

This privacy notice ("Notice") applies to personal visitors to King Abdullah University of Science and Technology ("KAUST", "we", "us", "our"). This Notice does not apply to individuals who are employed at KAUST or to our service providers, contractor workforce employees, and others who work inside of 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.

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?

Below are some examples of categories of Personal Data we may collect or process. The information collected depends on the personal visitor category (short-term or long-term) and whether KAUST supported you in applying for a Family Visit Visa.

- Demographic details such as name, date of birth, place of birth, nationality, gender, marital status and dependents
- Contact details such as address, personal phone number, and email address
- KAUST ID, including a photo for the ID
- Government IDs, i.e., Passport, Iqama, National ID, and Driver's License
- Visa application, application status, and copy of visa
- Border entry number, and entry stamp in passport
- Information about your family members including passports, Iqamas, National IDs; visa type, marriage and birth certificates for proof of relation
- Vehicle insurance; license plate number; vehicle make, model, year, and color
- Visit dates, purpose of visit, duration, and any extensions
- Host's information such as their name, KAUST ID, phone numbers, National ID, passport, or Iqama, your relationship to the host, their house number and type, number of visitors hosting, and the number of visitors they have already hosted that academic year
- Footage related to you or involving you from CCTV and traffic cameras (please note, CCTV surveillance and traffic cameras are used to deter, detect or investigate incidents and to maintain the health and safety of individuals and the security of facilities and equipment)
- Information required for emergency response, investigation, and reports in the case of any health, safety, security (including traffic) incidents
- Photos and videos of you at KAUST-sponsored community events (i.e., Parade of Nations)

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 Saudi laws; to fulfil our duty of care to ensure a safe working and living environment; to safeguard vulnerable individuals; and/or to prevent unlawful acts from occurring:

- For visitors coming on a Family Visit Visa, we may collect information about your religious beliefs to support the visa request.
- If there is a health, safety, or security (including traffic) incident involving you during your visit, we may collect information about you in line with our procedures, including
 - Health data in connection with a health-related emergency situation and
 - Information related to security incidents or criminal acts, i.e., captured by traffic cameras, CCTV, provided in witness reports, or collected during an investigation.
- Biometric facial recognition data is collected for KAUST ID holders.

Information about children is not considered sensitive data; however, children are considered a vulnerable category under certain data protection laws.

- We may collect Personal Data about children visitors over the age of 12. You are not required to provide information about children below the age of 12 who are accompanying you on a visit to KAUST.
- Some hosts request a Family Visit Visa for children. In those cases, we may collect information about the children for the visa request.

3. Where do we get your Personal Data?

To arrange the visit to KAUST, your host completes a visitor request webform. Your host may request that you upload your personal information into the webform or may fill it out for you. KAUST may also process information about you if your host emails, visits, or calls a team at KAUST with questions regarding the visit and/or to process your KAUST ID (if applicable).

If your host requests a Family Visit Visa for you, they may submit the required information about you to the relevant personnel in KAUST who support with the Family Visit Visa application. The Ministry of Foreign Affairs may provide KAUST with information on the status of your application and, if approved, the visa details.

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

Mandatory fields in forms related to your request are marked with an asterisk. Failure to provide the information and documents requested for a visitor request may result in an inability to process your request or, when applicable, to be issued a visa.

Please note that no registration is required for children under the age of 12.

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

We process your Personal Data to make an approval decision about your request to visit KAUST; grant gate access for approved visitors; and, when applicable, to issue you a KAUST ID. Your Personal Data will not be processed later in a manner inconsistent with the purposes outlined in this Privacy Notice, except as provided or required by law.

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

Saudi law: Information collected to support a visa application is stipulated by Saudi law.

Legitimate Interest: KAUST has a legitimate interest to process Personal Data related to its visitors to ensure the security of its community and its facilities. Applicable KAUST units also process Personal Data related to visits to ensure compliance with KAUST's policies on personal visitors.

Vital interest: In emergencies situations involving you, we may process your Personal Data to serve a definite interest of yours when you are difficult to contact, to serve your vital interests, and/or to protect public health or safety.

Consent: For photos and videos captured at KAUST-sponsored community events, we rely on your consent to process your Personal Data.

Explicit Consent: For the collection of biometric facial recognition data for KAUST ID holders, we rely on your explicit consent.

7. 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.

8. Who do we share your Personal Data with?

Your Personal Data is shared with the relevant KAUST personnel approving and processing your visit. In overstay cases, the KAUST employee's line manager and applicable executive will be notified.

KAUST may share minimal relevant Personal Data with external entities. The table below indicates the entities we may share your Personal Data with and why.

Entities	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 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 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.
Ministry of Foreign Affairs	Information to support a family visit visa application will be shared with the Ministry of Foreign Affairs.
KAUST website and KAUST social media accounts	KAUST may share photos and videos (including drone footage) covering KAUST-sponsored events on its websites and/or social media accounts. These may include you if you attended these events.
Software providers and technical consultants	Your Personal Data is processed using software. Consultants may support KAUST with system updates and changes, including migration of Personal Data from an existing system to an updated or new system.

KAUST will never sell your Personal Data.

9. 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. For IT system integrity and functionality, KAUST may permanently retain minimal Personal Data including an assigned system number, your first and last name, and your KAUST ID number.

Visit Request Applications:

- Request to visit KAUST and visitor profile: 5 years after the end date of the visit.

Security-Related Records

- Request for a KAUST ID: 2 years after the last use of the KAUST ID to enter KAUST
- Entrance and exit logs, final checkout, and notifications logs: 5 years after entry creation
- Facial recognition data: 6 months after the individual has exited KAUST
- CCTV footage: 90 days unless required to investigate an incident.

Emergencies and Incidents:

- Emergency calls, minor security incidents, and minor traffic violations: 3 years
- Medium to major security incidents: 7 to 10 years, depending on the severity. KAUST permanently retains the minimum required personal information related to major security incidents.