable laws, including the Law on the Use of Surveillance Cameras.
Manage grievance and disciplinary cases	Employment contract Comply with applicable laws Legitimate interest in ensuring a safe, respectful, productive, healthy and pleasant work environment
Manage equipment usage and services provided in the Core Labs and Research Centers	Employment contract Contracts for services provided
Manage departure clearance process and final exit from KAUST	Employment contract and other applicable contracts (i.e., housing agreement, golf cart rental 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	Employment contract Legitimate interest to ensure HR operations run efficiently and to inform management decisions
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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?

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 share and why.

Entities and individuals	Information we may share (when applicable) and why
Airlines	Information to book flights, i.e., for relocation or compassionate leave
Bank(s) you designate	Information required to make payments
Benefits auditors and consultants	Information required to audit benefits plans (i.e., savings and pension) to prepare compliance statements and investment reports or to provide financial actuary consulting for KAUST's benefits. Such information may include payroll records, benefits and compensation details, and total rewards statements.
Benefits providers and their third parties	Information to support the administration and processing of applicable employment benefits
Consultants providing training	Contact details, job title, department for individuals participating in training courses, receiving consultation, or 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.
Customs at port	Name, Iqama, and description of shipping contents for release from port
Daycare provider	Verification of your KAUST ID number to establish subsidy eligibility
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

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.
Employment background check agency (i.e., Hire Right)	Signed Release of Information Form to initiate the background check process
Former educational institutions, former employers and references	Information required to verify former employment details and qualifications as part of the application process
General Organization of Social Insurance	Registration information, salary information, employment start date(s), your questions and relevant information related to GOSI benefits, claims, and date of separation
University Travel Office	Information required to book travel, i.e., for relocation and business travel
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	<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>
Ministry of Foreign Affairs	Family Visit Visa application for your personal visitors
Ministry of HR and Social Development	Work permit application, fee payment, your employment contract
Ministry of Interior	Information related to an Iqama application, any requests for Iqama renewal to obtain/maintain right to work, requests for exit and reentry visa fees for business travel

Moving companies	Information required to support the shipment of personal effects, i.e., for relocation
Patent offices and law firms supporting patent applications	Information on patent applications are shared with law firms supporting patent applications and relevant patent offices to apply for a patent.
Prospective employer or their background check provider	With your consent, we may provide an employment verification form to an entity that has requested it.
Research partners and sponsors funding research	Minimum personal information relevant for the research project
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.
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.
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
Visa agency or Saudi Mission abroad	At your request, KAUST will share Personal Data with a visa agency or Saudi Mission abroad to support the processing of your visa.
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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